

# THE4950 Production Workshop - Costume Production

Summer 2023

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**Costume Shop Assistant**  
Coming Soon!

E-mail: Coming Soon!

**Graduate Assistants**  
Helen Dominguez  
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## Description

This course is designed to provide learning opportunities in the costume area of production through hands-on assignments. Students will work on departmental productions and supplemental projects in a variety of capacities including costume construction, wardrobe, and shop organizational activities.

## Course Objectives & Student Outcomes

Upon completion of this course, students will:

- Obtain a working knowledge of costume production for live theatre
- Refine understanding and proficiency through practical application

## Requirements

**You must complete 75 hours by 5pm August 11, 2023.**

The required 75 hours will be divided between assignments in the Costume Shop & a Wardrobe Crew. The Costume Shop Manager & Instructor in collaboration with each student will determine how hours are split between those areas depending on needs/length of show.

## Expectations and Goals

- Arrive to class on time with a positive attitude and prepared to work!
- Be open to guidance and instruction while working to complete assigned tasks. While the Costume Shop does not always have the same atmosphere as a classroom, we ask that you view it as a working learning environment and treat it accordingly.

- Must wear closed toe shoes and full coverage tops for safety purposes. You must also wear closed toe shoes and full coverage tops while working in ANY of the costume areas. If you arrive to class without the appropriate attire you will be asked to leave and you will not receive credit for time not worked.
- You should not wear heavy perfume or fragrance while working in the costume shop. Strong scents may cause irritation and headaches for others working around you.
- All personal belongings like backpacks, purses, lunchboxes, drinks, and snacks should be stored in the designated storage area. Please be sure not to leave any items on the floor in front of the storage area blocking walkways.
- The costume shop is a learning environment just like any other classroom. Cell phone ringers should be set on vibrate while in the costume shop. If you need to answer a call or message, urgently be courteous and communicate your needs with the Costume Shop Staff.
- There may be times when it is applicable to listen to music on a mobile device. Please ask the Costume Shop Manager before plugging in those air buds. If you receive permission to proceed with music only 1 ear please! It's important to still be able to hear and communicate with others around you.
- Personal videos or movies should not be viewed during class time.
- Interactions and conversations are important while learning but should not create distractions or interfere with your ability to complete assigned projects.

## Course Materials

### Required Materials

Costume Shop materials and tools will be provided.

The scripts for both Summer Repertory Theatre productions are in development. They will be available to check out for student use when they are complete. Please see Costume Shop Management for assistance.

### Course Fees

Course fees are assessed for certain courses to offset the cost of materials or supply items consumed in the course instruction. A list of approved courses and fees is published in the schedule of courses each semester. The UF schedule of courses lists \$78.33 as the additional fee for this course.

### Summer Repertory Theatre Production Descriptions & Content Notices

The productions we realize in this course may contain difficult material. Content advisories will be provided during crew orientations. Please connect with the course instructor or supervisor in person or via email if you feel that you are unable to read, watch, or engage in discussion and assignments for a specific work. We would like to discuss alternate arrangements to ensure your full participation in the course.

### Summer A: Solo Performance Festival

Synopsis: This year's Summer A theatre project, produced as part of THE 4945/6645 Summer Repertory course, is a Solo Performance Festival. Students selected for this process have the opportunity to create, revise, rehearse, and perform original solo performance material anywhere from 10 - 30

minutes in length. Material will be developed through a highly interactive and collaborative studio incubator process. The project and process is directed/facilitated by SoTD faculty Manuel Simons and will culminate in a public showing.

Violence and Intimacy Information for Solo Performance Festival: The intention of the Solo Performance Festival is to present individual works in one of two programs. We don't anticipate crossover between works. If collaborations lead to interactions between works there will be no non-negotiable moments of intimacy or violence. If the portrayal of intimacy or violence present themselves, inclusion will be determined in collaboration with participants during the rehearsal process. The production will apply a consent-based practice to staging and choreographing the intimacy for the stage.

