

Beginning Costume TPA 2232C
Online Course with In-Person Wardrobe Crew
Spring 2022
3 Credit Hours

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This is an **asynchronous online course** with an **in-person Wardrobe Crew requirement**.

Course Description

The Beginning Costume class is designed to introduce students to the elements of costume design and technology both online lecture and hands-on participation. The online lecture section of the class will expose the student to the elements and procedures that are utilized in the costume design and execution process. The wardrobe training of this course will give the student the opportunity to participate in a hands on environment with skills specific to wardrobe crew.

Learning Outcomes and Objectives

1. The student will learn the basic skills and safe practices of costume technology specific to wardrobe crew. These skills will include but will not be limited to - hand sewing, machine sewing specific to costume repair.
2. The student will learn the basic costume design processes from conceptualization to realization
3. The student will come to understand the scope of the costume process including the various people involved, their roles, and the planning which costume creation requires.
4. The student will participate in the process of running wardrobe for a theatrical production.

Course Format

This is an online course with an IN-PERSON Crew requirement. Online classes are not easier than face-to-face lecture classes. To succeed in an online class, you must be extremely motivated and well organized. Course materials are available via Canvas. Regular Internet access is essential for successful completion of the course.

The typical class structure will consist of learning modules, which include:

- Short Video/PowerPoint Lectures
- Readings
- Online Discussions
- Quizzes
- Written Exercises

Besides the Wardrobe crew, this is an entirely Web-based course. We have no regularly scheduled face-to-face class meetings or zoom sessions (**Besides 2 Required Zoom Meetings: Class Orientation, and a Final Project Zoom Discussion**) and you will complete your work asynchronously - which simply means that you will be working on it at different times than your colleagues. You can log into the class to do your work at whatever time is convenient for you as long as you are meeting class deadlines.

It is important to understand that this is not a self-paced class or an independent study. You will have assigned deadlines, and work must be submitted on time. You may not save up your assignments to complete in the last weeks or days of the semester. One critical part of this class is regular interaction with other students and with me, your instructor. Each assignment sequence must be completed on schedule – you can't get behind and be successful.

Course Communication and Feedback

I will be communicating with you regarding grades, assignments and wardrobe dates and updates via Canvas on a regular basis. If you need to get in touch with me, the best method is via email. Generally, I will reply to emails within 24 hours. If you are having trouble with this course or its material, you should contact me via email to discuss the issues. Announcements will be posted to this course whenever necessary. If there is any other information, I think is important, I will send it to your email address you have in Canvas. It is your responsibility to ensure that your email account works properly in order to receive email.

Technology Requirements

Online lectures will be provided through Canvas. Therefore, you must have access to the Internet to view/hear lectures.

The PowerPoint lecture presentations, links to articles, assignments, quizzes, video tutorials and rubrics are located on the canvas site for the course. To participate in learning activities and complete assignments, you will need:

- Access to a working computer that has a current operating system with updates installed, plus speakers or headphones to hear lecture presentations
- Reliable Internet access and a UFL email account.
- A current Internet browser that is compatible with Canvas (Google Chrome and Firefox is the recommended browser for Canvas);
- Microsoft Word as your word processing program; and
- Reliable data storage for your work, such as a USB drive or Office365 OneDrive cloud storage.

If your computer does not have Microsoft Word, Office 365 ProPlus package is available to you free of charge and allows you to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including tablets. Office 365 also includes unlimited cloud storage on OneDrive. To download Office 365 ProPlus, log into your student (University) email through a web browser, choose Settings, and select software. If you have further questions or need help with the software, please contact the Service Desk.

Minimum Technical Skills Needed

Minimum technical skills are needed in this course. All work in this course must be completed and submitted online through Canvas. Therefore, you must have consistent and reliable access to a computer and the Internet. The minimum technical skills you have include the ability to:

- Organize and save electronic files;
- Use UFL email, Canvas and attached files.
- Check email and Canvas daily.
- Download and upload documents;
- Locate information with a browser; and
- Navigate Canvas.

Wardrobe Crew

There are 3 productions to be mounted this semester. Each will require a wardrobe run crew. All of these have a wardrobe crew training, crew watch, three dress rehearsals, and most have 9 performances. Crews will be assigned so that every student has to be present for a similar number of performances. A wardrobe crew survey will be made available on the e-learning site. **Students are required to complete the survey by: TBD (Please CHECK canvas for UPDATED Deadlines)**

Wardrobe and the running of the actual show is a significant aspect of what we do and is **worth 40 % of your overall semester grade**. Your attention while running wardrobe crew is of utmost importance.

Discussion Boards

Special topics will be posted on Canvas on regular basis, check in the attached class outline below. You will read posted materials and engage in the discussion boards set up in Canvas. You will utilize readings and information from modules, collect information if needed from various online sources to inform your discussion. Respect and critical thinking will guide these discussions.

Discussion board posts are a significant part of this course. Students are required to post answers to instructor-posted questions on Fridays by 11:59 p.m., please check the course outline below for specific dates. Students must also comment to two peers on the same Friday to receive full credit.

