

The University of Texas at El Paso; The Department of Theater and Dance

**Costume Design THEA 3344 CRN 21168**

FACE-TO-FACE COURSE SYLLABUS SPRING 2024

**College of Liberal Arts Land Acknowledgements**

As members of the University of Texas at El Paso community, we acknowledge that we are meeting on unceded Indigenous land. We would like to recognize and pay our respects to the Indigenous people with long ties to the immediate region: Lipan Apache, Mescalero Apache, Piro, Manso, Suma, Jumano, Ysleta del Sur Pueblo, Piro/Manso/Tiwa Indian Tribe of the Pueblo of San Juan de Guadalupe, and Tortugas Pueblo. We also acknowledge the nations whose territories include present day Texas: the Carrizo & Comecrudo, Coahuiltecan, Caddo, Tonkawa, Comanche, Alabama-Coushatta, Kickapoo, and the peoples of Chihuahua and northern Mexico from whom most/many of our students descend, such as the Rarámuri, Tepehuan, Wixarrika and Nahuatlaca peoples. Finally, we recognize all of the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories here in Paso del Norte, on Turtle Island. The University of Texas at El Paso honors your history and cultures, and we seek greater awareness of the myriad ways in which your legacy can guide us in fruitful partnerships and mutually fulfilling relationships.



**Course Information**



Instructor: Leticia Delgado, Assistant Professor of Costume Design  
Delivery Method: In-person Tuesday & Thursday 10:30am-11:50am Classroom: Fox Fine Arts D271  
Written Communication: e-mail [ldelgado4@utep.edu](mailto:ldelgado4@utep.edu) Phone Number: (915) 747 7853  
Office Location: Fox Fine Arts- Back of Costume Shop- D271A  
Office Hours: Face-to-Face: Tuesday & Thurs. 1:00pm-2:30pm by appointment  
Virtual: by appointment only with advance notice via email

**COURSE DESCRIPTION:** This course covers various theatrical techniques for costume, hair/makeup, design. The elements of design are integrated throughout the course and practiced in various media pertinent to the costume design field. The focus is on reading and creating theatrical characters, expanding visual skills, strengthening collaboration and familiarizing students with the techniques of theatrical artists in the field of costume design past and present. Students are encouraged to develop their own individual style and produce professional portfolio-ready works of art.

**COURSE OBJECTIVES AND UNIVERSITY LEARNING OUTCOMES**

By the end of the course, students will be able to:

<u>Student Learning Objective</u>	<u>Outcome</u>
Demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal	 Teamwork Skills
Draw on existing knowledge base (design & art) to create individualized methods of artistic expression that correlate to different productions	 Critical Thinking Skills

Engage as a community of artists who dialogue with each other via visual means and respectful verbal communication	 Communication Skills
Address and express individual Representation, empathy, and global understanding	 Social Responsibility

**The following art materials are required:** Please refer to the blackboard site for links and suggestions in various price points. \* Denotes items needed by Thurs. Jan. 25, 2024

- Drawing pencil set\* (variety of hardness, charcoal, white eraser, kneaded eraser, personal sharpener /blending stomp)
- Sketchbook\*: 60 page minimum, 11x14 preferred
- 12-24 count compressed chalk pastel
- 12 to 24pc Set of color pencils\* (Prismacolor, Staedtler, Castle or equal quality)
- 12 to 24pc marker set(Prismacolor or equal quality)
- Higgins or any quality India ink in sepia or black
- Watercolor paper pad(s) 11 x 14
- mixed media pad\* 60 page minimum, 9 by 12
- Bristol vellum pad 9 by 12 or 11 by 14 (can share a 20 pg pad w/1 classmate)
- Watercolor/ Gouache set and paint brushes (rounds w/a few flats)
- Ink wash round brush
- small portable paint palette & water container (w/lid preferred)
- Paint brush cleaner
- Supply carrier (tackle or toolbox) & simple folio (to turn in work)

### **Other Resources and/or Suggested Readings**

The Art and Practice of Costume Design. Ed. Melissa Merz  
The Costume Designer's Toolkit: The Process of Creating Effective Design. Holy Poe Durbin  
Theatrical Design and Production: An Introduction to Scene Design and Construction, Lighting, Sound, Costume, and Makeup. 7<sup>th</sup> Ed. J. Michael Gillette  
A Survey of Historic Costume. Phyllis Titora and Keith Eubank  
20,000 Years of Fashion: The History of Costume and Personal Adornment. Francois Boucher  
The Complete History of Costume and Fashion. Bronwyn Cosgrave

### **Preliminary plays (possibly project based)**

Most of these can be found in the UTEP library for free or online.

