

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

Principles of Costuming THEA 3341 CRN 23586

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 9:00am-10:30am Classroom: Fox Fine Arts D271

Written Communication: e-mail 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 sewing and costume construction techniques for costume design and technology. The skills introduced and practiced in this course are pertinent to the costume design field. The focus is on expanding sewing skills and familiarizing students with the techniques of theatrical artists as well as the many ways to create in the field of costume design and technology. Students are encouraged to document and produce professional portfolio-ready works.

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

Materials

The following sketching materials are required by 1/25/24 : LABEL ALL YOUR ITEMS

3 yds of 45" unbleached muslin (washed and ironed)

Quality Shears or sewing scissors (included in some kits)

Clear plastic ruler 2"x18" (optional)

A sewing kit (including tracing wheel, *chalk* tracing paper, straight pins, medium safety pins, tailors chalk, hand sewing needles, measuring tape, seam ripper)

Medium snaps, medium hook and eye

Buttons (½" or 5/8", 2-hole, 4 hole and shank) plain versions:

Red, black or navy thread (All-Purpose polyester covered)

Project based: 1 commercial pattern, fabric yardage needed, closures needed (Refer to calendar*)

Other Resources and/or Suggested Readings

Theatrical Design and Production: An Introduction to Scene Design and Construction, Lighting, Sound, Costume, and Makeup. 7th Ed. J. Michael Gillette

The Costume Technician's Handbook. Rosemary Ingham & Liz Covey

Costume Principles Class Calendar

Bring materials daily. We will sew every class.

WEEK	DATE	SUBJECT	ASSIGNMENT DUE
1	1/16 & 1/18	syllabi/class structure; shops-n-jobs	Read pdf's
2	1/23 & 1/25	Fabrics & Terminology Hand sewing	Read pdf's
3	1/30 & 2/1	Hand sewing	Quiz
4	2/6 & 2/8	Hand sewing	
5	2/13 & 2/15	Costume designer lecture Machine sewing	Hand sewing checkup
6	2/20 & 2/22	Machine sewing/ darts & clipping	Quiz
7	2/27 & 2/28	Machine sewing/ darts & clipping Discuss Project 1	
8	3/5 & 3/7	Midterm	Midterm Project 1 Approval
9	3/12 & 3/14	Spring Break	
10	3/19 & USITT	Project 1 No class on Thursday	Read PDF's

11	3/26 & 3/28	Costume Crafts Project 1	Sewing sample binder due @ top of class
12	4/2 & 4/4	Project 1	
13	4/9 & 4/11	Project 1 Project 2 Discussion	Project 1 Due 4/11/24
14	4/16 & 4/18	Project 2	
15	4/23 & 4/25	Project 2	
16	4/30 & 5/2	Project 2	Final
17	5/7/24	Final Tues, May 7--- 9:00am-12:45am	Final

This Calendar is subject to change at any time during the semester at the professor’s discretion. You will be given notice of a change with ample time. Please check the Blackboard site and your email regularly. A complete daily schedule will be provided via Blackboard.

Assessment and Grading

Attendance, clean up & commitment to skill sets improvement.....(15ea)-45	
Hand sewing samples.....100	
Machine sewing samples.....100	
Sewing Sample Notebook.....50	
Show reviews.....30	
Quizzes.....20	
Midterm.....60	
Costume Construction Project 1.....70	
Project 2.....30	
Final..... 50	Total 500

Grade scale

450-500=A	400-439=B	350-389=C	Below 300=F
440-449=B+	390-399=C+	300-349=D	

Instructional and Outside Work Estimate

Each student will need to put in at least three - five hours of work outside of class most weeks. Sewing samples may vary based on personal manual dexterity but should be completed with integrity. Library, online research and online video tutorials will be a large component of this course.

Production Review/Paper Requirements

Production attendance

You may attend 2 UTEP Theatre productions and/or UTEP Dinner Theatre productions of your choice during this semester and write a 15-point (2 page) paper in MSWORD. You must sign in via the sheet or QR code to validate your paper and qualify for your 15 pts. You will submit this paper via a Black Board assignment link. The deadlines for the productions are listed below.

Format: MSWord, 12pt double spaced, 1” margins; Name, class, date

Submission: via Blackboard

Answer the following questions in a descriptive manner

1. What do the design elements make you feel? Do you experience different emotions or change your focus as the play progresses?
2. Does the acting movement and language work with the design elements? Elaborate
3. Would you like to design one of these elements or act in this show? Elaborate

Where to purchase tickets

The UTEP Ticket Center main location, 2901 N Mesa, El Paso, TX 79902
Monday through Friday 8:00 AM to 6:00 PM or
Saturday 10:00 AM to 4:00 PM. Closed on Sundays. Phone: 915-747-5234
OR

UTEP Ticket Center Union E location
Union Building East. Room 111, First floor.
Hours of operation. Spring 2024: Monday through Friday, 9:00 AM to 2:00 PM. (Subject to change)

Department of Theatre and Dance Productions/Performances

Los Empeños de Una Casa by Sor Juana Inéz de la Cruz- Wise Family Theatre

February 23rd, 24th, March 1st and 2nd at 7:30 PM.

