THEA 4390.001 – Fall 2013
Costume Crafts
1230-145pm Tuesday and Thursday

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  9:30 - Noon
              Wednesday  9am – Noon
              Also by Appointment
Studio Hours:  Monday / Wednesday  2pm – 5pm
              Tuesday / Thursday  11am-1pm / 2:30 – 7pm
              Friday  9am-12:30pm

Required Text:
From the Neck Up: An Illustrated Guide to Hatmaking by Denise Dreher

Required Supplies:
1 ½ yds Buckram
1 Wool Felt Hood
Industrial Felt
Leather
Basic Sewing Tool
  8” Fabric Shears
  Craft Shears
  8” Junk Shears
  Aluminum Push Pins
  Straight Pins
*Your course fee will cover the cost of some supplies provided at the start of the
semester-we will discuss this in class.
*Supplies are dependent upon your choice in project work.
*We will discuss in class where to locate these supplies and cost.

Student Learning Outcomes:
- The student will be able to identify, comprehend, and demonstrate practical
  knowledge of tools, machines, and techniques practiced in a costume crafts
  studio.
- The student will recognize the different materials, chemicals and tools used in
  costume crafts.
- The student will know what the above items are best suited for and what type of
  project they should be applied to.
- The student will have basic crafting skills. These skills are gained by extensive
  hands-on experience by working on projects in the costume studio.
- The student will have the ability to purchase, layout, cut, and construct any
  specialty project in the costuming area.
Grading:

<table>
<thead>
<tr>
<th>Project</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project #1: Buckram Hat</td>
<td>150 pts.</td>
</tr>
<tr>
<td>Project #2: Mask</td>
<td>150 pts.</td>
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<tr>
<td>Project #3: Felt Hat</td>
<td>150 pts.</td>
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<tr>
<td>Project #4: Armor</td>
<td>150 pts.</td>
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<td><strong>TOTAL</strong></td>
<td><strong>600 pts.</strong></td>
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Grading Break Down

- **A** = 600 – 525
- **B** = 524 – 475
- **C** = 474 – 425
- **D** = 424 – 300
- **F** = 299 – 0

Assignment Details:

Project #1: Buckram Hat

The student will be introduced to the various techniques in buckram hat building. These techniques will include both buckram and Foss Shape. They will be asked to research structured hats and choose from their research a hat style to reproduce. The reproduction of their chosen hat will be their project #1. A one to two page paper and clear image will accompany their hat. The paper should explore period, cut, and usage for their hat. The paper will count as 25% of their grade, and not include the image as part of the one to two pages.

Project #2: Mask

The student will be introduced to several thermal plastics, and the various techniques used when building with thermal plastics. Students will also learn face casting, if necessary, additive sculpting to construct a Sculpt or Coat mask. They will be asked to research masks and choose from their research a mask to reproduce, using one of the two methods learned in class. The reproduction of their chosen mask will be their project #2. A one to two page paper and clear image will accompany their mask. The paper should explore period, structure, and usage for their mask. The paper will count as 25% of their grade, and not include the image as part of the one to two pages.

Project #3: Wool Felt Hat

The student will be introduced to the techniques used in pulling and sizing felt hats. They will be asked to research felt hats and choose from their research a hat style to reproduce. Due to the limit of block styles they may find they will also need to research felt cutting to achieve their desired style. The reproduction of their chosen hat will be their project #3. A one to two page paper and clear image will accompany their hat. The paper should explore period, cut, and usage for their hat. The paper will count as 25% of their grade, and not include the image as part of the one to two pages.
Project #4: Armor

The student will be introduced to several methods of making armor. Examples will include, but not be limited to industrial felt, leather, and several thermal plastics. They will learn how to size armor using various chemicals. Examples include but are not limited to Shellac, Sculpt or Coat, and various temperatures of Water. They will be introduced to several painting and finishing techniques. Examples will include, but not be limited to F.E.V. (French Enamel Varnish), Sculpt or Coat, Foiling, Gold Leafing, and aging techniques. They will be asked to research armor and choose from their research a single piece of armor (except in the case of greaves or cuffs, in which case they will have to build a pair) to reproduce. Due to the large number of armor styles they must decide exactly how they will achieve their desired style to the best of their ability. The reproduction of their chosen piece will be their project #4. A two to three page paper and clear image will accompany their hat. The paper should explore period, cut, usage for their armor, and why they choose the building materials they have for the project. The paper will count as 25% of their grade, and not include the image as part of the two to three pages.

-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 quiet as possible to not disrupt the class. If you accrue more than 6 absences you cannot pass this course. It is beneficial as a student to attend class to learn and develop costume craft techniques, as I will not be repeating lecture solely for individual students.

Late Work:
Late work is accepted on a case-by-case basis. However, most often you will find that late work is not accepted.

General Classroom:
-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.
-Appropriate computer usage only.
-iPods, MP3 player, Portable CD Players, etc. So long as you use them at appropriate times only. You may wear them while working, but not during lecture time.
-No weapons of any kind. If you carry a 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, 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.*
<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READING / DUE</th>
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<tbody>
<tr>
<td>9/5/2013</td>
<td>INTRODUCTION / TOUR</td>
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<tr>
<td>9/10/2013</td>
<td>Buckram Hats Design</td>
<td>Lesson 1</td>
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<td>9/12/2013</td>
<td>Materials and Equipment</td>
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<td>9/17/2013</td>
<td>Using Materials</td>
<td>Research #1 / Lesson 2</td>
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<tr>
<td>9/19/2013</td>
<td>Patterning</td>
<td>Lesson 4</td>
</tr>
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<td>9/24/2013</td>
<td>Construction</td>
<td>Lesson 5/3</td>
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<td>9/26/2013</td>
<td>Covering / The Edges</td>
<td>Lesson 6/7</td>
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<td>Finishing Touches</td>
<td>Lesson 8/9</td>
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<td>12/3/2013</td>
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<tr>
<td>12/10/2013</td>
<td>FINAL PROJECT DUE</td>
<td>Project #4</td>
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***Instructor reserves the right to adjust the Syllabi as necessary.***

***Remember to Have Fun!!!***
I, ______________________________, have read, and understand all assignments, rules, and regulations contained in the above document (THEA 4390.001 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 lose your syllabus you will be responsible to get a new copy. This is a syllabus not an excuse for being unprepared.).

X_______________________________