

THEA 2111 - 001

Costume Practicum

This syllabus is flexible and subject to change during the semester based on the needs of the class, due to the fluid situation of state and government regulations, and for pedagogical reasons due to potential health impacts.

Spring 2023
Mon-Fri 12:30pm-5:00pm
FOX D271 – Costume Studio

Brian Hollander – Instructor
bwhollander@utep.edu
Office Hours:
By Appointment or as Requested
(Can be in person, use e-mail, phone, or
Video-Chat, etc.)
Office #: FOX D271A
(Within the Costume Studio)

Costume Studio Hours and Availability: The Costume Studio is open daily. On Friday January 20th, you will decide your needed hours in the studio and show schedule.

Course Description: This is a class about learning skills specific to costumes; building and maintenance of costume and costume pieces; observing and objective critiquing of costumes, and working backstage crew for costumes of a theatrical production.

Course Objectives: The purpose of this course is to give each student the opportunity to learn the necessary skills specific to producing a theatrical production via costumes and wardrobe.

The Classroom is a Safe Zone: The classroom setting is a safe zone. The arts are highly subjective and theatrical aspects and scripts discussed are often platforms for diverse thinking through a variety of cultural viewpoints. *Everyone must respect the viewpoint of any other class participant, regardless of their ethnicity, sexual orientation, or gender identification.* Please make sure the instructor understands your pronoun (he, she, they, etc.) of choice and what name should be used.

Classroom/Blackboard/Technology Guidelines:

- **Respect** your fellow classmates. Everyone has different backgrounds and cultural viewpoints. There is zero tolerance for disrespecting your peers or the instructor. Please respect the instructor and your fellow classmates by not packing up early. It is very disrespectful and disruptive so please wait until you are released.
- **Scripts** and the interpretation of scripts are largely based on personal and cultural context. This class is a safe zone. Everything discussed and opinions expressed are legitimate and thoughtful personal expression of history, ethnic, racial, gender, sexual orientation, and cultural viewpoints. Respect your colleagues.
- **Technology** is welcome and will be used often. Use of electronic devices such as cellular phones, or recording devices, or potentially disruptive devices or activities, are only permitted with the prior explicit consent of the instructor. The instructor may rescind permission at any time during the class. You are an adult and you are responsible for your choices with technology during class, so please respect

other and silence your cell phones.

- **Academic Conduct:** Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn or of instructors to teach. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative drop of the student from the course.
- **Quality participation:** This is always required. Engaging in class discussions will contribute to the overall learning environment. Quality questions lead to quality answers.
- You are **expected to read**, have assignments **completed**, and come prepared **before** the start of class.
- Any typed assignments must be typed in the **MLA** style using good grammar and syntax. All written assignments, works cited and support materials turned in will be graded.
(How do we acknowledge Play Titles? **Italicize or put in quotes!!!!**) Please utilize Purdue MLA formatting. For any questions or clarifications please use this link: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html For citations in your “Works Cited” page you may use this online generator: <http://www.citationmachine.net>
- **REMINDER-** Proper MLA formatting and citations are **REQUIRED**. Failure to do so will result in either a lowered grade or overall failure on the assignment. Submitted assignments will be turned in during class or on Blackboard, see assignment for specifications.

Requirements:

Each student is required to obtain a total of **60 points**. These points may be a combination of lab hours, crew hours, and the final paper.

Lab Hours: 1 hour = 1 point

Wardrobe Crew:

Shop	Heroes & Saints	Dance Festival
Costume Shop	30	40

Final Paper: **10 Points** earned by writing a final reflection paper – Due May 4th on Blackboard.

- You must complete your hours by Friday May 5th. (Limited hours are available during Finals week, please see Brian for further information)
- If your schedule does not lend itself for you to attend the designated shop hours, it is your responsibility to ask the professor for alternative assignments.
- Your final reflection paper is due the day before dead day, May 4th at 5pm, and should be uploaded to Blackboard on the assignment link. Please see details on Blackboard.

Grading:

- A = 54-60 points
- B = 48-53 points
- C = 42-47 points
- D = 36-41 points
- F = 0-35 points

Attendance & Responsibilities:

- It is the responsibility of the student to fulfill all the requirements to the best of their abilities. If a student is unclear about anything on the syllabus, they should seek clarification from the instructor.
- If you are employed in the shop you are doing practicum make sure you coordinate your schedule with your instructor to avoid conflict or misunderstanding.

