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### DRAM 207A.05: Costume Production Crew

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**Drama 107A, 207 & 307**  
**Paula Niccum, Costume Shop Manager**  
**Costume Shop PARTV 40**  
**Campus Ext. 5271**

**Costume Production Crew**  
**Mon-Wed 1-5 Section 2**  
**Tue-Thu 2-6 Section 5**  
**SPRING 2007**

This class meets for 4 hours twice a week, with a 10 minute break. Duties include, but are not limited to, building, altering, and pulling of costumes and costume crafts/accessories as needed per show as well as basic shop maintenance, costume storage and cleaning. A minimum of 100 hours of work in the costume shop is required to receive a "D" and must be completed before finals week (class does not meet during finals week). After that prerequisite is fulfilled, the following will determine your grade:

1. **Punctuality**- You should come to your scheduled lab, arrive on time, and not leave early.
2. **Quality of Time**- You should be conscientious in your use of shop time. Do you diligently work on the assigned tasks, or do you waste time chatting, fooling around, taking breaks, talking on the phone, etc?
3. **Quality of Work**- You will be asked to do the best you can, nothing less and nothing more. Work will be assigned according to the level of your skills. As this improves, you will be challenged further. Are you satisfied with your work? Is it up to the standard set by the shop manager or other costume faculty? Must it frequently be redone? Do you rise to meet the challenge? You will not be penalized for less than optimal sewing abilities if you make up for it with a positive attitude, responsible work ethic, gracious acceptance and conscientious completion of any task you are assigned.
4. **Attitude**- No job is too small. If you feel you cannot complete a job successfully, speak with the shop manager. It is important that you freely contribute your skills and knowledge and abilities, but we work as a team. It takes all of us to make a production successful. Be patient, courteous, pleasant and tolerant.

**What is expected-**

As a student in this workshop, you need to learn quickly and precisely how things are done in the U of M costume shop and take responsible initiative early in the semester. Ask questions, clean up your own projects and messes (& sometimes of those less considerate).

**What to expect-**

A duty of the costume shop manager is to organize what is to be done, and by whom. If there is nothing to be done, then the student will not be penalized and will be sent home with the full 4 hours credited to them. All staff should be able to instruct and teach you the skills we need you to learn to make the build of the costumes smooth and accurate.

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/SA/VPSA/Index.cfm/page/1321>.

**All Drama/Dance students must have an in-depth knowledge of the practices and procedures outlined in the Department of Drama/Dance Handbook. The Handbook is available online at <http://www.sfa.umt.edu/drama/index.html>.**

**Some General Shop Guidelines:**

Let your cutter/draper or the manager see your work when it is completed. I can't tell which jobs are done, let you know when you've done a good job, or help you to improve, if I don't see your work when you're finished. This includes samplers.

When hanging an item on the wardrobe cart, please make sure it goes in the right section of the cart with name tag at least pinned to the garment. Sew tag in whenever possible.

Treat fellow shop workers with courtesy. Before beginning to use a machine or work table, ask whether anyone else is using it.

Theater involves teamwork. This includes occasional weekend work calls. Remember that the next production may be the one you're designing or acting in.

Everyone is free to choose music, or bring their own in to play in the shop. If you bring a personal music player, you will need to keep the volume at a level where you can still hear what is going on in the shop. Each person also has veto power over the shop stereo, and can change the music or reduce the volume if it is hard to concentrate.

Be respectful during the fitting process. Fittings require intense concentration and communication between the designer, actor and shop staff. Keep the volume of both shop conversation and the stereo reduced during fittings.

Please clean up after yourself. This includes everything from tidying up in the kitchen to pulling the pins out of muslin scraps before putting them in the scrap bins. If the shop manager has to clean up after you repeatedly, your grade will be affected.

Don't be afraid to ask questions. It takes less time and is far easier to ask questions than it is to fix mistakes. This is especially critical before cutting. There is no way to undo a cutting mistake. If you have any doubt, please ask.

Whenever possible, alterations to existing costumes should be performed so that they can be altered again for future productions. Don't cut off hems or waistbands unless there is no other way to make the costume look right. Ask first!

Keep phone use to a minimum.

Food and drink are permitted in the costume shop, with some commonsense considerations. Be careful around the fabrics. It's a good idea to keep drinks below the level of the work tables. Do not eat or drink on any table that cannot be wiped clean. Food residue can get on the fabrics and presents a real problem. Wash your hands before handling fabric.

You are welcome to heat up food, make coffee or tea. Please don't take coffee or other drinks- we pay for them ourselves.

The computer in the shop is for shop related work only. Please keep personal use to a minimum as a matter of courtesy to others working in the shop.

**Construction crew grading criteria:**

You will be given a grade in each of the three areas listed below.

The grades will then be averaged and a final grade determined.

Attendance will also be weighted on whether the hours have been accrued by regular attendance or by working 30-40 hours in the two weeks. For you to be able to grow and learn and for us to be able to schedule, we must be able to count on your attendance in the shop as scheduled, and not just when you feel like showing up. Being dependable is part of the work ethic required for working in theater.

GRADE	PERFORMANCE	ATTITUDE	ATTENDANCE
A	Did the job(s) assigned Perfectly, never had to worry about quality or performance, learned quickly	Eager to do well & learn, helpful and cooperative, happy to be here	always on schedule and on time
B	Did jobs assigned with Few errors- once learned, job always done well	Wants to do job well, helpful and cooperative	Always there, seldom late
C	Did job assigned but always required close supervision, did no more than required	just here to put in hours and get class over with, time not used productively	often late, missed work calls entirely, often requests special scheduling/make up hours
D	Required help for job one person should be able to do, not trustworthy, apathetic, sloppy, unsafe waits around to be given a job	complains about time involved, wastes time, generates noise and slows progress in shop, disappears	often late, missed work calls entirely, often requests special scheduling/make up hours
F	Left projects incomplete and didn't notify anyone	didn't want to be there	never shows up