

THE4950 Performance and Production

Spring 2022

Instructor Information

Instructor	Email	Office Location & Hours
Sarah L. Moench	smoench@arts.ufl.edu	Mondays 10:00-11:00am Thursdays 3:30-4:30pm & by request Default on Zoom, see Canvas page for link
Costume Shop Supervisor Megan Szlobada	mszlobada@arts.ufl.edu	Email request
Teaching Assistant Andrea Herrera	andrea.herrera@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
Week 1	Review of Syllabus Costume Area tour Safety Module preview Hand sewing samples
Week 2	Hand sewing samples
Week 3	Machine sewing samples
Week 4	Safety Quiz DUE Machine sewing samples
Week 5	Machine sewing samples
Week 6	Costume Production Notes
Week 7	Costume Production Notes

Week	Topic
Week 8	Costume Production Notes
Week 9	Costume Production Notes
Week 10	Costume Production Notes
Week 11	Costume Production Notes
Week 12	Review and Reflect Essay preview Costume Production Notes
Week 13	Costume Production Notes
Week 14	Costume Production Notes
Week 15	Costume Production Notes
Finals Week	Review and Reflect Essay Due
	There is no cumulative final for this course

Additional Information and Resources

Attendance Policy, Class Expectations, and Make-Up Policy

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). 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 provide documentation to support the absence.

Limited opportunities may be available, but are not guaranteed, to make up time missed due to unexcused absences. Availability is dependent on the needs of the costume shop production area. Students seeking to schedule make up time must have it approved by the instructor in advance.

Barring the above circumstances, students are expected to be in attendance daily and to be on time. 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) unexcused absence. Three unexcused absences will result in a failing grade in this class.

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.

In-Person Class Guidelines

1. 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 expected to wear approved face coverings at all times during class and within buildings. Following this policy is all of our responsibility. If you choose to not wear an approved face covering at all times during class you will be expected to maintain 6 feet of social distance from the instructor, teaching assistants, and your classmates.
 - 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](#)

Evaluation of Grades

Canvas Modules	Total Points	Percentage of Final Grade
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Safety Quiz	10	
Review and Reflect Essay	10	
Total	20	20%

In-Class Points	Percentage of Final Grade
Average of accumulated points	80%

Each day 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 of concepts. Verbalizes the concepts to faculty and peers.	Often selects and applies proper skills. Sometimes recognizes errors in their own or others work.	Workmanship is consistent with experience level. Effort is made to improve skills as the semester progresses.	Occasionally arrives to class late, does not return from break in a timely manner, and/or is not prepared to begin class in a timely fashion.	Occasionally does not adhere to costume shop guidelines.

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 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.

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