

# Costume Production & Performance Fall 2020

<b>Course Title</b>	THE4950 Production & Performance – COSTUME
<b>Meeting Room</b>	Hybrid/Canvas & McGuire Pavilion Costume Studio #238
<b>Meeting Times</b>	Section 1 (3707): Mon/Wed 10:40-12:35 Section 2 (3709): Mon/Wed 1:55-3:50 Section 3 (3708): Tues/Thu 10:40-12:35 Section 4 (3710): Tues/Thu 1:55-3:50 Section 5 (3711): Friday 12:50-4:55

**The Costume Shop is only open by limited appointment for health & safety!**

**Supervisor** Megan Szloboda – Costume Shop Manager  
Nadine McGuire Pavilion Room 238  
Online Office Hours: T/TH 10:40-12:35  
Zoom Meeting ID: 242 302 8327  
Passcode: szloboda  
Office Phone: 352-273-0525  
E-mail: [mszloboda@arts.ufl.edu](mailto:mszloboda@arts.ufl.edu)

**Instructor** Sarah Lankenau Moench –Assistant Professor Costume Technology  
Nadine McGuire Pavilion Room 205A  
Office Hours: by appointment M/W 11am-12pm, F 10-11am  
Zoom Meeting ID: 275 100 6166  
Passcode: chestscale  
Office Phone: 352-273-0508  
E-mail: [smoench@arts.ufl.edu](mailto:smoench@arts.ufl.edu)

## Course Description

The goal of this course is to continue Costume education through creative learning experiences. Students will participate in a variety of assignments/projects that may include as needed: construction, fabrics, dye, wardrobe, hair/wigs, shop management, research & organizational/time management skills. Students should establish a working knowledge of costume production for live performance including theatre and dance.

## Assignments:

There will be 2 assignment groups this semester in order to provide all students new learning material and not repeat previous assignments.

**Blue=** If you HAVE NOT completed the Summer 2020 Costume Module

**Orange=** If you HAVE already completed the Summer 2020 Costume Module

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Blue Assignments	Orange Assignments
Safety is No Accident!	Safety is No Accident!
Costume Shop Management & Shop Roles	Fabric Identification
Wardrobe- More than just laundry!	Fabric Dye
Found Objects Construction Project Part 1	Found Objects Construction Project Part 2!
History of 20 <sup>th</sup> c Hair Project	Costume Professional Profile & Presentation
Reflect & Review Essay	Reflect & Review Essay

When	What	Where	Notes
Week 8/31	Costume P&P Welcome Orientation	Zoom- recorded link	Fall Classes Begin!
Week 9/7	Independent Work	Canvas Module	<b>Mon 9/7 Labor Day NO CLASS!</b>
Week 9/14	Safety is No Accident! Safety is No Accident!	Canvas Module	Submissions <b><u>DUE</u></b> by the start of each class section!
Week 9/21	Independent Work	Canvas Module	
Week 9/28	Independent Work	Canvas Module	<b>Fri 10/2 Homecoming NO CLASS!</b>
Week 10/5	Shop Tour TBD Sec 1: Mon/Wed 10:40-12:35	Costume Shop	*Stand by for confirmation!
	Shop Management Module Fabric Identification Module	Canvas Module	Submissions <b><u>DUE</u></b> by the start of each class section!
Week 10/12	Shop Tour TBD Sec 2: Mon/Wed 1:55-3:50	Costume Shop	*Stand by for confirmation!
Week 10/19	Shop Tour TBD Sec 3: Tues/Thu 10:40-12:35	Costume Shop	*Stand by for confirmation!
	Wardrobe Module Fabric Dye Module	Canvas Module	Submissions <b><u>DUE</u></b> by the start of each class section!
Week 10/26	Midterm Check In Chat	Zoom Live Chat	
Week 11/2	Shop Tour TBD Sec 4: Tues/Thu 1:55-3:50	Costume Shop	*Stand by for confirmation!
	History of 20th c Hair Costume Professional Profile	Zoom Live Presentations	Submissions <b><u>DUE</u></b> by the start of each class section!
Week 11/9	Shop Tour TBD Sec 5: Friday 12:50-4:55	Costume Shop	*Stand by for confirmation! <b>Wed 11/11 Veterans Day NO CLASS!</b>
Week 11/16	Found Objects 1 Found Objects 2	Zoom Live Presentations	Submissions <b><u>DUE</u></b> by the start of each class section!
Week 11/23	Independent Work	Canvas Module	<b>Wed 11/25-Fri 11/27 Thanksgiving NO CLASS!</b>
Week 11/30	Independent Work	Canvas Module	
Week 12/7	Reflect & Review Reflect & Review	Canvas	<b>Wed 12/9 Last day of class! Last day submit assignments!</b>
Week 12/14	Finals Week	No final exam is required for this class	<b>NO CLASS!</b>

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## Zoom Communication Etiquette & Expectations: (online)

Most on campus best practices still apply to Zoom/online class interactions!

- Students should arrive (log on) to class meetings on time and ready to participate.
- Please mute your mic while not actively speaking to limit outside/background noise. Headphones are highly recommended for privacy and focus!
- Be dressed appropriately to attend class. You should follow the same clothing guidelines as though you were attending class in the costume shop!
- Please refrain from eating while attending class via Zoom if possible. (if essential please mute your mic and turn off your video feature. Remain engaged in the conversation via chat until you are finished)
- Please refrain from personal cell phone use while engaged in a Zoom class meeting.
- Communicate your technical needs & options before class begins. If you do not have access to the internet or experience other technical issues, please let your supervisor know. If need be there are call in phone options available as needed.
- If you are unable to share visual presentations via Zoom for class meetings, it's important to reach out to your supervisor in advance to arrange for an alternative. For example: if internet bandwidth impairs your ability to reliably share video/share your screen, contact your group supervisor/instructor to arrange to an alternative.