*Medea* by Euripides\*

*Electricidad* by Luis Alfaro

*Hedda Gabler* by Henrik Ibsen

*A Midsummer Night's Dream; The Tempest* by William Shakespeare

*Dr. Faustus* by Christopher Marlowe

*Life is a Dream* by Pedro Calderon de la Barca

*A Raisin in the Sun* by Lorraine Hansberry

A few more titles are possible, do not purchase anything. I am sorting through open access availability and looking at time constraints.

## ASSIGNMENTS, GRADING & POINT DISTRIBUTION

Assignments will all have a description page that *will be distributed in class* and then uploaded/opened on the class blackboard site. Complete *assignment explanation will take place in class*, as most assignments correlate to the lectures, readings & demonstrations. Each description page will include basic instructions, due dates, point breakdowns, and total assignment weight. Should you have a question, email me immediately.

### ***Instructional and Outside Work Estimate***

Each student will need to put in at least three - five hours of work outside of class most weeks. Many pdf and library links will be shared via Blackboard site. Library, online research, PDF's on Blackboard, and online video tutorials will be a large component of this course. Each student must organize their semester of work early to meet deadlines and be prepared for change.

**Grade scale:** A=700-650    B=649- 580    C=579-420    D=419-360    Below 359=F

### **Assessment and Grading**

<b>Assignments</b>	<b>Points</b>
Attendance, Cleanup & Participation (Growth)	30
Design explorations	45
Historical redrawing's	30
COLOR WHEEL/PIGMENT GRADIENT (watercolor)	30
VALUE SCALES (MARKER)	30
Costume Figures	40
Costume Faces	40
Costume Design Project 1: Ancients & Today	60
Costume Design Project 2:	70
Costume Design Project 3:	65
UTEP Production Design response	30
SKETCHBOOK	80
DESIGNER/ARTIST STYLE Rendering & Paper presentation	60
FINAL PROJECT	100
<b>TOTAL possible points: 700</b>	

## Tentative Class Calendar

WEEK/DATE	CLASS DESCRIPTION	ITEMS DUE beginning of class
<b>WK 1:</b> 1/16	Intros & Syllabus	
1/18	Shops, jobs, and terminology	Read PDF
<b>WK 2:</b> 1/23	Quick costume history review 1: Ancients-1399	Review pdfs
1/25	Crafting character /reading the play (A); <i>Human form/faces</i>	Read: Durbin/Cunningham <b>DUE: historical figure drawing 1</b>
<b>WK 3:</b> 1/30	Quick costume history review 2	Review pdfs
2/1	<i>Human form/Color pencil</i>	<b>DUE: historical figure drawing 2</b>
<b>WK 4:</b> 2/6	Quick costume history review 3	Review pdfs
2/8	<i>Watercolor 1/ Project 1 discussion</i>	Read: assigned plays <b>DUE: Historical figure drawing 3</b>
<b>WK 5:</b> 2/13	Costume paperwork & research; <i>drawing exercise</i>	Review pdfs
2/15	<i>Watercolor 2, drape and fabric pattern</i>	<b>DUE: Project 1: research/paperwork Sketchbook checkup 1</b>
<b>WK 6:</b> 2/20	<i>Marker/ suits- coats -shoes</i>  <i>Designer selection day</i>	Review pdfs
2/22	Present Project 1 Presentation	<b>DUE: Project 1: Sketches</b>  Read: assigned plays
<b>WK 7:</b> kcactf 2/27	Hair types/styles and facial features (mixed media)	<b>Empeños or We Will Rock You paper Due on BB</b>
kcactf 2/29	<b>Project 2 discussion/ ink &amp; pastel backgrounds</b>	
<b>WK 8:</b> 3/5	<i>ink &amp; pastel</i>	
3/7	<b>Present Designer rendering &amp; info</b>	<b>DUE: DESIGNER/ARTIST STYLE Rendering &amp; Paper/ presentation</b>
<b>WK 9: SPRING BREAK: NO CLASS</b>		
<b>WK 10:</b> 3/19	<i>Dancing figures &amp; fabrics they wear</i>	<b>DUE Project 2: research/paperwork</b>
3/21	USITT: workday- No Class	