Post – 5 Points

Comments – 5 Points

Total – 10 Points

Attendance Policy

Failure to show up for a required wardrobe crew dates or required zoom meetings will result in an unexcused absence which equates to the loss of one letter grade. If you know about a schedule conflict in advance, notify the instructor as soon as possible. Failure to communicate an absence within 48 hours will result in it being unexcused. Three unexcused absences will result in a failing grade in this class.

***COVID-19 Accommodation: Students who are medically required to quarantine will have documentation from a medical provider. Students who self-quarantine must communicate with the instructor and alternatives will be provided.**

Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>) and require appropriate documentation.

Mandatory Zoom Meetings

This class will have two Required Zoom Meetings

There will be multiple options to help accommodate schedules.

- Class Orientation
- Final Project Discussion

Please check your email and canvas messages for dates and times.

Late Work Policy

Unless otherwise specified in Canvas Messages or Emails, assignments will be due on the date given on canvas, on the assignment itself, or in the attached class outline below. Late work that involves technical difficulties with E-learning **MUST** be accompanied by a ticket number from the Help Desk. Late work will be accepted by the instructor at the instructor's discretion. A late penalty of 10% per day will be applied for work turned in late, within 7 calendar days of the original due date. After this, late work will not be accepted. Additional points will be deducted for errors. The final project will only have 1 - day late exception. Any exceptions to this will be solely at the instructor's discretion.

Alternative Crew Assignment

The wardrobe crew survey will be given 1st week of Classes (**Watch Emails for hard deadlines**) and must be completed by the due date. This platform is for students to make any and all conflicts that interfere with wardrobe crew dates known to the instructor. For consideration of Alternative Crew Assignment, be prepared to provide documentation. If you feel you qualify for Alternative Assignment due to special circumstances or other conflicts you need to **send me a Email by the 3rd week of classes (Watch Emails for hard deadlines)**, describing your situation, and attach supporting documentation. It should have enough details that I do not have to make any guesses. Details include your name, the days you are writing about, what is your situation, why you need to participate in Alternative Assignment rather than traditional wardrobe crew. After I receive the E-mail and supporting documents, I will make a decision about the way to proceed. Remember that just because you provide documentation does not mean that you will be granted an exception unless for **curricular based conflicts** that prevent you from being able to complete the backstage Wardrobe Crew assignment that constitutes 40% of your grade. If you know about a problem in advance, notify the instructor as soon as possible. After the 3rd week of classes (**Watch Emails for hard deadlines**) if a student has not submitted an email requesting alternative assignment, they will not be considered.

If the Student is Approved for Alternative Crew Assignment, they will need to complete Alternative Modules in addition to the course work outlined below. You will receive an additional course schedule to include the Alternative Assignments deadlines. These modules will replace the 400 Points (40%) in lieu of Traditional Wardrobe Crew Assignment. These modules may need additional instruction that the student is responsible for scheduling with the instructor if needed (which will take place over zoom). The following Modules are required to be completed to be successful in Alternative Crew Assignment:

Alternative Crew Assignment	Percent
The Buddy Project	20%
Found Objects	10%
Costume Professional Profile	10%
Total	40%

The Buddy Project – 200 Points

Found Objects – 100 Points

Costume Professional Profile - 100 points

Total Points - 400 points

Grading

All grades will be posted on Canvas. You are strongly encouraged to check you scores in Canvas regularly.

Assignment Weights	Percent
Class Discussions	10%
Quizzes	5%
Projects - What's in my Closet? - Mini Design - Creating a Character	25%
Wardrobe	40%
Final Project	20%
Total	100%

Class Discussions (10 @ 10 points each) - 100 points

Quizzes (6 @ 5 points each, 2 @10 points) - 50 points

What's in my Closet? – 50 points

Mini Design – 100 Points

Creating a Character – 100 Points

Wardrobe Crew – 400 Points

Final Project - 200 points

Total Points - 1000 points

Grading Scale

100% - 94% = A

93% - 90% = A-

89% - 87% = B+

86% - 83% = B

82% - 80% = B-

79% - 77% = C+

76% - 73% = C

72% - 70% = C-

69% - 68% = D

67% - 0% = F

ONLINE COURSE EVALUATIONS

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu> Evaluations are typically

open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl/results/>

HONESTY POLICY

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by student at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any question or concerns, please consult with the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities requesting accommodation should first register with the Disability Resource Center (352-392-8565, <https://disability.ufl.edu/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

COUNSELING AND WELLNESS CENTER

<https://counseling.ufl.edu/>, 352-392-1575

E-LEARNING TECHNICAL SUPPORT

352-392-4357 (select option 2) or email to Learning-support@ufl.edu
<http://helpdesk.ufl.edu/>

UNIVERSITY POLICE:

