

The University of Texas at El Paso  
 The Department of Theater and Dance in the College of Liberal Arts  
**Undergraduate Research 4033 CRN 17603**  
 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, Wixarika 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 weekly & biweekly

Classroom Location: Fox Fine Arts D271

Written Communication: e-mail [imdeltado4@utep.edu](mailto:imdeltado4@utep.edu)

Phone Number: (915) 747 7853

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

Office Hours: Face-to-Face: Mon./Wed. 10:30am-12:00pm & Thurs. 1:00pm-2:30pm by appointment

- Virtual: by appointment only with advance notice




**COURSE DESCRIPTION:** This course covers various upper division theatrical techniques for costume & hair/makeup design. The student is expected to demonstrate a high level of creativity, professionalism, and intellectual investigation pertinent to the field. The focus is on expanding visual skills and familiarizing students with the techniques of theatrical costume design and production as well as the many ways to communicate & create in the field of design. Students are encouraged to develop their own individual style and produce professional portfolio-ready works of art. The students should be able to communicate their ideas and research verbally and in written format.

**Course Objectives:**

- **The purpose of this course is to give students the opportunity to display and refine their skills in the area of technical theatre.**
- **To give each student the opportunity to learn skills needed for the technical and support areas of play production.**
- **To give students an understanding of the work necessary to put a production together.**
- **To give a student the guided opportunity to investigate and create something that can serve as portfolio work and the culmination of a BFA in design & technology.**

**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 (design & art) to create individualized methods of artistic expression that help make you employable in the industry	 Critical Thinking Skills
Engage as a community of artists who dialogue with each other via visual means and respectful verbal communication	 Communication Skills



**Student Requirements:**

Your job begins as soon as you are assigned the position. You are required to perform all the duties of the design position from preproduction meetings, script treatment or other conceptual work, all necessary sketching, rendering and paperwork. Student will sometimes be the designer, assistant designer for the show or closely work with others in those positions are assigned. During the entire process student must meet the deadlines that are set by the costume professor, costume shop supervisor and the production manager.

If the capstone is part of a show design assignment, all students are required to attend rehearsals to study blocking and keep good communications with the director and production team throughout the production process. All paperwork must be maintained an updated throughout the process.

If this course is taken after the capstone production has closed, the designer/student must submit the final package to the instructor in PDF form and in a binder with appropriate tabs as part of the final grade for this course. This capstone package for each show should be included in your portfolio review and website.

<i>Paperwork &amp; events: Undergraduate research</i>	With professor	With professor/shop supervisor	Production mtg	Portfolio ready
Research/color palette				
Prelim dressing list				
Prelim Sketches				
Final sketches & color palette				
Production meetings				
Shop presentation				
Pull/ shop build (source list)				
Budget breakdown				
Final dressing list				
Final renderings				
Shop start date				
Shop presentation				
Measurements				
First fittings				
Second fittings				
Crew view				
1 <sup>st</sup> dress				
2 <sup>nd</sup> dress				
Opening				
Strike				
Research paper				
Build item				

**All of the items mentioned above, plus the following should be included in your binder for this show:**

- *Table of Contents*
- *Director's Concept*
- *Lighting Design Concept (script treatment, collage, research images, powerpoint etc.)*
- *Scenic Designer's Concept/Relevant Drawings and Paperwork*

- *Your own Costume Design Concept/Relevant Drawings and Paperwork*

If the capstone is a part of a production design assignment. You will also be required to write a final paper reflecting on your process, growth, challenges and overall outcome of your capstone production. The paper must be a minimum of three pages, double spaced, with 12 pt. Times New Roman font.

### Grading:

- If you complete your design assignment AND turn in your final paper & final package by 5pm on the last day of class you will receive the grade indicated on your design evaluation.
- If you complete your design assignment, but fail to turn in your final paper & portfolio entry you will be docked one letter grade.

### Polices:

- It is the responsibility of the student to fulfill all the requirements to the best of her/his abilities. If a student is unclear about anything on the syllabus, s/he should seek clarification from the instructor.
- Hours logged for this course DO NOT count as both work hours and class hours. This means if you are employed in the Shop you can count hours as either work hours OR class hours, but not both. In this case you are required to schedule your class hours as a specific block of time each week that is consistent throughout the semester and is logged separately.
- Work must be done in minimum two-hour blocks for students to fulfill regular requirements.
- If you cannot make your scheduled time on a given day, please notify me ahead of time to reschedule a time later that week.
- It is the student's responsibility to record their hours and tasks
- 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.
- Students must behave in accordance with all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso

**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](mailto:cass@utep.edu), or apply for accommodations online via the CASS portal.

## Final Presentation Material:

The Wednesday before dead day of finals week, you are required to submit your PDF package, binder, and printed copy of your final paper relating to your capstone project.

