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

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**University of Montana School of Theatre & Dance**

**Spring Semester 2016**

**Theatre 107 & 207**

**Costume Shop PARTV 40**

**Instructor:**

**Phone 243-5271**

**Office hours**

**Final exam times:**

**Theatre Production 1: Construction Crew: Costumes, 3 cr.**

**Section 2 M-W 2-5:30 Section 5 T-Th 2-5:30**

**Paula Niccum Costume Shop Supervisor**

**[paula.niccum@umontana.edu](mailto:paula.niccum@umontana.edu)**

**12:30-2 Wednesday and Thursday or by appointment**

**M-W 3:20- 5:20 Monday May 9**

**T-Th 1:10-3:10 Monday May 9**

This class meets for 3 ½ hours twice a week, with a 10 minute break. Duties include costume construction and alteration, costume stock pulling, re-stocking and organizing, shop organization and cleaning. There is no textbook, no outside class studying and no homework.

There are three components that will determine your grade for this class:

**Attendance**

You are responsible for recording and totaling your hours daily, and having them initialed by the instructor or shop staff before leaving. For each day you attend class, you have the potential to earn 3 points. If you are going to miss class, you **must** notify the instructor **by email** of your absence, or you will not be allowed to make up hours. If you wish to make up hours, you will need to arrange a time with the instructor- there are no drop in make-up hours. If class gets out early students will be dismissed with the full 3 ½ hours credited to them. Points that can be earned for attendance will be 91 hours for the MW section, and 94.5 for the TTh section. Working additional hours can improve your grade. Additional hours will be announced as they come available.

**Skill set**

Each student should leave the class with a basic skill set that applies to the costume shop. You will have the entire semester to complete check-off of the skills list. You can try a skill more than once. Points are assigned for each skill listed. There is a possibility of 25 points to be earned on the skills sheet.

**Performance**

Starting with 3 attendance points each day, points can be deducted based on the following:

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

**Communication-** 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 the sheet when you have completed task, so I 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? 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?

**Attitude-** No job is too small. If you feel you cannot complete a job successfully, speak with the shop manager. Honesty is 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.

### **Some General Shop Guidelines:**

Let your instructor or your cutter/drafter see your work when you are finished. Do not remove notes from the costume you are working on or hang it on the show cart until it has been checked. Make sure each costume goes in the correct section of the cart with name tag sewn into the garment.

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

**Be respectful during the fitting process. Fittings require intense concentration and communication between the designer, actor and shop staff. The volume of both shop conversation and any music must be kept at a reduced volume during fittings.**

Theater involves teamwork, and this may include weekend work calls. **All productions are important.** Remember that the next production may be the one you're designing or performing in. 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 bins. ***If other people have 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 is 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. Phone use in the shop will affect your grade. You do not need to ask for permission to use the restroom or take a break. You do need to behave responsibly in the shop. Food and drink are permitted with some common sense considerations. Be careful around the fabrics. Do not place food or drink on fabric covered work tables. 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 pocket coffee or other drinks- we pay for them out of our own pockets.

### **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://www.umt.edu/vpsa/policies/student\\_conduct.php](http://www.umt.edu/vpsa/policies/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/umarts/theatredance/About/handbook.php>.

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.

*Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). "Reasonable" means the University permits no fundamental alterations of academic standards or retroactive modifications. For more information, please consult <http://life.umt.edu/dss/>.*