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1-2014

THTR 107A.02: Theatre Production I - Costume Construction

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Recommended Citation

Niccum, Paula, "THTR 107A.02: Theatre Production I - Costume Construction" (2014). *Syllabi*. 2213.

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Theatre & Dance 107, 207 & 307

Costume Production Crew

Paula Niccum, Costume Shop Manager PARTV 40

Campus Ext. 5271

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Monday-Wednesday 2-5:30

Tuesday-Thursday 2-5:30

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 keeping track of 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 sent home 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.

After the required hours are fulfilled, the following will determine your grade:

Punctuality- You should come to your scheduled lab, arrive on time, and not leave early.

Communication- If you do need to miss class, come in late, or leave early, let the shop manager know as soon as possible. If you're not sure of how to do something or need a job to do, don't be afraid to ask shop staff as well as the shop manager. If no one is able to help you right away, check the list of tasks posted on the door and see which of them need to be done. Initial afterwards when you have completed your task, so we can give credit where it's due.

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, making noise and generating distractions for the other shop workers, etc? Be particularly mindful of the noise level in the shop, and try not to add to it unnecessarily. Costume construction is meticulous work and requires concentration. Noise makes it difficult to concentrate, and is especially disrespectful during the fitting process. **Students who are noisy or otherwise distracting will be graded accordingly.**

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? Can you maintain a positive attitude when told something needs to 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.

Attitude- No job is too small. If you feel you cannot complete a job successfully, speak with the shop manager. Honesty is always appreciated. It is important that you freely contribute your skills, knowledge and abilities. We work as a team, and it takes all of us to make a production successful. Be patient,

courteous, pleasant and tolerant.

Academic Misconduct and the Student Conduct Code

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or 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://life.umt.edu/vpsa/student_conduct.php.

All Theatre & Dance students must have an in-depth knowledge of the practices and procedures outlined in the School of Theatre & Dance *Student Handbook*. The *Handbook* is available online at <http://www.umt.edu/theatredance/about/handbook>.

There is inherent risk involved in many Theatre & Dance classes as they are very physical in nature. Please proceed through class, shop time, or rehearsal with caution. Always be mindful of your personal safety and the safety of others. Students participating in class/shop/rehearsal/performance do so at their own risk.

Due to safety considerations, at **no** point during a student's time spent in class or serving on a production (in any capacity) should non-enrolled persons be guests of that student **without my consent**. Presence of such unauthorized persons in a class, shop, or any backstage/off-stage area will negatively affect a student's grade.

Some General Shop Guidelines:

Let your cutter/drafter 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 correct 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!

Cell phone use must be limited to break times unless it is an emergency. If it truly is an emergency, take your phone outside, complete your business as quickly as possible and then come back into the shop. This includes texting.

Food and drink are permitted in the costume shop, with some common sense considerations. Be careful around the fabrics. It's a good idea to keep drinks below the level of the fabric covered 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 after eating before you handle the fabric.

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

The computer in the shop is for shop related work only- it is not for personal use.

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 last 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.

107 GRADING

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 job one person should be able to do, 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: scheduling/make up hours