352-392-1111 or 911 for emergencies

SEE COURSE WORK SCHEDULE BELOW

Course Schedule

Date(s)	Module/Topic	Assignment	Due Date
Week #1 Jan. 5th – 7th	Read the Introduction on the course home page and view the welcome video. Read Syllabus Check Canvas and Emails for important Dates for Required Zoom Orientation	Syllabus/Introduction Quiz Wardrobe Crew Survey Discussion Post # 1: Introduction	Complete the Syllabus/Introduction Quiz by Sunday Jan. 9 th @ 11:59 PM Complete Wardrobe Crew Survey Due Date TBD (Please Check Canvas for updates) Discussion Post # 1: Due by Friday Jan. 7 th @ 11:59 PM
Week # 2 Jan. 10th – 14th	View the lectures on Fabrics and Dye. Costume Shop Management & Shop Roles	Fabric and Dye Quiz Discussion Post# 2: Costume Designer Vs Costume Technologist	Complete the Fabric and Dye Quiz by Sunday Jan. 16 th @ 11:59 PM Discussion Post# 2: Due by Friday Jan. 14 th @ 11:59 PM
Week # 3 Jan. 17th – 21st	View the videos Wardrobe Tips and Information from Students. Read the handout <i>Wardrobe Responsibilities and Requirements</i> View the lectures on Wardrobe (Dos and Don'ts, Plotting and Check-in and Cleaning and Caring)	Wardrobe Quiz Discussion Post # 3: Wardrobe	Complete Wardrobe Quiz by Sunday Jan. 23 rd @ 11:59 PM Discussion Post # 3: Due by Friday Jan. 21 st @ 11:59 PM
Week # 4 Jan. 24th – 28th	View the lectures on Crafts: Design and Draw a Mask, Creating a Mask, Craft Items and Costume Props, and Wigs Watch the following Fiber, Fabric, and Filament Identification	Complete the Crafts quiz What's in My Closet?	Complete the Crafts Quiz by Sunday Jan. 30 th @ 11:59 PM What's in My Closet? Due By Feb. Friday 4 th @ 11:59 PM
Week # 5 Jan. 31st – Feb. 4th	Safety Module Read Safety in the Costume Shop, from The Costume Technician's Handbook Watch the Safety is No Accident! lecture Watch How to Read Safety Data Sheets View the lectures in Sewing Module.	Safety Module Quiz Sewing Quiz	Complete Safety Module Quiz by Sunday Feb. 6 th @ 11:59 PM What's in My Closet? Due By Feb. Friday 4 th @ 11:59 PM Complete Sewing quiz by Sunday Feb 6 th at 11:59pm

Date(s)	Module/Topic	Assignment	Due Date
Week # 6 Feb. 7th – 11th	View the Performer's Relationship with the Costume Designer Module	Performer's Relationship with the Costume Designer Reflection	Complete Performer's Relationship with Reflection by Sunday Feb. 13 th @ 11:59 PM
Week # 7 Feb. 14th – 18th	View the lectures on Design, Script Analysis, Getting the Idea, and Research in Design Module.	Design quiz	Complete Design quiz by Sunday Feb. 20 th @ 11:59 PM
Week # 8 Feb. 21st – 25th	View Mini Design Module, The difference between a sketch and Design Plate, Choosing an art style, Mini Design Project Explained	Discussion Post # 4: Mini Design Project Decisions Mini Design Project	Discussion Post # 4: Due by Friday Feb. 25 th @ 11:59 PM
Week # 9 Feb. 28th – Mar. 4th	View Mini Design Module, How to Set up your Design plate, How to swatch, What is a Croquis, How to set up your Pinterest Board, What is Emotional Research? Mini Design Project Explained	Mini Design Project Discussion Post # 5: Mini Design Presentation	Mini Design Project: Due by Friday Mar. 4 th @ 11:59 PM Discussion Post # 5: Due by Friday Mar. 4 th @ 11:59 PM
Week # 10 Mar. 7th – 11th	Spring Break		
Week # 11 Mar. 14th – 18th	Creating a Character What is primary research?	Discussion Post # 6: Creating a World and your character	Discussion Post # 6: Due by Friday Mar. 18 th @ 11:59 PM
Week #12 Mar. 21st – 25th	Creating a Character How to back up your design choices	Creating a Character Project Discussion Post # 7: Creating a Character: Presentation	Creating a Character Project Due by Friday Mar. 25 th @ 11:59 PM Discussion Post # 7: Due by Friday Mar. 25 th @ 11:59 PM
Week # 13 Mar. 28th – April 1st	Review Module on <i>The Nutcracker</i> for the final Design Project Watch video performance	Discussion Post # 8: Nutcracker Initial Emotional reactions and analysis	Discussion Post # 8: Due by Friday April 1 st @ 11:59 PM

Date(s)	Module/Topic	Assignment	Due Date
Week # 14 April 4th – 8th	Review Module on <i>The Nutcracker</i> for the final Design Project Read Reference material on racism and <i>The Nutcracker</i>	Discussion Post # 9: Cultural Appropriation versus Cultural Appreciation	Discussion Post # 9: Due by Friday April 8 th @ 11:59 PM
Week # 15 April 11th – 15th	Review Module on <i>The Nutcracker</i> for the final Design Project	Discussion Post # 10: Show Concept and Design Approach	Discussion Post # 10: Due by Friday April 15 th @ 11:59 PM
Week # 16 April 18th – 20th	Final Design Project due online by Sunday April 24th at 11:59pm		

****This Syllabus and the accompanying schedule are subject to change at the instructor's discretion****