All of the items mentioned above, plus the following should be included in your binder for this show:

- *Table of Contents*
- *Director's Concept*
- *Lighting Design Concept (script treatment, collage, research images, powerpoint etc.)*
- *Scenic Designer's Concept/Relevant Drawings and Paperwork*
- *Your Costume Designer Concept/Relevant Drawings and Paperwork listed above*

# Evaluation for Realized Design Projects

Student: \_\_\_\_\_

Production: \_\_\_\_\_

Reviewing Faculty: \_\_\_\_\_

CATEGORY	5	4	3	2-0	SCORE	NOTATIONS*
<b>1.Ability to meet deadlines</b>	Meet all deadlines comfortably/ displayed excellent planning and time management	Meet most deadlines but displayed poor planning and time management	Missed some deadlines/ meet deadlines with partially complete work	Did not meet the majority of deadlines		
<b>2.Attends/Schedules meetings with the director &amp; design team</b>	Attended all production meetings and scheduled individual meetings with the director and/or other members of the design team when needed	Attended all production meetings but only meet with the director and/or other members of the production team when prompted	Missed some production meetings/ rarely meet with the director	Missed the majority of production meetings/ did not meet with the director/ scheduled meetings that they did not attend		
<b>3.Self-motivation</b>	Was able to problem solve to see what needed to be done/ fulfilled all responsibilities without needing to be prompted	Fulfilled responsibilities with little prompting	Needed constant prompting and guidance to fulfill responsibilities	Did not fulfill responsibilities even with constant prompting		
<b>4.Creativity</b>	Work executed with a fresh personal vision without relying on cliché	Work executed with some fresh, personal vision	Work executed with little fresh, personal vision	Work executed with no fresh, personal vision		
<b>5.Research/Well thought out design</b>	Gathered a sizable amount of research from both visual and literary sources/ each choice was either based in research or deviated from it for solid reason/ all decisions were appropriate for the production	Gathered a sizable amount of research from visual sources/ some decisions were made arbitrarily and/or did not fit the production	Needed to do more research/ many decisions were made arbitrarily and/or did not fit the production	Did very little research/ consistently made decisions that were inappropriate for the productions		
<b>6.Renderings/ Plot/Drafting and accompanying paperwork</b>	All renderings/ drafting was excellently done and all accompanying paperwork was complete and accurate	Renderings/ drafting was done well but could use improvement/ accompanying paperwork was incomplete and/or needs improvement	Renderings/ drafting was needs improvement and/ or was incomplete/ missing accompanying paperwork	Renderings/ drafting and accompanying paperwork was not done		
<b>7. Ability to collaborate with the director</b>	Developed a good working relationship with the director/ made compromises when necessary/ design concept fit with the director's concept	Was hesitant to make compromises but design concept fit with the director's concept	Design concept did not fit with the director's concept/ had to be instructed to make necessary compromises	Refused to compromise/ developed a hostile relationship with the director		

<b>8. Works well with the rest of the design team, stage management, crew, and actors</b>	Developed a good working relationship with the rest of the design team, stage management, crew, and actors	Was successfully able to work through conflicts that arose with the rest of the design team, stage management, crew, and/or actors	Worked through conflicts with mediation	Developed a hostile relationship with the rest of the design team, stage management, crew, and/or actors		
<b>9. Takes responsibility for the physical aspects of the show being completed on time</b>	Stepped in to complete notes and/or construction projects when needed/ all physical aspects of the show were complete on time	Stepped in to complete notes and/or construction projects only when deadlines were imminent/ minor notes were incomplete by tech/dress	Stepped in to complete notes and/or construction projects only after deadlines were past/ major notes were incomplete by tech/dress	Physical aspects of the show were left incomplete		
<b>10. Stays with-in budget</b>	Fully utilized budget without going over	Did not go over budget but had a sizable amount of unused money that could have been used to improve the quality of the design	Went somewhat over budget	Went drastically over budget		

**Total Points:** \_\_\_\_\_

**Letter Grade:** \_\_\_\_\_

A= 45 points or more

B= 40

C= 35

D= 30

F= 29 points or less

## 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 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:

- 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 D27A, at individual set dates and times beginning August 28 through December 7.

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
- 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 after their due date has passed without inhibiting your final project and those of other collaborators.

### Classroom Discussion Etiquette & Guidelines

- **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 (a physical copy by 5pm). It is your artwork that I will be scoring, and a digital scan may not always work or present properly.
- Some writing 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.

**ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES** Most of your work will have to be turned in to me in hard copy form because it is artwork. If you cannot come to class and your reach out to me in advance, I may allow a **high-quality scan or picture**. Some work will be submitted online. Submit your online work with plenty of time to spare in case 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 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](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**

The use of generative AI tools such as Chat GPT is permitted in this course for the following activities, which must be cited in MLA: research presentation, papers and project documentation.

Students *must cite* any borrowed content sources to comply with all applicable citation guidelines, copyright law, and avoid plagiarism. Instances that violate these guidelines will be referred to the Office of Student Conduct and Conflict Resolution.

**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:** Assistance listed below

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.
- [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](mailto: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.