February 25th and March 3rd at 2:00 PM.

Paper due March 22nd at 11:59 PM. On Blackboard

Person(Hood): UTEP Dance Festival 2024. Wise Family Theater

June Sadowski, Kruszewski Studio Theater
April 12th and 13th at 7:30 PM & April 14th at 2:00 PM.

Wise Family Theatre
April 25th, 26th and 27th At 7:30 PM & April 28th at 2:30 PM

Paper due by May 3rd at 11:59 PM on Blackboard

Ticket prices

Adults \$18.00

UTEP Faculty/Staff and seniors \$15

Military, Groups (10+), Alumni (with card) non-UTEP students \$15

UTEP students (with valid ID) Children (ages 4 to 12) \$12

UTEP Dinner Theater

We Will Rock You

Dinner performances. 6:30 PM Reserved tables.

February 2, 3, 8, 9, 10, 15, 16, 17. (* Discount dinner performance)

matinee dinner performance. 1:00 PM. Reserved tables

February 4*, (Meal served/* Discount Dinner performance)

No Dinner Matinee Performances (2:00 PM) General Admission.

April 28 & May 5(No meal served)

Paper due March 1st at 11:59 PM on Blackboard.

Legally Blonde

Dinner performances: 6:30 PM Reserved tables.

April 19, 29, 25*, 26,27, May 1*, 2*, 3, & 4 Discount dinner performance)

Matinee dinner performance: 1:00 PM. Reserved tables

April 21,* (Meal served/* Discount Dinner performance)

No Dinner Matinee Performances: (2:00 PM) General Admission.
April 28 & May 5 (No meal served)

Paper due May 3rd at 11:59 PM on Blackboard.

Ticket Prices

Friday & Saturday. Dinner performances-Reserved tables

Adult. \$53.50.

UTEP Faculty staff Group. (20+) \$51.50

UTEP Alumni Association members \$51.50

Children (4-12yrs old) & non-UTEP student \$51.50

Military** \$51.50

UTEP Student*** \$43.50

Wednesday, Thursday and Sunday. Matinee. Dinner performances- Reserved tables

Adult \$48.50

UTEP Faculty/Staff/Group (20+) \$46.50

UTEP Alumni Association members \$46.50

Children (4-12yrs old) & non-UTEP student \$46.50

Military** \$46.50

UTEP Student*** \$38.50

Sunday No Dinner Matinee Performances- Reserved tables

Adult \$32.50

UTEP Faculty/staff/Group (20+) \$30.50

UTEP Alumni Association members \$30.50

Children (4-12yrs old) & Non-UTEP student \$30.50

Military** \$30.50

UTEP Student*** \$22.50

*Children three years and under are not allowed in the theater.

**Up to 4 tickets per valid ID

*** one ticket per valid UTEP ID

ASSIGNMENTS AND GRADING

Assignments for this course are assessed according to rubrics. These rubrics directly correspond to the specific parts of the assignment description. Please read the descriptions carefully when they are released on the classroom site.

Students will be required to participate in classroom discussions. Students will also have a collection of smaller in class assignments/explorations throughout the semester. These points cannot be made up, so students are expected to stay active in the course by engaging in classroom discussion and completing assignments/explorations.

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 to assist you!

COURSE COMMUNICATION: How we will stay in contact with each other

Here are the ways we can keep the communication channels open:

- Office Hours: I will have office hours for your questions and comments about the course. My office hours are in-person, however, you can request a virtual meeting and I will send you a Zoom link. Please see the days and times at the top of this syllabus.
- 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. When e-mailing me, be sure to email from your UTEP student e-mail account and please put the course number in the subject line. 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, and your university identification number.
- Announcements: Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

ATTENDANCE AND PARTICIPATION

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

- Reading/Viewing all course materials to ensure understanding of assignment requirements
- Participating in engaging & respectful discussions with your peers
- Other activities as indicated in the weekly modules

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed. If you are allowed to make something up it may differ from the original assignment and has to be approved a week in advance.

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, so that we can work on appropriate accommodations.

***EXCUSED ABSENCES AND/OR 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 drop you from the course. I will provide 24-48 hours advance notice via email.

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

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 at all 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.

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES

I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work (answers to discussion points, quizzes, exams, and essays) in a separate Word document as a backup. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through Blackboard, please contact the UTEP Help Desk. You can email me your backup document as a last resort.

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, 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).

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:** 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.



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