THEA 1371 – Fall 2011
Stagecraft - Basic Costume Construction
Tuesday and Thursday 11am-12:15pm

Costume Studio Rm 214 
Center for the Arts 
ph.# (361) 825-3391
Instructor: Rosa M. Lazaro 
e-mail: rosa.lazaro@tamucc.edu 
ph.# (361) 825-2362
Office: 
BH 320
Office Hours: 
Monday / Wednesday / Friday 9am-11am
Also by Appointment
Studio Hours: 
Monday / Wednesday 11am-1pm / 4pm-6pm
Tuesday / Thursday 2pm-7pm
Friday 11am-1pm / 2pm-4pm

Required Text:
The Costume Technicians Handbook by Rosemary Ingham and Liz Covey

Required Supplies:
1 sewing kit including 8” shears, pins, needle/thread, tape measure, ruler, etc.
1 three-ring binder (1” should be sufficient)
Muslin for projects
Pattern & Material for final projects (will be discussed later in semester)
*Your course fee will cover the cost of some supplies provided at the start of the semester-we will discuss this in class.

Student Learning Outcomes:
-The student will be able to identify, comprehend, and demonstrate practical knowledge of tools, machines, and techniques practiced in a costume studio.
- The student will recognize the different fabric types and what materials are best suited for a type of garment.
- The student will have basic construction skills. These skills are gained by extensive hands-on experience by working on seasonal productions in the costume studio.
- The student will have the ability to purchase, layout, cut, and construct a commercial pattern in fashion fabric.

Grading:

| Project #1: Book of Sewing Techniques | 75 pts. |
| Project #2: Hat | 75 pts. |
| Project #3: Commercial Pattern | 175 pts. |
| Participation | 75 pts. |
| Quizzes: 5 x 20 points | 100 pts. |
| Lab Hours - Mandatory 40 hours | 100 pts. |
| **TOTAL** | **600 pts.** |

Grading Break Down

A= 600 – 525
B= 524 – 475
C= 474 – 425
D= 424 – 300
F= 299 – 0
Assignment Details:

Project #1: Book of Sewing Techniques
Several samples will be started in class each day. The instructor will provide sample sheets, for mounting your samples. However, if you misplace or forget your sample sheet a blank master is located at the back of your syllabus. There will be no excuse for not having your samples done and mounted on time. If the student is unable to finish the sample in class, samples must be completed prior to the beginning of their next class period. Samples may not be worked on in place of mandatory shop hours. Each sewing technique page maybe filled out by hand or typed in. If you choose to hand write your forms and wish to receive full credit please be positive that all writing is legible. Presentation is 25% of the assignment so higher grades will be given to those students that chose to type their sample sheets up.

Project #2: Hat
The students will choose one of two patterns, and a fabric provided by the instructor. They will be required to adjust the pattern, cut the fabric, and assemble their own hat. Each class period new steps of project #2 will be taught. In the case that the student cannot finish these steps in class, they will be expected to have completed those steps and be ready to move on prior to the beginning of their next class period. Hats may not be worked on in place of mandatory shop hours.

Project #3: Commercial Pattern
Using the skills students have been taught, it will be their assignment to evaluate patterns, and fabrics for assembling their own clothing item. Students may refer to their books and handouts as needed during this process. Students may also ask opinions of fellow students. However, students cannot have another student actually do construction work on their garment. Students will also be allowed to ask informed questions of the instructor, only after they have exhausted all other resources. Because this is a final project and worth more points than any other part of the class all work must be done during class or while the instructor is in the Costume Studio (75% of your work must be done in the university costume shop).

Participation:
Participation is graded on attendance, be punctual and have all needed supplies ready to work (19pts), involvement in lecture and teamwork / helping each other in class and labs (37pts), and overall progress in class and lab work (19pts).

Quizzes:
On your calendar you will find five listed quizzes these quizzes are non-comprehensive and cover the readings and lectures most recently covered on the calendar. Quizzes will later serve as review for the comprehensive final. Quizzes are also the only place extra credit can be earned. All quizzes and exams will be hand written in class. To receive full credit please be positive that all writing is legible, and make sure your name is on your quiz.

Lab Hours & Strike Policy:
-Lab hours must be scheduled and completed during studio hours (hours are listed above). Unless a student has completed their set hours and are now
earning extra credit hours they maybe turned away for arriving outside their scheduled hours.
- The instructor or an official shop employee must supervise student’s hours.
- 30 hours are required. Failure to complete your 30 hours will result in a Failure in 1100 and could result in a full letter drop in 1371.
- Missed hours can only be made up with permission from your instructor. All made up hour are made up by a 1:2 ratio (for every missed hour 2 are required).
- Failure to have at least 15 hours by midterm will result in an added 15 hours for a total of 45 hours.
- Class and personal projects may not be worked on in place of mandatory shop hours.
- There will be four Saturday work calls 1100 students must sign up for two of these work calls. You must sign in the day of work call for that time to count toward your 30 hours.
- A sign up sheet will be available in the studio that must be filled in to help our shop manager keep track of who will be working each day.
- Lab hours must be scheduled by the second week of class.
- At the end of your scheduled hours each day, you must sign out, and have an instructor, or student shop employee initial. Time will not be added after that day of work. Unsigned hours will be dropped.
- One out of two strikes are required (The Odyssey – October 16th, Spring Awakening – November 20th). There will be a sign up sheet. Strike hours will not count toward your 30 hours.
- Be on time when you are scheduled to report to work. Wear appropriate footwear and be ready to do what is asked of you.
- Sign up for all time slots is first come first served basis, when time slots are gone they are gone.
- Remember a positive attitude will result in a positive experience. Have fun!