- Work hour amount is preferred to be done in **minimum two-hour blocks** for students to fulfill regular requirements, but hours are flexible as needed with your schedule.
- If you cannot make your scheduled time on a given day, please notify your supervisor ahead of time to reschedule a time later that week.
- Consistent attendance is mandatory for crew assignments. Absences will not be tolerated for running crew. No partial crew work is acceptable. Failure to meet these requirements will result in a failing grade for the course. You will be asked to provide a schedule of times that you are available for work in the shop.
- It is the student's responsibility to record their hours. Unrecorded hours will not count towards your total hours. Please use book in the Costume Studio to log hours.
- It is each student's responsibility to dress properly for the workplace, follow instructions, ask questions if something is not understood, comply with rules and regulations of the area, and participate in daily clean up.
- If you do not complete a task in a satisfactory manner your hours for that task will not be counted.
- Students must behave in accordance with all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso.

IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT HOURS, DUTIES, OR GRADES IN THIS COURSE, PLEASE SPEAK WITH THE PERSON IN CHARGE OF YOUR SECTION AS SOON AS POSSIBLE.

University Policies:

The Classroom is a Safe Zone: The arts are highly subjective, and scripts discussed are often platforms for diverse thinking through a variety of cultural viewpoints. Everyone must respect the viewpoint of any other class participant, regardless of their ethnicity, sexual orientation, or gender identification. No one should judge someone else for having a differing opinion or cultural context. Please make sure the instructor understands your pronoun (he she, they) of choice and what name should be used.

Please think about and choose wise words with no disrespect intended. Bullying will not be allowed and the instructor has the right to ask any student to leave as necessary. If recording in any capacity is needed all parties involved must be notified. Please see instructor for details.

Public Health Directives: Face coverings are optional for all faculty and students in the classroom, always subject to change. Students must follow all active UTEP public health directives while enrolled in this class, www.utep.edu/coronavirus. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UTEP Code of Student Conduct](https://www.utep.edu/student-affairs/osccr/student-conduct/), <https://www.utep.edu/student-affairs/osccr/student-conduct/> - including being administratively withdrawn from the course.

Scholastic Integrity: Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

Academic Misconduct: Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UTEP community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UTEP assume the

obligation to conduct themselves in a manner compatible with UTEP's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Code of Conduct](https://www.utep.edu/student-affairs/osccr/student-conduct), <https://www.utep.edu/student-affairs/osccr/student-conduct>.

Classroom Conduct: Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of electronic devices such as pagers, cellular phones, or recording devices, or potentially disruptive devices or activities are only permitted with the prior explicit consent of the instructor. The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Copyright: The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](https://libguides.utep.edu/copyright) is available at <https://libguides.utep.edu/copyright>

Accommodation Policy: The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747- 5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

Classroom Recording: The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. You may not share recordings outside of this course. Doing so may result in disciplinary action.

Library Resources: Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the UTEP Library for further information, <https://libguides.utep.edu/c.php?g=429580&p=2930392>. You can also ask the library staff questions in person or via email at - jurbina4@utep.edu.

Missed Classwork: Any missed class time and assignments, students who represent UTEP in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es).

For purposes of definition, extracurricular activities may include, but are not limited to: academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

Incomplete Grade Policy: Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to the instructor immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

UTEP Webmail: Webmail is UTEP’s official email system for students and by University policy, instructors and staff should only send emails to students’ Webmail accounts. Webmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UTEP students receive a Webmail account after they have been admitted to the University. Emailing/Messaging within Blackboard is also acceptable.

Tutoring and Coaching: The Center for Student Success (CSS) provides tutoring, academic success coaching, and other academic assistance for all UTEP undergraduate students. For information regarding tutoring subjects, tutoring times, and other CSS programs and services, please visit the CSS Website. <https://www.utep.edu/education/css/>, or call (915) 747-5571.

University Writing Center: Writing assistance is available to UTEP students at the University Writing Center. <https://www.utep.edu/uwc/>. Students may make appointments online or by calling the Center, telephone 915-747-5112.

Course Resources: Where you can go for assistance UTEP provides a variety of student services and support:

Technology Resources

- Help Desk: Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources

- UTEP Library: Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- University Writing Center (UWC): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- Math Tutoring Center (MaRCS): Ask a tutor for help and explore other available math resources.
- History Tutoring Center (HTC): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- RefWorks: A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

Individual Resources

- Military Student Success Center: Assists personnel in any branch of service to reach their educational goals.
- Center for Accommodations and Support Services: Assists students with ADA-related accommodations for coursework, housing, and internships.
- Counseling and Psychological Services: Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.

Spring 2023 Calendar ~ THEA 2111

Date	Course Information
1/20	12pm - Introduction, Syllabus, Expectations & Training
5/4	Final Paper Due at 5pm
5/5	All Studio Hours must be completed (Unless otherwise approved)