### **Summer B: Y no había luz Project**

Synopsis: A collective creation process based on the theatrical work of the Y no había luz theater collective. Through our collaboration, we will reflect on the importance of solidarity and demonstrate the role of the arts as a vehicle for healing. We will transform the theatrical space through physical theatre, clowning, Cantatoria, and in the design and creation of puppets and theatrical objects.

Company Bio: Since 2005 the Y no había luz theatre collective has created work in their home of San Juan, Puerto Rico and with communities across the island. The collective has an extensive theatrical repertoire of original pieces and educational workshops that have toured nationally and internationally. The collective is characterized by its horizontal internal structure and its authentic way of combining theater, cinema, dance, music, masks, puppets and the plastic arts in stagings that are both playful and profound. Y no había luz's mission is to provide interdisciplinary artistic experiences created collectively, that awaken in individuals their creativity, sensitivity, self-confidence, solidarity and awareness for social justice in Puerto Rico and the world.

Violence and Intimacy Information for Y no había luz's Project: The work with Y no había luz will be developed in collaboration with the ensemble. There will be no non-negotiable moments of intimacy or violence. If the portrayal of intimacy or violence present themselves, inclusion will be determined in collaboration with the ensemble during the rehearsal process. The production will apply a consent-based practice to staging and choreographing the intimacy for the stage.

General Course Calendar

Week	Topic
Week 1 5/15	<p><b>Begin Summer A &amp; C</b>            Summer Start Up            Orientation &amp; Scheduling</p> <p><i>Summer A- Solo Performance Rehearsals</i></p>
Week 2 5/22	<p>Begin regular weekly shop schedules            Refresh &amp; Review Activities            Costume Production Notes and/or Projects            Student Shop Safety Policy Sign Offs DUE</p> <p><i>Summer A- Solo Performance Rehearsals</i></p>
Week 3 5/29	<p><b>Mon 5/29 Memorial Day- NO CLASS</b>            Refresh &amp; Review Activities            Costume Production Notes and/or Projects</p> <p><i>Summer A- Solo Performance Rehearsals</i></p>
Week 4 6/5	<p>Refresh &amp; Review Activities (as needed for all students to complete)            Costume Production Notes and/or Projects</p> <p><i>Summer A- Solo Performance Rehearsals</i></p>
Week 5 6/12	<p>Costume Production Notes and/or Projects</p> <p><b><i>Summer A- Solo Performance Rehearsals            TECH Rehearsals, Performances, &amp; Strike</i></b></p>
Week 6 6/19	<p><b>Mon 6/19 Juneteenth- NO CLASS</b>            Costume Production Notes and/or projects TBD  <b>Fri 6/23-End of Summer A</b></p>
Week 7 6/26	<p><b>Mon 6/26-Fri 6/230</b>  <b>Summer Break- NO CLASS</b></p>

Week	Topic
Week 8 7/3	<p><b>Begin Summer B</b> Costume Production Notes and/or projects</p> <p><i>Summer B- Yno habia luz Project Rehearsals</i></p>
Week 9 7/10	<p><b>Mon 7/4 Independence Day- NO CLASS</b> Costume Production Notes and/or projects</p> <p><i>Summer B- Yno habia luz Project Rehearsals</i></p>
Week 10 7/17	<p>Costume Production Notes and/or projects</p> <p><i>Summer B- Yno habia luz Project Rehearsals</i></p> <p><i>Swamp Dance</i></p>
Week 11 7/24	<p>Costume Production Notes and/or projects</p> <p><b><i>Summer B- Yno habia luz Project Rehearsals TECH Rehearsals, Performances, &amp; Strike</i></b></p> <p><i>Swamp Dance</i></p>
Week 12 7/31	<p>Costume Production Notes and/or projects Review and Reflect Essay</p> <p><i>Swamp Dance</i></p>
Week 13 8/7	<p>Review and Reflect Essay DUE Fri 8/11 End Summer B &amp; C</p>
<p><b>There is no cumulative final for this course</b></p>	

Link to Production Management Primary Calendar: for full production details  
[2023 Summer SoTD Primary Production Calendar \(propped.com\)](https://propped.com)

## Attendance & Grades

### Attendance Policy, Class Expectations, and Make-Up Policy

Success in this course is based on participation, and other students are often dependent upon you to successfully do their work. Attendance is vital. In addition to meeting the total hours requirement for this course, it is important that you show up for call times, meetings, and shop hours as scheduled.