Attendance Policy:
- The department has a strict class attendance policy. You will be allowed two absences. For the purpose of this course, there will be no distinction between excused and unexcused absences. After the second absence, your grade will decrease by one letter grade for each absence beyond two. Two late arrivals to class are equal to one absence. If you are more then 15 minutes late please do not bother coming, you will still be marked absent. If you do come in late please be as quite as possible to not disrupt the class. If you accrue more than 5 absences you cannot pass this course. It is beneficial as a student to attend class to learn and develop costume construction skills.

Late Work / Missed Quizzes:
- Late work is accepted on a case-by-case basis. However, most often you will find that late work is not accepted. Missed Quizzes are missed and cannot be made up. However, if you are willing to take your quiz or exam early that is acceptable.

General Classroom / Lab Rules:
- No Cell Phone. If I see them out for texting, talking, etc. I will confiscate it until the end of class. Don’t even take it out to use it as a clock. Most Professional shops do not allow them, so either will this shop.
- Appropriate computer usage only.
- iPods, MP3 player, Portable CD Players, etc. are allowed. So long as you use them at appropriate times only. You may wear them while sewing, but not during lecture time.

- No weapons of any kind. If you carry a multi tool, Leatherman, Gerber, etc. it should only be used appropriately, for lab related work.

- Please note these rules apply while doing your lab hours as well. Only faculty and appointed student staff members are allowed to use cell phones during lab hours.

**Compliance with Americans with Disabilities Act:**

The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at (361) 825-5816 or visit the office in Driftwood 101. Letters from Disability Services Office are required and needed within the first two weeks of class or ASAP from the time your disability has been identified. Remember it is your responsibility to inform your instructors. Thank you.

**Sexual Harassment:**

This course will observe the university’s policy for avoiding sexual harassment.

**Academic Integrity Policy:**

Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the university and departmental handbooks regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on campus behavior. Please note you will Fail the course at minimum and be dismissed from the university as one repercussion maximum.

**Grade Appeal Process:**

As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. If the problem cannot be resolved at this level, the student may take the steps below.

1. Presentation of grievance to instructor. (This step must be taken within fourteen Calendar days after the beginning of the next term.)
2. Appeal to department chair or area coordinator.

3. Written appeal to the University Academic Standards Grievance Committee.

4. Preliminary review and advising by an ombudsman appointed by the Provost.

5. Submission of file by department chair to the chair of the University Academic Standards Grievance Committee.
6. Review of file by committee chair and submission of case to committee.

7. Proceedings of the University Academic Standards Grievance Committee. (Committee holds hearing, reviews data, presents findings to all parties, and makes recommendation to Provost.)

8. Decision by Provost.

9. Final appeal in writing to the Provost if student or instructor thinks appropriate procedures have not been followed.

For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.htm.

For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

Academic Etiquette:
    Respect for ALL persons at ALL times. Universities must maintain standards of etiquette in order to create an atmosphere conducive to learning. You are expected to demonstrate courtesy to one another in and out of the classroom.

Academic Advising:
    The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor, Jennifer Arnold, will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. The College’s Academic Advising Center is located in Driftwood #203E and can be reached at (361) 825-3466.

University Islander Email:
    All students are now required to sign up for their university email account. All communication from the university, department and professor will be sent to your university account.

Expectations:
    Your initiative, enthusiasm and willingness to explore unfamiliar ground are crucial to your understanding of the material presented. Always come to class prepared to work with adequate supplies and materials. Remember, theatre is a collaborative art and its success depends entirely on all members of a production working as one.

All Theatre Majors and Minors are expected to have read and be familiar with the Student Handbook concerning policies and procedures for the department.
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<th>DATE</th>
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<td>Everyone Finish Project #3</td>
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<td>Everyone Finish Project #3 (Quiz #5)</td>
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<td>Final Project DUE (Top of class)</td>
<td>FINAL DUE</td>
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<td>SHOP CLOSES @ 4PM</td>
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<td>12/12/11</td>
<td>Lab Hours and Papers DUE @ 1PM</td>
<td>PAPERS /HOURS</td>
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***Instructor reserves the right to adjust the Syllabi as necessary.***

***Remember to Have Fun!!!
- Hand Stitching
  o Hem Stitch
  o Locking Hem Stitch
  o Running Stitch
  o Cross Stitch
  o Slip Stitch
  o Back Stitch
  o Whip Stitch

- Machine Stitching
  o Sample Stitching Sheet
    ▪ Straight Stitch
    ▪ Hem Stitch
    ▪ Zig Zag Stitch
    ▪ Basting / Gather Stitch
    ▪ Serge Stitch
  o 1” Seam
  o 5/8” Seam
  o French Seam
  o Flat - Felled Seam
  o Plain Drat (4”X6”)
  o Pocket

- Decorative Work
  o Gathering (w/ Waist Band)
  o Pleating (w/ Waist Band)
    ▪ 2 Box Pleats
    ▪ 3 Scissor Pleats

- Closures
  o Shank Button
  o Flat Button (four hole or two hole)
  o Hook & Bar
  o Snap
I, _____________________________ have read, and understand all assignments, rules, and regulations contained in the above document (THEA 1371 Syllabus). I acknowledge that by signing this form I agree to follow the guidelines set for this course. I also take responsibility for keeping track of my copy of the document, and any information contained in the document (If you loose your syllabus you will be responsible to get a new copy. This is a syllabus not an excuse for being unprepared.).

Print Full Name__________________________________________

Preferred (Islander) Email _________________________________

Contact Phone Number (CELL) ______________________________

X________________________________________________________