

# THE4950 Production Workshop

Spring 2022, periods 6-7, 12:50-2:45pm, CON 0238

Section 3707: MW

Section 3708: TR

## Instructor Information

### Instructor

Sarah L. Moench

### Email

[smoench@arts.ufl.edu](mailto:smoench@arts.ufl.edu)

### Office Location & Hours

Tuesdays 3:30-4:30pm  
Wednesdays 11:00am-12pm  
& by request  
In-person or Zoom by request

### Costume Shop Supervisor

Megan Szloboda

[mszloboda@arts.ufl.edu](mailto:mszloboda@arts.ufl.edu)

By email request

### Teaching Assistant

Jade Zhang

Ella Brooks

[zhang.hongyi@ufl.edu](mailto:zhang.hongyi@ufl.edu)

[ella.brooks@ufl.edu](mailto:ella.brooks@ufl.edu)

By email request

By 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 enrollees will focus on fundamental hand and machine sewing skills, and wardrobe related activities. Time permitting, projects such as a tote bag and bucket hat will be added to help build skills (students may keep these projects).

Second time enrollees can expect to review their skills and progress to activities directly related to costume production for departmental productions. Time permitting, additional construction technique samples or projects may be added to further advance skills.

### 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. This includes ANY and ALL of the costume areas. If you arrive to class without the appropriate attire, you will be asked to leave, and the class will count as an unexcused absence.
- **DO NOT** wear heavy perfume or fragrance while working in the costume shop. Strong scents may cause irritation and headaches for others working around you. Fragrances can also

permeate the fabric of costumes as you work on them and cause irritation and headaches for performers.

- 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 urgent message, be courteous and communicate your needs with the instructor or TA.
- **Music-** There may be times when it is applicable to listen to music on a mobile device. Please ask the instructor or TA 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.
- Viewing personal videos or movies is not permitted during class time.
- Interactions and conversations relevant to the projects in hand are necessary 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.**

## Course Schedule

Week	Topic
Week 1	Review of Syllabus Costume Area tour Safety Module preview
Week 2	Overview of hand and machine sewing samples
Week 3	Samples or Costume Production Notes (as needed)
Week 4	Samples or Notes (as needed)
Week 5	Samples or Notes (as needed)
Week 6	Samples or Notes (as needed)
Week 7	Samples or Notes (as needed)
Week 8	Samples or Notes (as needed)
Week 9	Samples -or- Notes (as needed)

Week	Topic
Week 10	Samples -or- Notes (as needed)
Week 11	Samples -or- Notes (as needed)
Week 12	Review and Reflect Essay preview Samples -or- Notes (as needed)
Week 13	Samples -or- Notes (as needed)
Week 14	Samples -or- Notes (as needed)
Week 15	Samples -or- Notes (as needed)
Finals Week	Review and Reflect Essay Due
There is no cumulative final for this course	

## Additional Information and Resources

### Attendance

The success of this course is based on discussion and class participation. Attendance is vital. Your first unexcused absence from class will be permitted without penalty. The second unexcused absence will lower your final grade by 5%. The third unexcused absence will lower your final grade by 15%. The fourth unexcused absence will lower your final grade by 30%. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence.

**Making up unexcused absences cannot be accommodated by the costume shop this semester.**

Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>) and require appropriate 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.

### Evaluation of Grades

Canvas Modules	Total Points	Percentage of Final Grade
Review and Reflect Essay	10	10%

In-Class Points	Percentage of Final Grade
Midterm	45%
End of semester	45%

Each week of class the instructor and teaching assistants will record a score for you based on the rubric below. At the end of the semester the total number of points awarded will be averaged over the dates of attendance. Excused absences will not impact the final average. Unexcused absences will not receive a score. Instead, the absence policy stated above will be applied to your final grade when it is tabulated at the end of the semester.

Score (based on UF Grading Scale)	Mastery of Concepts	Application of Skills	Quality of Work	Punctuality	Costume Shop Guidelines
4	Meets class expectations in the understanding and presentation of concepts. Verbalizes the concepts to faculty and peers.	Consistently selects and applies proper skills. Asks questions when needed. Recognizes errors in their own work.	Workmanship is consistent with experience level. Effort is made to improve skills as the semester progresses.	Consistently on time to class, returns from break in a timely manner, and is prepared to begin class in a timely fashion.	Adheres to costume shop guidelines.
3	Meets class expectations in the understanding and presentation	Often selects and applies proper skills. Sometimes recognizes errors in their	Workmanship is consistent with experience level. Effort is made to	Occasionally arrives to class late, does not return from break in a	Occasionally does not adhere to costume shop guidelines.

	of concepts. Verbalizes the concepts to faculty and peers.	own or others work.	improve skills as the semester progresses.	timely manner, and/or is not prepared to begin class in a timely fashion.	
2	Has difficult time understanding and/or verbalizing the concepts.	Sometimes selects and applies proper skills. Sometimes recognizes errors in their own or others work.	Workmanship meets the minimum standards for this class.	Often late to class, does not return from break in a timely manner, and/or is consistently not prepared to begin class in a timely fashion.	Often does not adhere to costume shop guidelines.
1	Has difficult time understanding and/or verbalizing the concepts.	Does not select and apply proper skills. Does not recognize errors in their own or others work.	Workmanship does not meet the minimum standards for this class.	Always late to class, takes longer break than offered, and/or is never prepared to begin class in a timely fashion.	Does not adhere to costume shop guidelines.

### 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.

### Grading Policy

Percent	Grade	Grade Points
90.0 - 100.0	A	4.00
87.0 - 89.9	A-	3.67

84.0 - 86.9	B+	3.33
81.0 - 83.9	B	3.00
78.0 - 80.9	B-	2.67
75.0 - 79.9	C+	2.33
72.0 - 74.9	C	2.00
69.0 - 71.9	C-	1.67
66.0 - 68.9	D+	1.33
63.0 - 65.9	D	1.00
60.0 - 62.9	D-	0.67
0 - 59.9	E	0.00

More information on UF grading policy may be found at:

<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades>  
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### 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>

*Campus Resources:*

*Health and Wellness*

**U Matter, We Care:**

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto: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/.](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/.](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/.](https://teachingcenter.ufl.edu/)

**Writing Studio**, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

[https://writing.ufl.edu/writing-studio/.](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_Complaints_policy.pdf).

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