

COURSE OUTLINE		
<b>TERM:</b> Fall 2018	<b>COURSE NO:</b> THTR 266	
<b>INSTRUCTOR:</b> XXXX	<b>COURSE TITLE:</b> <i>COSTUME PRODUCTION III</i>	
<b>OFFICE:</b> XXX <b>LOCAL:</b> XXXX <b>E-MAIL:</b> XXXX @capilanou.ca	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 3.0
<b>OFFICE HOURS:</b> XXXX		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

**COURSE PREREQUISITE**    THTR 153

**COURSE FORMAT**    Through a combination of 2 hour/week of lecture and 4 hours/week of lab, the course follows the production and rehearsal schedule for a department show for fifteen weeks.

**CALENDAR DESCRIPTION**

Students work in assigned key level positions in all areas of costume production and management for theatre department productions. Working in a mentored situation, students will be directly involved in producing the costumes for one or more theatre department mainstage productions. Instruction will take the form of practical demonstrations, and supervised work on assigned projects.

**COURSE NOTE**

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

**REQUIRED TEXTS AND/OR RESOURCES**

Scripts as required (provided)

THTR Course booklet: [The Production Manual](#)

**COURSE STUDENT LEARNING OUTCOMES**

On successful completion of this course the student will be able to do the following:

- Demonstrate and understanding of costume department structures, procedures, communication protocols and responsibilities.
- Analyze assigned projects for the necessary material and supply requirements.
- Identify and implement specific costuming skills required for production assignments
- Apply methods of research specific to costume requirements
- Demonstrate their potential, through various applications, as a contributing member of the costume department.

**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**

Week(s)	Content
<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 Spray room orientation with technician Orientation on costume shop machinery and facilities Introduction to term projects, and requirements
<b>Weeks 3-5</b>	Design Presentations Production projects assignment
<b>Weeks 6 -10</b>	Continue Production Project
<b>Weeks 11 12</b>	Technical Rehearsals and Stage Production
<b>Weeks 13-14</b>	Wrap of stage show Wrap of workshops and stock room Final production meeting (post mortem)
<b>Week 15</b>	Self-Reflection assignment due

**EVALUATION PROFILE**

Production Project.....	35%
Teamwork Report .....	15%
Performance Logs .....	25%
Self-Reflection Essay .....	15%
Attendance.....	10%
<b>TOTAL .....</b>	<b>100%</b>

**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

## THTR 266 Outline

- 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 1000 word essay documenting and reflecting on their experience during the production period.

### Attendance

Attendance is essential for successful completion of the course. Students who miss more than three classes may receive an F grade for the course. Lateness after fifteen minutes will be marked absent, resulting in the loss of 10% of the Attendance grade. 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.

### 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	

### **Incomplete Grades**

Grades of Incomplete "I" will not be assigned in this course.

### **Late Assignments**

Assignments are due at the beginning of the class on the due date listed and there will be a deduction of 10% a day for each day. 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.

### **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**

Official Capilano University email or Moodle; 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: <http://www.capilano.ca/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 S2017-05 for more information: <http://www.capilano.ca/about/governance/policies/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](#).

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

## **FILM CRAFTS 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