WK 11: 3/26	<b>Present project 2</b>	<b>DUE Project 2: sketches &amp; renderings</b>
3/28	Talking to collaborators; <i>Drawing youth and age</i>	<b>Project 3: Dilemma solved by costume project given</b>
WK 12: 4/2	Interesting backgrounds; textures	<b>Sketchbook checkup</b>
4/4	<b>Present Project 3: Teams present Dilemma solved</b>	<b>DUE: Dilemma Solved! packet</b>
WK 13: 4/9	Drawing hats and bags	<b>DUE: Initial costume concept (Final)</b>
4/11	requested skills 1	
WK 14: 4/16	Textures, fabrics & drape	
4/18	Present Research	<b>DUE: Final research /paperwork uploaded</b>
WK 15: 4/23	Requested skills 2	
4/25	Preparing for a new design job	<b>DUE: Final Sketches uploaded</b>
WK 16: 4/30	Final project workday	<b>Sketchbook DUE</b>
5/2	Final project workday	
<b>FINAL EXAM: Thursday May 9<sup>th</sup> 10:00am-12:45pm</b>		

#### **COURSE COMMUNICATION:**

- Office Hours: I will have office hours for your questions and comments about the course. My office hours are in-person and are listed at the top of the syllabus. However, you can request a virtual meeting, no less than 24 hrs. in advance. I will send you a Zoom link.
- Email: UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24 hours of receipt between 7am-8pm. When e-mailing me, be sure to email from your UTEP student e-mail account. List *rendering class question* in the subject matter area of the email. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name.
- Announcements: Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

#### **ATTENDANCE AND PARTICIPATION**

Our class meetings are in-person in the Fox Fine Arts, Room D271, every Tuesday and Thursday from 10:30 am to 11:50 pm, beginning January 16 through May 9.

Attendance in the course is twofold. It is determined by in class participation in the learning activities of the course and your physical presence. Your participation in the course is important not only for your learning and success but also to create a community of learners and collaborative artists. Participation is determined by the completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements
- Participating in engaging discussions with your peers
- Completing other daily activities in a timely manner

Because these activities are designed to contribute to your learning each week, they cannot be made up for full points after their due date has passed.

### **Classroom Discussion Etiquette & Guidelines**

**Topics in this course deal with the human experience and may stir up emotions. Utilize Grace & Empathy.**

- **This is a public discussion, not a debate.** The purpose is *not* to win an argument, but to hear many points of view and explore many options and solutions.
- **Everyone is encouraged to participate.** You may be asked to share what you think, or we may ask for comments from those who haven't spoken. It is always OK to "pass" when you are asked to share a comment.
- **No one or two individuals should dominate a discussion.** If you have already voiced your ideas, let others have an opportunity. When you speak, be brief and to the point.
- **One person speaks at a time.** Refrain from side conversations. Pay attention to the person speaking. If you think you will forget an idea that comes to mind, write it down.
- **Listen to and respect other points of view.**
- **Do your best to understand the pros and cons of every option,** not just those you prefer. Be as objective and fair-minded as you can be.
- **Seek first to understand, not to be understood.** Ask questions to seek clarification when you don't understand the meaning of someone's comments.

### **ILLNESS PRECAUTIONS**

Please stay home if you have symptoms of a communicable illness. If you are feeling unwell, please let me know as soon as possible (preferably via email or phone before class), so that we can work on appropriate accommodations. I do require a doctor's note to makeup work.

