CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Fall 2023	**COURSE NO: THTR 266**	
INSTRUCTOR:	**COURSE TITLE: COSTUME PRODUCTION III**	
OFFICE: **LOCAL:** **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS:3.0**
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil̓wat7úl (Lil'wat), xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Sḵwx̱wú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT
Through a combination of 2 hours/ week of lecture and 4 hours/ week of lab, the course follows the production cycle of theatre shows over the course of a 15-week term.

COURSE PREREQUISITES
THTR 153

CALENDAR DESCRIPTION
Following THTR 153, students have opportunities to work in more and different positions is the costuming for the Theatre Department main stage shows, and therefore expand their knowledge bask the production of large scale live theatrical productions.

COURSE NOTE
THTR 266 is an approved Experiential course for Cap Core requirements.

REQUIRED TEXTS AND/OR RESOURCE:
Required texts will vary by instructor. See syllabus for details.
The following are a sample of resources:
- Scripts as needed by the production (provided)
- THTR course booklet, 2017 (Capilano bookstore)
- Costuming department reference library.

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course, students will be able to do the following:
- Demonstrate self-awareness in strategic planning of project work.

- Analyse 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.
- Assemble a comprehensive portfolio of work specific to the costuming field and
- their area of interest.
- Confidently formulate a strategic plan for entry and advancement within the profession in the local, national, or global markets
- Explore the effectiveness of theatre/costumes as tools for advancing the understanding of equity, diversity, and inclusion (EDI) concepts including intersectionality, anti-racism, decolonisation.

CAP CORE STUDENT LEARNING OUTCOMES
Students who complete this experiential course will be able to do the following:
- Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills, and values in the learner's personal, academic, or professional trajectory
- Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles

COURSE CONTENT

The content and week by week breakdown of the course will vary by term and instructor. The following is a sample.

Week(s)	Content
Week 1	Course orientation: • Course outline, and assignments • Classroom policies and scheduling • Scripts (as available)
Week 2	Prepare for Production
Weeks 3	Design presentations Production positions assigned. Preparation for production
Weeks 4-9	In class production assignment work as scheduled

WEEKS 10-13	Technical Rehearsals and Stage Production
WEEK 14-15	Wrap of stage show, workshops, and stock rooms Final production meeting (post-mortem)

EVALUATION PROFILE

This course is based on an increased mastery of the student's performance. Students will be evaluated by professional behaviour standards as outlined in this syllabus and the THTR Costume Course booklet, 2017 (Capilano bookstore). Professional practices and expectations specific to this course will be reviewed by the instructor.

Students are expected to work at a good to excellent level. This will be assessed by a clearly defined rubric.

If students fall below the expected level of achievement during a production or set of classes, the following will occur:

1. The instructor will inform the student and the department of the problem.
2. The student will meet with a representative of the department to define the problem and determine steps to remedy it. At this time, a second meeting will be scheduled.
3. At the second meeting the student will be informed whether or not they have been successful in solving the problem. Failure to correct the problem may, at the discretion of the department, result in:
    a. Removal from their position – if possible, assigned another position.
    b. "NC" (No Credit) for the course.

GRADING PROFILE

Credit/No Credit

Grading System explanation

CR = CREDIT

To achieve credit the student must:

1. Display professional conduct in all work.
2. Demonstrate good to excellent work in their assigned position for each production and class.
3. Show a heightened awareness of their assigned position by the end of the course.
4. Complete the assigned number of project hours.

NC = NO CREDIT

Failure to meet the standards listed above

Incomplete Grades
Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments
Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.
*** Accommodations can be made to honour community needs and traditional practices.

Attendance
Students are expected to attend all classes and associated activities.

English Usage
Students are expected to proofread all written work for any grammatical, spelling, and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
Students may use electronic devices during class for note taking only.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-services/

Capilano University Security: download the CapU Mobile Safety App

Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation, and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)
Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:
https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited, and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:
- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;

- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

> Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.