

# COSTUME 1 • THEA 1043

**Instructor: Amy Otto**

Email: [Amelia.Otto@unt.edu](mailto:Amelia.Otto@unt.edu)

Pronouns: She/Her

Class: T/TH 1-2:20 PM

Room: RFTP #251 - Costume Shop

**Office Hours**

M/W: 1:00-2:30 PM

Room: RFTP #252

I'm happy to schedule an appointment if these times don't work for you. Please email me or find me in the Costume Shop.

**Required Materials**

- ✦ Materials for drawing: pencils, erasers, markers
- ✦ Watercolor paint set (at least 12 colors)
- ✦ Watercolor paper (at least 20 sheets)
- ✦ Pair of Fabric scissors
- ✦ Sewing Kit (needle, threads, seam ripper)
- ✦ Access to a Sewing Machine (our shop machines )

**Canvas**

All Course Material is available via UNT Canvas.

Dept. of Dance & Theatre

**About the Course**

Welcome to Introduction to Costume 1!

This course is an introduction to the principles and practices governing the preparation of costumes for theatrical productions. The course covers basic costume construction, materials, pattern making, design techniques, costume rendering, and movement in period garments. Material is presented thru reading text, lectures, practical application in the laboratory, and costume work for theatrical productions.

**"Without craftsmanship, inspiration is a mere reed shaken in the wind." -Johannes Brahms**

## Course Goals

- ♦ **Construction Techniques** -Throughout the class, construction techniques will be demonstrated, and practiced. The student will learn the basics of hand sewing and the foundational stitches. Also, the student will learn how to use a sewing machine, thread it and put it to use in a number of projects.
- ♦ **Pattern Making** -Throughout the semester, each student will participate in making an introductory flat pattern from a set of body measurements and learn to read ready-made patterns.
- ♦ **Costume Materials** -Students will gain basic know-how regarding costume making materials including: threads, needles, machines, fabric, rulers, irons and notions.
- ♦ **Costume Design** -Students will learn basic techniques for rendering costumes including figure drawing and watercolor painting. Students will learn the process of design from reading the text, to idea, research, character creation and concept.
- ♦ **Wardrobe** - Students will gain insight into the backstage procedures and methods of running a production thru a wardrobe crew lens. