

COSTUME CREW SYLLABUS  
THEA1116.01---1hour  
FALL 2017

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**Office Hours:** By Appointment 9-11:50 pm, MWF and 3-4 TTh    Mailbox/Office: UTC 111

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**Course Description:** The purpose of costume construction crew is to ready the costumes for a production(s), dress the actors and assist with hair and make-up when necessary during the run of the production, maintain the garments throughout the run of the production, maintain costume stock and all costume and make-up areas. Once all areas have been satisfied for a given semester, crew ends.

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**Minimum Course Requirements:**

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**You will be assigned to:**

1. **One(1) costume build crew**
2. **One(1) Laundry and Maintenance Crew**
3. **One(1) Costume Run Crew for the semester**

- A.** When you are assigned to a **BUILD CREW:** 12 days of work in the shop will be scheduled. You are expected to be in attendance from **2- 5 Monday through Friday\*** during this time.

\*If you have class or work conflicts that interfere, you are still responsible to come in the same amount of time, but must make up the difference by arranging a time to come in before the scheduled dates of the BUILD CREW. These times must be approved by the costume shop supervisor. This translates to roughly 36 hours of BUILD CREW time.

- B.** When you are assigned to a **RUN CREW:** Your assignment will begin 2-3 days prior to running the show so that you can familiarize yourself with the costumes for that show.

**You must also see a run through of the show during tech week before dress.**

Your responsibilities include being in the dressing room before and after actors are called and the last actor leaves to CHECK IN costumes and PRESET those items needed for the run of the production during dress rehearsals and performances, helping actors dress, making sure all costume pieces are in their proper place after each rehearsal/performance. Help the actors with hair and makeup, if necessary. You will be called at least **30 minutes PRIOR** to the actor call and must be in attendance from that time until released by the wardrobe supervisor or stage manager, once the checklist for each evening has been completed.

- C.** When you are assigned to **LAUNDRY AND MAINTENANCE:** You may be asked to help move the costumes down to the dressing rooms on Friday before first dress and provide additional maintenance duties including but not limited to:

1. You are responsible to collect all LAUNDRY from the dressing rooms, bring it up to the costume shop and begin processing it (per the COSTUME CARE SHEETS provided) by 2pm each day after a rehearsal/performance, coming in on Saturday before and after the matinee to do laundry, but not after Sat. night's performance. All LAUNDRY, PRESSING, and

MAINTENANCE must be **completed by the 5pm** for evening performances and by **12 noon** for Saturday's matinee!

2. You are also responsible for any MENDING & REPAIRS to the costumes once they have gone down to the dressing room and been approved in their final condition. If you are unable to do a fix-you must leave a note on the shop door by 8:30am to that effect Mon. - Fri, and email the Costume Shop Supervisor or call a designated person by 10 am Sat. or directly after the matinee performance. The Costume Shop Supervisor will help you set up a schedule so that all assigned to each show share equal responsibility.
3. **You must attend all 4 STRIKES** this semester for their duration at the appointed times (All start at 2pm, unless posted otherwise, and end no later than 5pm: 1 or 2 days will be set for each strike, depending on the complexity). Strikes are usually on Monday until the end of the season, when they will be stretched out for a few days to clean the shop, dressing room, and costumes for the end of the semester. *The scheduled strikes will be posted on Blackboard as soon as the adjusted production schedule is finalized.*

#### **ATTENDANCE:**

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Timelines and presence are crucial to excellence in the performing arts. The instructor determines what will or will not be accepted as an excused absence. Any absence must be PRE-APPROVED. Any time missed, during a scheduled BUILD CREW, must be made up as scheduled with the Costume Shop Supervisor.

**Absence during a RUN CREW assignment is not permissible.** Production dates run the course of one (1) week. Plan ahead. Any non-approved absence during the run of a scheduled RUN CREW will reduce the student's grade. If you have an unforeseen emergency, and are unable to fulfill your assigned duties, you **must** contact the Costume Shop Supervisor to make appropriate arrangements.

**STRIKE - If you call by 1pm the day of the scheduled strike, because you have a legitimate excuse, you may make that strike up within one week except the last strike where you must make up the strike within one (1) day. If you do not attend a strike or make up a missed strike, then one (1) letter grade will be lost from your final grade for each missed strike. If you are making up a strike, you must identify that that is your intent when you come into the costume shop and have the time approved by the costume shop supervisor before beginning.**

#### **SCHEDULE & CANCELATIONS:**

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Please be advised that the duty that you are assigned to and the time frame in which your assignment falls is the period of time that we need your help. There may be days when crew is cancelled, if this happens, you will be notified on the crew call boards outside the main office and the costume shop. Do not come in when you are NOT assigned without previous approval, as there may not be work for you at that time. You can also watch the callboard under costumes to see if a HELP call has been posted. If there is space or extra times at night or on the weekends that we are working you may make up shop time, **if you run a show you cannot make up time as you have let down the entire production by your absence.** Do not rely on weekends and nights to carry you through as there is rarely work for minimally skilled hands at those times. Extended hours past 5pm are only done if we absolutely have to finish the show. We all work hard during the semester and will not make work up at the end of the semester so that someone who failed to do their fair share earlier can pass crew. If and only if everyone does their assigned jobs on time and to the best

of their ability with quiet concentration will we be able to complete the semester without stressing out the semester long costume shop staff and designers.

