

The University of Texas at El Paso
The Department of Theater and Dance
Costume Practicum THEA 2111
FACE-TO-FACE COURSE SYLLABUS Fall 2023

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 designated 2 hr. blocks from* Mon.- Fri. 12:30pm -5:00pm

Classroom Location: Fox Fine Arts D271 Costume Studio

Phone Number: (915) 747 7853

e-mail: ldelgado4@utep.edu

Office Location: Fox Fine Arts- Back of Costume Shop- D271A



Office Hours: Face-to-Face: Mon./Wed. 10:30am-12:00pm



- Virtual: by appointment only with advance notice

COURSE DESCRIPTION: This 1 credit course covers various techniques utilized in the world of theatrical costume creation and wardrobe run crew methods. Students will build, alter and maintain specifically curated/designed costume pieces for the departmental productions.

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 bases(sewing, design & art) to create individualized artistic expression	 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

ASSIGNMENTS, GRADING & POINT DISTRIBUTION

Costuming is a collaborative art. Art can be very personal at times. Practice inclusive listening skills and remember that different backgrounds and cultural viewpoints coexist in a shared space. Practice respect and grace.

Each student must finish 60 points via the methods listed below. It can be a combination of costume shop and costume crew hours, plus the 10 point reflection paper

Assignments	Points
Costume Shop hours	1 hour=1point
Costume Crew hours	PostDATA:30 Metamorphoses:40
Reflection Paper (2-3pages)	10pts

55-60pts = A 54-50pts= B 49-45pts = C 44-40pts= D 39 and Below = F

COURSE COMMUNICATION:

- 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 *practicum 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.
- **Call: costume shop (Clarissa Sanchez)915.747.6341 or**

Professor Delgado office: 915.747.7853

ATTENDANCE AND RESPONSIBILITIES

- Please complete your Shop Safety training and sign a hardcopy contract immediately. This will allow you to begin your shop hours early, avoiding end of semester pressure.
- Respect and follow all existing costume shop policies

- Because these learning activities are designed to contribute to department performances and events, they cannot be made up after the Nov. 30, 2023 deadline.
- Specific Jobs will be prepped for you once you have provided your 2-hour block schedule. If you are unable to attend the hours you have scheduled, email Imdelgado4@utep.edu and csanchez54@utep.edu. You can also call the shop at 915 747-6341. However, please note the possibility for makeup hours is not always guaranteed.
- Missing a costume crew assigned date will result in failure of the course.
- It is your responsibility to log in your hours on your worksheet in the costume shop binder titled “practicum”. Please remember to get *each daily set* of workhours signed by a supervisor.
- Please dress in a manner that allows you to complete your costume shop duties.
- Please leave your bags, cell phone, food and drinks on the shelf by the double door entrance. No devices or earbuds are allowed during your hours. It is unsafe.
- The costume shop hours from 12:30pm to 5:00pm are only for designated costume faculty, staff, and registered practicum or undergraduate research students.
- Do not proceed on a project if you feel uncertain about it. Please ask questions. It will help grow your skills.
- Should you repeatedly have problems completing quality show ready products you may be docked the hours associated with the repeat offense.

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.

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 be in person.
- The paper will have to be submitted via blackboard.

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.

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.

Word-processing software is available to 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 technology troubles. Last resort, Email me the work.

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 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, email them at 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

The use of generative AI tools such as Chat GPT is not permitted in this course.

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

COURSE RESOURCES: UTEP Assistance listed below

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.
- [The Miner Learning Center](#): Join peer-led study sessions in person or online to review content and discover study strategies in core curriculum courses.
- [UTEP Edge](#): UTEP's cross-campus framework for student success and empowerment – develops students' assets through high-impact experiences made possible by the expertise and dedication of faculty, staff, alumni, and community partners.

Individual Resources

- [Student Success Help Desk \(SSHD\)](#): Students experiencing challenges or obstacles to academic success including registration, financial, food, housing, and transportation resources may submit a ticket request assistance to studentsuccess@utep.edu
- [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.
- [UTEP Food Pantry](#): Non-perishable food items are available to students who are currently enrolled in classes. Bring a Miner Gold Card to Memorial Gym, Room 105, Monday through Friday, 10 a.m. to 2 p.m.

Costume Practicum 2111 Class Calendar

DATE	SUBJECT	ASSIGNMENT DUE
9/1/23	syllabi/class structure;	Costume Lab hrs. (2 hr. blocks)
9/5/23- 11/30	Work costume hrs. in D271	
12/5	SELF ASSESSMENT & REFLECTION	Paper Due 5PM

