



Course Syllabus: Costume Construction  
Fain College of Fine Arts  
THEA 3013 section 101  
Fall 2021

Contact Information

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Course Description

By the end of the semester, the student should be able to do the following:

- A) Identify the titles and roles of costume studio personnel (Employability, Professionalism)
- B) Understand the physical organization of the costume studio
- C) Recognize and understand the safe use of costume studio materials, tools and equipment (Employability, Safety Knowledge and Practice)
- D) Identify the grainline of a fabric (Employability)
- E) List the steps in the creation of a costume (Employability)
- F) Demonstrate the command of a variety of hand and machine stitches (Employability, Theoretical/Conceptual Knowledge and Application)
- G) Take accurate body measurement (Employability, Professionalism)
- H) Photograph costume techniques and create a digital record of that work (Employability, Professionalism)

Textbook & Instructional Materials

Costume Technicians Handbook 3<sup>rd</sup> edition Ingham & Covey

Basic lab sewing kit

Access to a digital camera and Microsoft PowerPoint

Patterns, notions and fabrics as needed to complete projects.

Student Handbook

Refer to: [Student Handbook-2018-19](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

Students are expected to know and understand what constitutes plagiarism.

## Grading

Assignments	Points
Project #1 – Fleece Blanket	75
Questions posted on D2L	50
Measurement Assignment	50
Project #2 - Apron	75
Project #3 – Pajama bottoms	100
Project #4 - Jewelry	100
Sewing Sampler	100
Dyeing assignment	50
Quizzes	100
Test	100
Website (final project)	200
Total Points	1000

Table 2: Total points for final grade.

Grade	Points
A	900
B	800 to 899
C	700 to 799
D	600 to 699
F	Less than 600

## Homework & Projects

The professor does not accept late work. Period.

## Lab Assignment

Each student must complete a Costume Studio lab assignment. This semester, the assignment is to serve a) four hours a week (in addition to R&P hours) on either show; b) on wardrobe for either show; c) work all Saturday calls, or d) work 24 hours total in the PRIDE closet. These hours are separate from R&P hours and student assistant hours and may **not** be recorded toward those assignments. Be sure to mark on the Cast & Crew Questionnaire that you are in Costume Construction.

If you are on Costume Wardrobe, be sure to review the rules regarding having electronics in the theatre space. If you are connected by phone/computer/tablet, **during** dress rehearsal or performance, you will receive a 0 for your crew assignment and the department chair will be notified. This may affect your scholarship standing.

## Quizzes

Quizzes will be given during the course. Some quizzes will be on D2L where they will be timed and the right click will be turned off, other quizzes will be given in class.

## Sewing Kit & Project Supplies

Each student is responsible for purchasing sewing supplies. The required supplies can be purchased at any sewing supply store. Students **MUST** have their own supplies, you may not

share a kit with another student. Be sure to mark all your supplies with your initials or name. The sewing kit should include:

One package assorted hand needles
A sewing box (not a plastic bag)
Tracing wheel and paper
Tailor's chalk or crayon
Hem gauge
Seam ripper (soon to be your best friend!)
Measuring tape
Pin cushion/magnet and pins
Fabric shears (inexpensive are fine)

Additional supplies will be need for the projects. For the pajama bottoms, students will be responsible for purchasing their own pattern, fabric and notions. Again, supplies (other than patterns) cannot be shared. Students may wish to keep their apron and if so, will need to purchase all their own supplies. If a student wishes to keep the jewelry piece they build, the student may use the university's tools but must purchase other supplies.

### Extra Credit

Extra credit assignments will not be given.

### Important Dates

Last day for term schedule changes: August 26, 2021

Deadline to file for December graduation: September 27, 2021

Deadline to file for May graduation: October 4, 2021

Last Day to drop with a grade of "W:" October 25, 2021

Refer to: [Drops, Withdrawals & Void](#)

### Instructor Class Policies

This class is very large for a hands-on class. In order for each student to receive the appropriate amount of faculty supervision during class, there will be weeks when a given student will only attend the normally scheduled class one day. This does not mean that there will not be things to work on – these days are part of projects and specified progress must be made between class sessions. A list of which students will attend on which days has already been developed and is non-negotiable. If a student misses their appointed day, they cannot come to class another day.