### **GRADING:**

*To receive an A or B you must show commitment and be willing to work extra hours and take on added responsibilities.*

**Grading** is based on the following:

1. Commitment to getting your projects done to the best of your ability without excuses and getting to your crew call on time
2. Being helpful and considerate of others in crew and in shows. Treat others, as you want to be treated in a similar situation. Whining does not help the morale of the shop.
3. The more excellent work you do, the better the grade.
4. Remember that crew consists of a variety of duties, not just sewing or dressing. These include daily clean up, the shop and storage area organization and prepping, trash removal and anything that makes the shop run easier and smoother.
5. Be nice to payroll. They are stuck with us for all 14 weeks and have a lot of responsibilities, they need care.
6. If you miss a day of build crew you must make that day up- it is your responsibility to keep track of your time and make sure you are present and working when called. If you miss more than 2 days when you are called for build crew and do not make them up for that show, you are in jeopardy of a reduced grade or failing. If you miss a laundry day or run crew day, you are responsible to find a replacement for your duties, but must still make up the time.
7. Make up time = with prior approval 1hr for 1hr, without approval 2hrs for 1hr.

**Grade Breakdown:** You will receive a grade for:

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Assignment 1: Build crew	40%
Assignment 2: Run crew	40%
Assignment 3: Laundry and Maintenance	10%
Assignment 4: Strikes	10%

**If you are not in attendance on an assigned day, you receive a O for that day.**

**If you miss a laundry day you will lose a letter grade.**

**If you miss a run crew day, it is an F for the class.**

Below is the basic criterion for assigning the grades:

- Working to best of ability, taking a lead position=**A**
- Working diligently, but not taking a lead=**B**
- Missed days, but made them up within the week, worked, but not focused=**C**
- Missed days, didn't make them up, not focused, did minimal work =**D**

**Sign in when you arrive. A Payroll Person or The Costume Shop Supervisor, must sign you out and list what you did that day**

**CELL PHONES and electronic devices:**

**All cell phones and electronic devices must be turned off during class hours** unless permission has been given by the instructor to have the devices on vibrate.

**ATTIRE:** Please come to the costume shop dressed appropriately to work. Bending, stooping, climbing on a ladder or stool, lifting and carrying items may be necessary. Closed toed shoes are always recommended, and required during a RUN CREW. There are many sharp objects, straight pins, scissors, push-pins, needles to name but a few that are present in the costume shop. Student and worker safety is always in the fore-front of our minds. Please be advised, that if your duties cannot be reassigned to inappropriate or unsafe attire, you may be asked to leave and make up the missed time, or counted absent.

#### **ACADEMIC HONESTY:**

Students will be expected to create all of their own work. No form of written or visual plagiarism will be acceptable. Whenever a source is used, that source must be given credit. If a student, when writing, copies another's work, without giving credit to the original author, it is plagiarism. If a student, when designing, copies another person's designs, it is plagiarism. When designing, a student may use aspects and portions of other's works, but may not use all of the same elements and pass it off as their own. If a student turns in another's research as their own, copies anyone else's work, or turns in anyone else's work as their own, it is cheating. Students are encouraged to work with each other, but to then separate and create their own final project.

If a student is found to have plagiarized or cheated, it will be an automatic F on that project or the course, depending on the severity of the infraction.

#### **RULES OF CONDUCT:**

A student will attend class and participate in the learning process without disrupting the class visually, through disruptive noise, or by creating any inappropriate distraction. If a disruption is created, the student may be asked to leave the class. Cellular phones and pagers are to be turned off for the sum of the class period. Reading or engaging in discussions not specifically related to the course content of that day, may result in being asked to leave the class.

**DISABILITIES:** As per the university: "It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail [disability@shsu.edu](mailto:disability@shsu.edu)). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities..

**RELIGIOUS HOLIDAYS:** If a student intends to be absent from class on a religious holiday, they must present in writing, no later than the 15th calendar day after the beginning of a long semester or the 7th calendar day after a summer session, that they will miss class due to a holiday and their plan to make up the work missed on that day. If a student misses a test, it is their sole responsibility to coordinate a time outside of class to make up the test within two weeks of the original exam day or by the last day of scheduled classes that semester, which ever is earliest.

**Visitors:** The professor must approve visitors to the classroom at least one class period before attendance. The professor may or may not allow the visitor to attend at her discretion.