You are responsible for establishing your schedule with the Costume Shop Manager by Friday 5/19 at 3:00pm EDT. Scheduling instructions will be communicated via the course Canvas page.

Changes to your schedule should be discussed with your area supervisor in advance.

Your first unexcused absence is permitted without penalty. The second unexcused absence will lower your final grade by 5%. The third unexcused absence will lower your final grade by 15%. The fourth unexcused absence will lower your final grade by 30%. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence. Excused absences are consistent with university policies in the undergraduate catalog.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies in the undergraduate catalog and require appropriate documentation. <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Any absence from class for the following reasons must be supported by appropriate documentation to avoid a grade penalty:

- Illness - doctor's note must be on official letterhead with address and phone number, noting the date and time of the visit verifying that an absence from class is warranted, doctor name and signature.
- Title IX-related situations
- Serious accidents or emergencies affecting students, roommates, or family
- Special curricular requirements (e.g., judging trips, field trips, professional conferences)
- Military obligation
- Severe weather conditions
- Religious holidays
- Participation in official university activities such as music performances, athletic competition, debate
- Court-imposed legal obligations (e.g., jury duty or subpoena)

**Making up unexcused absences cannot be accommodated by the costume shop.**

### Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

### Evaluation of Grades

Grading	Percentage
Syllabus & Safety Policy Sign Offs	10%
Participation & Contribution	30%
Review and Reflect Essay	10%
Fulfillment of 75 hours	50%
<b>Total</b>	<b>100%</b>

### Grading Percentage Breakdown

The final course grade is based on the following percentages:					
A	94-100%	B-	80-83%	D+	67-69%
A-	90-93%	C+	77-79%	D	64-66%
B+	87-89%	C	74-76%	D-	60-63%
B	84-86%	C-	70-73%	E	0-59%

More information on UF grading policy may be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Please note: Information contained in this syllabus, other than the grade and absence policy, is subject to change with advance notice, as deemed appropriate by the instructor and staff to enhance learning opportunities. Any changes will be clearly communicated in class and via the course Canvas site.

### Additional Information and Resources

#### Course Evaluation:

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner.](#) Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [ufl.bluera.com/ufl/](http://ufl.bluera.com/ufl/). [Summaries of course evaluation results are available to students here.](#)

### Student Conduct Code:

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Conduct Code](#). If you have questions or concerns, please consult the instructor.

### University Policies and Additional Information:

Please [click here to view the Academic Calendar](#) for important dates including holidays and drop/add deadlines.

UF’s Health and Wellness Resources are available to assist you. Please feel encouraged to reach out for assistance if needed:

- *U Matter, We Care*: If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- *Counseling and Wellness Center*: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- *Student Health Care Center*: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
- *University Police Department*: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- *UF Health Shands Emergency Room/Trauma Center*: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

Additional Academic Resources include:

- *E-learning technical support*: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- *Career Connections Center*: Reitz Union Suite 1300, 352-392-1601. [Career assistance and counseling services](#).
- *Library Support*: Various ways to receive assistance with respect to [using the libraries or finding resources](#).
- *Teaching Center*: Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. [General study skills and tutoring](#).
- *Writing Studio*: 2215 Turlington Hall, 352-846-1138. [Help brainstorming, formatting, and writing papers](#).
- *Student Complaints On-Campus*: Visit the Student Honor Code and Student Conduct Code webpage for more information.
- *On-Line Students Complaints*: View the Distance Learning Student Complaint Process.