## Online Class Recording Policy:

Our class sessions may be audio visually recorded for students in the class to refer back to, and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

## Costume Shop Expectations & Policies: (on campus)

- Arrive to class on time with a positive attitude and prepared to work!
- Be open to guidance and instruction while working to complete assigned tasks. While the Costume Shop does not always have the same atmosphere as a classroom, we ask that you respect it as a working learning environment and behave accordingly.
- Must wear closed toe shoes and full coverage tops for safety purposes. You must also wear closed toe shoes and full coverage tops while working in ANY of the costume areas. If you arrive to class without the appropriate attire you will be asked to leave and you will not receive credit for time not worked.
- You should not wear heavy perfume or fragrance while working in the costume shop. Strong scents may cause irritation and headaches for others working around you.
- All personal belongings like backpacks, purses, lunchboxes, drinks, and snacks should be stored in the designated storage area. Please be sure not to leave any items on the floor in front of the storage area blocking walkways.

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- **Cell phones-** The costume shop is a learning environment just like any other classroom. Phones should be stored with personal belongings away from work areas. Ringers should be set on vibrate or switched off/silent while in the costume shop. If you need to answer a call or message urgently be courteous and communicate your needs with the Costume Shop Manager.
- **Music-** There may be times when it is applicable to listen to music on a mobile device. Please ask the Costume Shop Manager before plugging in those air buds. If you receive permission to proceed with music only 1 ear please! It's important to still be able to hear and communicate with others around you.
- Personal videos or movies should not be viewed during class time.
- Interactions and conversations are important while learning, but should not create distractions or interfere with your ability to complete assigned projects.

## Materials:

Assignment materials may be provided via socially distanced pickups on campus as they are available. Please stand by for information as it is confirmed!

## Attendance:

Students who elect to enroll in a hybrid course are expected to participate in in-person instruction. If a student feels unsafe attending in-person, the student should elect courses that are delivered online only and plan to take the hybrid course in a future semester. In the case that the student does not have the option to take the class at a later time (ie. a graduating senior), the student must make arrangements with the instructor to "attend" all class meetings synchronously, when available, or asynchronously if approved by the instructor.

In the event on campus tours are not possible a virtual tour will be shared with the class.

The success of this course is based on discussion and class participation. Attendance is vital. Only one (1) unexcused absences from class will be permitted without penalty. Each additional unexcused absence will lower your final grade by 5%. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence. Three unexcused absences will result in a failing grade in this class.

## Attending live Zoom class meetings & presentations is required!

If you are unable attend class due to Sickness or Emergency, you must call or e-mail the Costume Shop Manager as soon as possible to notify your absence. Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>) and require appropriate documentation.

**\*COVID-19 Accommodation: Students who are medically required to quarantine will have documentation from a medical provider. Students who self-quarantine must communicate with the instructor and "attend" courses remotely synchronously, when available, or asynchronously if approved by the instructor.\***

<https://coronavirus.ufhealth.org/>

<https://coronavirus.ufhealth.org/screen-test-protect/>

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Grading:

All assignment should be submitted via Canvas!

Blue Assignments	
Safety is No Accident!	10 pts
Costume Shop Management & Shop Roles	10 pts
Wardrobe- More than just laundry!	10 pts
Found Objects Construction Project Part 1	30 pts
History of 20 <sup>th</sup> c Hair Project	30 pts
Reflect & Review Essay	10 pts
<b>Total</b>	<b>100 pts</b>

Orange Assignments	
Safety is No Accident!	10 pts
Fabric Identification	10 pts
Fabric Dye	10 pts
Found Objects Construction Project Part 2!	30 pts
Costume Professional Profile & Presentation	30 pts
Reflect & Review Essay	10 pts
<b>Total</b>	<b>100 pts</b>

**Late Work will be reduced by 1 point each day past the original due date!**

A = 100-94 pts	C = 76-74 pts
A- = 93-90 pts	C- = 73-70 pts
B+ = 89-87 pts	D+ = 69-67 pts
B = 86-84 pts	D = 66-64 pts
B- = 83-80 pts	D- = 63-60 pts
C+ = 79-77 pts	E = 59- 0 pts

Information on UF grading policies for assigning grade points can be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

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## Honesty Policy

Please refer to your student handbook for the University's honesty policy regarding cheating and the use of copyrighted materials. <https://catalog.ufl.edu/ugrad/1516/advising/info/student-honor-code.aspx>

## Special Needs

Students requesting classroom accommodations must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodations. <https://drc.dso.ufl.edu>

## Counseling and Mental Health

Please be aware that there are people on campus to assist you if you feel that the pressures of a semester are too great for you to handle.

Counseling and Wellness Center & U Matter, We Care:

3190 Radio Rd.

352-392-1575

[umatter@ufl.edu](mailto:umatter@ufl.edu)

[www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)

University Police Department (UPD)

352-392-1111 (or 9-1-1 for emergencies)

[www.police.ufl.edu](http://www.police.ufl.edu)

**\*\* Syllabus is subject to change at the discretion of the class supervisor and instructor\*\***



**Care, Kindness and Cooperation.**

**Screen. Test. Protect.**

**Costume Syllabus**

**Acknowledgement & Signature:**

I have read and understand all of the above course requirements:

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Signature

Date

This page should be detached and submitted to Megan Szloboda in the Costume Shop upon signature.