### **EXCUSED ABSENCES & COURSE DROP POLICY**

According to UTEP Catalog, "At the discretion of the instructor, a student can be dropped from a course because of excessive absences or lack of effort. A grade of "W" will be assigned before the course drop deadline and a grade of "F" after the course drop deadline." See Policies and Regulations in the UTEP Undergraduate Catalog for a list of excuse absences. Therefore, if I find that, due to non-performance in the course, you are at risk of failing, I will notify you via email twice before dropping you from the course. *However*, if you feel that you are unable to complete the course successfully, please let me know and then contact the [Registrar's Office](#) to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

### **DEADLINES, LATE WORK, AND ABSENCE POLICY**

## Assignments

- Most, if not all your work will have to be handed in- as a physical copy in class. It is your artwork that I will be scoring, and a digital scan may not always work or present properly. Some sketches(high quality scans) can be uploaded into blackboard per my designation.
- Some assignments will be due at midnight (11:59 PM) via Blackboard. No late work will be accepted if the reason is not considered excusable.

## MAKE-UP WORK

Make-up work will be given *only* in the case of a *documented* emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

\*\*Know thyself: 1 class day extension is available. Please email 2 weeks before the due date- stating the need.

## TECHNOLOGY REQUIREMENTS

Some course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.

**IMPORTANT:** If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am.

## 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 me immediately if you believe an

incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

### **\*ACCOMMODATIONS POLICY**

The University is committed to providing reasonable accommodations to students with documented disabilities. Students who become pregnant may also request reasonable accommodations, in accordance with state and federal laws and regulations and University policy. Accommodations that constitute undue hardship are not reasonable. To make a request, please register with the UTEP Center for Accommodations and Support Services (CASS). Contact CASS at 915-747-5148, email them at [cass@utep.edu](mailto:cass@utep.edu), or apply for accommodations online via the CASS portal.

### **\*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](#).

### **\*GUIDANCE ON ARTIFICIAL INTELLIGENCE**

#### AI prohibited

Use of AI technologies or automated tools, particularly generative AI such as [ChatGPT](#) or [DALL-E](#), is **not allowed** for assignments in this class. **Each student is expected to use critical and creative thinking skills to complete tasks and not rely on computer-generated ideas.** Any direct use of AI-generated materials submitted as your own work will be treated as plagiarism and reported to the Office of Student Conduct and Conflict Resolution (OSCCR).

#### AI allowed only with prior permission from instructor

Use of AI technologies or automated tools, particularly generative AI such as [ChatGPT](#) or [DALL-E](#), is **only allowed with approval from the instructor BEFORE being used and will be listed in the project description.**

If given permission to use any of these tools, students must properly cite and give full credit to the program used upon submission of every relevant assignment. For example, text generated using ChatGPT must be cited:

Chat-GPT(version). Date of query (year/month/day). "Text of your query."  
Generated using OpenAI. <https://chat.openai.com/>

A short paragraph describing how the tool(s) was/were used for the assignment must be included.



### Using AI for brainstorming

Some AI technologies or automated tools, particularly generative AI such as [ChatGPT](#) or [DALL-E](#), can be beneficial during the early brainstorming stages of an activity, and you are welcome to explore them for that purpose. However, *keep in mind that AI-generated ideas are not your own and may hinder your ability to think critically and creatively about a problem.* It is also important to remember that these technologies often produce materials and information that are inaccurate or incomplete—even providing false citations for use, this will incur point loss.

That said, you are not allowed to submit any AI-generated work in this course as your own. If you use any information or materials created by AI technology, you are required to cite it like you would any other source. Consider how this will affect your credibility as a writer and scholar before doing so. Any direct use of AI-generated materials submitted as your own work will be treated as plagiarism and reported to the Office of Student Conduct and Conflict Resolution (OSCCR).

### Free use of AI without acknowledgement

Use of AI technologies or automated tools, including generative AI such as [ChatGPT](#) or [DALL-E](#), is permitted in this class on specified assignments. Students must include a short paragraph, with each relevant assignment, explaining how the tool was used.

## **PLAGIARISM DETECTING SOFTWARE**

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

### **\*COURSE RESOURCES:** Where you can go for assistance

UTEP provides a variety of student services and support. Please refer to the QR code below for a listing of campus resources or visit [https://www.utep.edu/advising/student\\_resources/student-success-resource-hub.html](https://www.utep.edu/advising/student_resources/student-success-resource-hub.html).



