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### THTR 207.02: Theatre Production II - Costume Construction

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University of Montana  
THTR107A, 207 & 307  
Costume Shop  
Section 2 MW 2-5:30  
Instructor: Paula Niccum  
Phone x5271  
Office hours

School of Theatre & Dance  
Production Crew: Costumes 3 credits  
PARTV 40  
Section 5 TR 2-5:30  
Costume Shop Manager  
[paula.niccum@umontana.edu](mailto:paula.niccum@umontana.edu)  
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 Handbook. The Handbook is available online at <http://www.sfa.umt.edu/drama/index.html>.**

**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