THTR 107A.05: Theatre Production I - Costume Construction

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University of Montana School of Theatre & Dance
THTR107A, 207 & 307 Production Crew: Costumes 3 credits
Costume Shop PARTV 40
Section 2 MW 2-5:30 Section 5 TR 2-5:30
Instructor: Paula Niccum Costume Shop Manager
Phone x5271 paula.niccum@umontana.edu
Office hours Tuesday/Wednesday 12-2 pm
This class meets for 3 ½ hours twice a week, with a 10 minute break. Duties include costume
construction and alterations, costume stock pulling, re-stocking and organizing, basic shop organization,
maintenance, and cleaning. A minimum of 100 hours of work in the costume shop is required to receive a
“D”. There is no book, no homework or final exam, and class does not meet during finals week. You will
be responsible for recording and totaling your own hours daily, and having them initialed by the instructor
or shop staff before leaving each day.

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 dismissed with the full 3 ½
hours credited to them. If a student misses time from class for their own reasons, they are
responsible for making up those hours. Students have the potential to make up shop hours during
rehearsal weekends as they become available. Makeup hours will be available during finals week,
always involving re-stocking, organizing and cleaning.

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). All staff should be
able to help you with the skills you need to learn to make the build of the costumes smooth and
accurate. If the shop manager cannot answer your questions right away, ask a member of the shop staff
if they can help you. If they cannot, check the chore list posted on the door to see if there is anything else
you can work on until your questions can be answered.

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. All Drama/Dance students must have an in-
depth knowledge of the practices and procedures outlined in the Department of Drama/Dance

Construction crew grading criteria:
PERFORMANCE
A: Did the job(s) assigned perfectly, never had to worry about quality or performance, learned quickly
B: Did jobs assigned with few errors- once learned, job always done well
C: Did job assigned but always required close supervision, did no more than required
D: Required help for a one person job, not dependable, apathetic, sloppy, unsafe, waits around to be
given a job
F: Left projects incomplete and didn’t notify anyone

ATTITUDE
A: Eager to do well & learn, helpful and cooperative, happy to be here
B: Wants to do job well, helpful and cooperative
C: Just here to put in hours and get class over with
D: time not used productively, complains about time involved
F: wastes time, generates noise & distractions, and slows progress in shop, disappears, doesn’t
want to be there

ATTENDANCE
A: always on schedule and on time
B: Always there, seldom late
C: often late, missed work calls entirely, often requests special scheduling/make up hours
D: often late, missed work calls entirely, fails to notify instructor, requests last minute make-up hours

Attendance: 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