

**CAPILANO UNIVERSITY  
COURSE OUTLINE**

<b>TERM:</b> FALL 2014	<b>COURSE NO:</b> THTR 266
<b>INSTRUCTOR:</b> XXX	<b>COURSE NAME:</b> COSTUME PRODUCTION III
<b>OFFICE:</b> XXX <b>LOCAL:</b> XXX	<b>CREDITS:</b> 3

**COURSE FORMAT:** Through a combination of lecture and lab time the course follows the production and rehearsal schedule for a department show.

**COURSE PREREQUISITES:** **THTR 153**

**YEAR TWO MISSION STATEMENT:** To build upon the student's established foundation in costume knowledge and skills with the further exploration of specific costuming skills leading to immediate acceptance in their chosen area of interest in the entertainment industries of dance, theatre, film, television and emerging media applications.

**COURSE OBJECTIVES:** This course will advance the student in the theory and practice of the duties of key members of the costume department in a producing company. The second year student will be actively involved in a leadership role in producing the costumes for one or more main stage or studio shows. Instruction will take the form of practical demonstration, guided group discussion and mentorship on assigned projects.

**STUDENT LEARNING OUTCOMES:**

Upon successful completion of this course the student will be able to:

- Demonstrate self-awareness in strategic planning of project work.
- Analyze a script and costume designs and assess for the material and labour needs of the costuming department in producing the necessary costumes.
- Identify and implement specific costuming skills required for production assignments.
- Plan for and mentor team members in the implementation of specific costuming skills.
- Apply methods of research specific to costume requirements.
- Establish the department structures, procedures, communication protocols, and personnel responsibilities within the producing costume department.

- Demonstrate abilities to work as an effective key member of the costume department; assignments at this level will include elements of organizing, scheduling and supervising teams.

**REQUIRED TEXT:** Scripts as needed by the production (provided)

**COURSE CONTENT:**

<b>Week(s)</b>	<b>Content</b>
<b>Week 1</b>	Course orientation Course outline and performance logs Classroom policies Discussion of the script Assignment of first production positions
<b>Week 2</b>	Introduction to tools and workshop safety Orientation on costume shop machinery Introduction to term projects
<b>Weeks 3-5</b>	Design Presentations Production Assignments
<b>Weeks 6 &amp; 7</b>	Technical Rehearsals and first Stage Production
<b>Weeks 8 &amp; 9</b>	Continue Production Assignments
<b>Weeks 10-12</b>	Technical Rehearsals and second Stage Production
<b>Weeks 13-14</b>	Wrap of stage shows Wrap of workshops and stock room Final production meeting (post mortem)
<b>Week 15</b>	Self-Reflection assignment due

<b>EVALUATION PROFILE:</b>	Production Project .....35%
	Teamwork Report .....15%
	Performance Logs .....25%
	Self-Reflection Essay.....15%
	Attendance.....10%

**TOTAL**

**100%**

**ASSIGNMENTS:**

**Production Project:** Assigned project for each show

The assigned “project” refers to fulfilling the duties and responsibilities of each assigned position as outlined in the “Costuming Production Manual”, (supplied by the instructor). Generally the assignment for each term will provide practice in a different skills set than the previous term.

Project requirements include:

- Cover letter: state position or positions you’re interested in filling and support your request
- Preparation: once project begins...note taking, research, practice of required techniques, meetings, planning team structure, scheduling
- Implementation: mentoring, teamwork, collaboration, work ethic

- Completion: thoroughness, timeliness
- Production Book: all paperwork related to the assignment will be kept in a binder to be submitted at the end of the term

### Teamwork report:

- Students will document, monitor and critique the effectiveness of team structures and protocols throughout the production period.
- Guidelines will be provided with criteria based on “The Standards for Professional Behaviour”, “The Production Manual”, and classroom codes of conduct.

