

THE4950 Performance and Production

Spring 2021

Class:

Monday/Wednesday, periods 4-5, 10:40am-12:35pm

Tuesday/Thursday, periods 4-5, 10:40am-12:35pm

Up to +15 additional hours per schedule (typically for a specific production, this will take the form of Canvas assignments)

Class will commence in CON 0238 (Costume Shop of Nadine McGuire Pavillion)

Instructor Information

Instructor

Sarah L. Moench

Email

smoench@arts.ufl.edu

Office Hours

Wednesdays and Thursdays 1:30-2:30pm

Sign up at: [Prof. Moench Office Hours](#)

See Canvas for Zoom mtg. info.

Costume Shop Supervisor

Megan Szlobada

mszlobada@arts.ufl.edu

Email request

Teaching Assistant

Angie Zaytseva

a.zaytseva@ufl.edu

Email request

General Information

Description

This course is designed to provide learning opportunities in the costume area of production through targeted lessons and hands-on assignments. Since this course is repeatable for credit and multiple sections are required for graduation, every effort will be made to provide students with a progression of skills each semester. First time enrollee's will focus on fundamental hand and machine sewing skills, and wardrobe related activities. Second time enrollee's can expect to review their skills and progress to activities directly related to costume production for departmental productions. Any student electing to take their third, fourth, and fifth TPA4950 in the costume area will be assigned to specific roles in the shop on departmental productions. These roles include, but are not limited to: stitcher, first hand, wardrobe crew head, draper, costume crafts artisan, wig artisan, or makeup artisan.

Expectations and Goals

- 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.
- **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.

Course Materials

Required Materials

Materials and tools will be provided.

This course schedule is subject to change at the instructor's discretion. Please refer to the Syllabus page on Canvas for the most up to date information about assignment due dates and whether class is in-person or synchronous on Zoom.

Course Schedule

Week	Topic
Jan. 11-17 Zoom	Review syllabus and tour Canvas site Complete P&P Survey as a class
Jan. 18-24 Jan. 18th/19th - no class Jan. 20 th & 21st Zoom	Martin Luther King Jr. Day Safety: New and Review

Week	Topic
All classes in person unless otherwise noted Jan. 25-31	Hand embroidery: name tags
Feb. 1-7	Hand sewing: new & review
Feb. 8-14	Machine sewing: new & review
Feb. 15-21	Repairs and alterations
Feb. 22-28	Wardrobe -or- Construction basics (Wardrobe refers to any and all activities related to wardrobe including costume maintenance, organization, wig and makeup prep, paperwork, etc.)
March 1-7	Wardrobe -or- Taking measurements and sizing garments
March 8-14	Wardrobe -or- Underpinnings (Underpinnings refers to any and all activities related to repairs, alterations, or construction of under garments for the departmental production of A Little Night Music, currently planned for the 2021-2022 SoTD season)
March 15-21	Wardrobe -or- Underpinnings
March 22-28	Wardrobe -or- Underpinnings
March 29-April 4	Wardrobe -or- Underpinnings
April 5-11	Wardrobe -or- Underpinnings
April 12-18	Wardrobe -or- Underpinnings
April 19-21	Wardrobe -or- Underpinnings
April 22-23	Review and Reflect Assignment
	There is no cumulative final for this course

Grading Scale

The grading scale will be as follows:

A 94-100%	A- 90-93%	
B+ 87-89%	B 83-86%	B- 80-82%
C+ 77-79%	C 73-76%	C- 70-72%
D 68-69%		
E 0-67%		

Evaluation:

Students will be evaluated through their attendance, participation and professional attitude. Each class will have 15 points available; those who arrive on time, participate, and act professionally will earn those points. Those who do not will lose points accordingly (5/punctuality, 5/participation, 5/professionalism). Up to fifteen additional hours throughout the semester need to be completed by each student through assignments that will be made available on Canvas at appropriate intervals throughout the semester.

The university grading policies for assigning grade points may be found at <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/#gradestext>
Additional Information and Resources

Attendance Policy, Class Expectations, and Make-Up Policy

Theatre is a collaborative environment that demands continual support. Your successful completion of this course is based on discussion and participation in class and lab sessions. Attendance is vital. Only one (1) unexcused absence 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.

Students are expected to stay home and seek medical help for COVID-19 symptoms or exposure (persistent cough, fever 100.4+, new loss of taste or smell, muscle pain/headaches, shortness of breath, sore throat, chills, diarrhea, or feeling generally ill). The culture of hiding illness or the “show must go on” mentality must be avoided. Students who are medically required to quarantine will have documentation from a medical provider. That documentation must be submitted to the instructor in a timely fashion. Students who self-quarantine must communicate with the instructor and “attend” courses remotely synchronously, when available, or asynchronously if approved by the instructor.

Students who elect to enroll in an in-person course are expected to participate in in-person instruction. If a student is uncomfortable attending in-person, the student should elect courses that

are delivered online only and plan to take the hybrid or face-to-face course in a future semester. In the case that the student does not have the option to take the class at a later time (i.e. 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.

Barring the above circumstances, students are expected to be in attendance (either remotely or in-person, as assigned) daily and to be on time. Students are allowed 1 “unexcused” absence that does not require documentation and does not conform to the UF “acceptable reasons for absence.” Any other “unexcused” absence will result in a penalty of a full letter grade (10%) from the final grade per “unexcused” absence. To be considered “excused” an absence must be accompanied by appropriate official documentation. Religious observances do not require documentation.

Any absence from class for the following reasons must be supported by official acceptable documentation to avoid a grade penalty:

- Illness—doctor’s note must be on official letterhead with address and phone number, noting the date and time of visit and diagnosis verifying that an absence from class is warranted, doctor name and signature
- Serious family emergencies
- Special curricular requirements (e.g., judging trips, field trips, professional conferences)
- Military obligation
- Severe weather conditions
- Participation in official university activities such as music performances, athletic competition or debate
- Court-imposed legal obligations (e.g., jury duty or subpoena)

To help organize accommodations, students should inform the instructor by the end of the second week of classes of religious observances of their faith that will conflict with class attendance this semester.

Any student that acquires 3 absences (either excused or unexcused) will be required to meet with this course’s instructor and/or area faculty to discuss the student’s continued participation in the course.

Since this class requires attendance in order to receive full marks for participation, the opportunity to make up points that were missed due to absences will be handled on a case-by-case basis.

In-Person Class Guidelines

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.

- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor’s guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms](#).

Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies](#)

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://gatorevals.aa.ufl.edu/>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://gatorevals.aa.ufl.edu/>.

University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary

action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

Our class sessions may be audio visually recorded for students in the class to refer back 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.

Campus Resources:

Health and Wellness

U Matter, We Care:

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <https://www.crc.ufl.edu/>.

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
<https://teachingcenter.ufl.edu/>.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.
<https://writing.ufl.edu/writing-studio/>.

Student Complaints Campus: [https://www.dso.ufl.edu/documents/UF Complaints policy.pdf](https://www.dso.ufl.edu/documents/UF%20Complaints%20policy.pdf).

On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaint-process>.