Unavoidable absence – Jury duty, death in the family, etc. You must send notification by email to the faculty member supervising the crew/rehearsal explaining the situation **prior to missing the class**. Be sure to include your name and your situation. If you are quarantined due to possible COVID-19 exposure, you are responsible for notifying the professor in writing **prior to missing the class** AND working with the professor to determine how to attend the class virtually. If you are ill, notify the professor **in writing** before class begins and you will receive an excused absence. If you test positive for Covid-19, please notify the professor immediately so that a conversation can be held regarding work due during that period.

Senate Bill 11 passed by the 84<sup>th</sup> Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. The MSU scene shop has been designated an area excluded from concealed carry due to the presence of explosive chemicals. Students who serve on properties, lights, set and sound crews will be required to enter the scene shop and should be aware of this policy. Additionally, participating in theatre classes often require students to wear fitted garments which may make concealed carry of a firearm difficult, if

not impossible. In addition, students are often required to leave their backpacks/purses and work with other students in scenes or rehearsals. This required activity may also make concealment of a firearm difficult. While concealed carry is not prohibited in any area other than the scene shop, students are reminded that intentional display of a firearm is a violation of university policies and may result in disciplinary actions up to and including expulsion from the program and the university. Students should factor the above in their decision as to whether or not to conceal carry in theatre classes/rehearsals.

The use of cell phones and other recording or electronic devices is strictly prohibited in the studio. Texting will not be tolerated. If this is a problem, you will be asked to leave.

I very much want to hear your well-considered thoughts and opinions and to answer your questions. This course is most effective when the overall spirit is one of collaboration – just like theatre!

No food is allowed in the Costume Studio for any reason. During studio hours, drinks may be kept on the shelf unit under the studio callboard. Under no circumstances should food or drink be near a sewing machine.

The Costume Studio will be open MWF from 9:00 am to 10:00 am and 11:00 am to 1:00 pm and TR 9:00 am – 1:00 pm for students to use in preparing projects. Other times may be available by arrangement with the professor. For those students have signed the After Hours form, the studio will be available for use after hours and on weekends with the exception of days where there is a costume call and during dress rehearsals and performances. Under NO circumstances will students be allowed to use studio equipment during regular studio hours (except during times established by the professor). Do NOT rely on Costume Studio assistants to assist you – they may be learning at the same time you are! The professor wants all students to succeed and so is available during office hours and after hours by arrangement to assist the students.

Be on time. Be awake. Be prepared. Be engaged. Ask questions. Study.  
Come ready to be a scholar or stay home.

### Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

### Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate

services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

## College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by university. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

## Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

## Academic Dishonesty

The university policy and procedures for academic dishonesty are outline in the current Student Handbook in Appendix E. No cheating, collusion, or plagiarism will be tolerated in this class. Any students engaging in an academic dishonesty act will be sanctioned appropriately.

Having another student/person do any part of your project(s) is a form of academic dishonesty and will not be tolerated.

## Covid-19

Scientific data shows that being fully vaccinated is the most effective way to prevent and slow the spread of COVID-19 and has the greatest probability of avoiding serious illness if infected in all age groups. Although MSU Texas is not mandating vaccinations (in compliance with Governor's executive orders, we highly encourage eligible members of our community to get a vaccination. If you have questions or concerns about the vaccine, please contact your primary care physician or health care professional.

Given the recent rise in cases, individuals are strongly encouraged to wear facial coverings when indoors among groups of people, regardless of vaccination status. Although MSU Texas is not currently requiring facial coverings, they have been an effective strategy in slowing the spread. To the end, the professor will be masked in class and in the Costume Studio.

This class will:

- Ensure the desks and seats are safe. In order to do this, at the end of class in B120, the professor will spray down the surfaces using the cleaning product provided and the student will wipe down the desk surface and chair.
- When working in the Costume Studio, each student will use their own sewing kit, helping to minimize cross-contamination.

The professor further recommends:

- Using the provided hand sanitizer on arriving in and departing from the classroom.

- Download the app Pulse. Pulse allows D2L to send you reminders about upcoming deadlines, etc. You really want this app!

Office hours will:

- Students can use <https://elizabethlewandowski.youcanbook.me> to book an appointment, whether virtual or in person. Office hours are listed on the syllabus and additional times will be made available as needed.
- Skype office hour distancing guidelines:
  - Do not make an appointment to meet while you are driving.
  - Be ready with any questions etc. you want to discuss.

## Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the professor.

Should the university transition to all online, the professor will revise the course schedule and grading as soon as possible.