### Performance Logs:

Each student will:

- Maintain the provided forms throughout the production period
- Share and consult with faculty
- Submit the logs weekly

### Self-Reflection:

Based on performance logs, notebooks, production books and assessments, and attendance to stage shows, students will submit a 500 word essay documenting and reflecting on their experience during the production period.

### GRADING PROFILE:

A+ = 90 – 100%	B+ = 77-79%	C+ = 67 – 69%	D = 50 –59%
A = 85-89%	B = 73-76%	C = 63-66%	F = 0 – 49%
A- = 80-84%	B- = 70 – 72%	C- = 60-62%	

### OPERATIONAL DETAILS:

#### *University Policies:*

Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. Copies of these are available on the University website.

#### *Emergency Procedures:*

Students should familiarize themselves with emergency procedures posted in the classroom.

#### *Attendance:*

Attendance is essential for successful completion of the course. Students who miss more than three classes will not receive credit for the course. Lateness after fifteen minutes will be marked absent. Any student missing an assigned stage show performance while on stage crew without prior arrangement, or the case of an emergency, will not receive a passing grade in the course.

<b><i>Punctuality:</i></b>	Punctuality is essential.
<b><i>Missed Exams:</i></b>	N/A
<b><i>Incomplete Grades:</i></b>	“I” grades will not be given in this course.
<b><i>Standard of Usage:</i></b>	At the first year level, students are expected to write in clear sentences and to produce organized and developed paragraphs. All written work submitted must use good academic English and follow the guidelines provided in the <i>Capilano University Guide to Writing Assignments</i> .
<b><i>Class Participation:</i></b>	The grade for class participation is based on both the frequency and the quality of the student’s comments, questions and observations, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight and clarity of remarks.

## **FILM CRAFTS DEPARTMENT**

### **STANDARDS FOR PROFESSIONAL BEHAVIOUR**

#### **1. Outcome: Good work habits**

**Measurement Criteria: The student demonstrates:**

- Punctuality
- Regular attendance
- Arrives dressed appropriately for the task
- Effective listening skills
- Effective note taking
- Appropriate respect for authority

#### **2. Outcome: Successful Time Management**

**Measurement Criteria: The student:**

- Makes schedules
- Has an organized approach to accomplishing tasks
- Accomplishes projects and assignments on time
- Respects the time of others by keeping scheduled commitments
- Responds positively under time demands

#### **3. Outcome: Creative Integrity**

**Measurement: The student demonstrates:**

- Willingness to perform tasks and take direction designed to increase the boundaries of known skills
- Commitment by participating in rigorous stage and screen production activities without sacrificing class and lab work
- Self-motivation by integrating and applying knowledge from all disciplines studied to the tasks at hand

- The ability to accept, evaluate and respond appropriately to professional criticism
- Willingness to remediate gaps in knowledge, skills and abilities

#### **4. Outcome: Self-Awareness, self-care, self learning**

##### **Measurement Criteria: The student demonstrates:**

- An awareness of his/her own competence
- An awareness of factors in one's personal life which affect professional performance
- The ability to identify gaps in knowledge, skills and abilities
- The ability to make appropriate choices for professional development and career choice

#### **5. Outcome: Effective application of industry protocol and procedures in work situations**

##### **Measurement Criteria: the student demonstrates:**

- Ability to work in hierarchical situations
- Ability to work on a team
- Understanding of job descriptions
- Understanding of lines of communication
- Respect for on set protocol while on location
- Proper etiquette while on motion picture set or in the theatre
- Appropriate use of paperwork

#### **6. Outcome: Respect of Work Space, Equipment, and Materials and Compliance with Safety Regulations**

##### **Measurement Criteria: The student demonstrates:**

- Respect for the workspaces by keeping them safe and clean
- Compliance with all safety regulations in the workplace
- Respect for equipment
  - by learning the safe operation of equipment
  - by following directions on use of equipment
  - by respecting its value
  - by following proper sign-out and return procedures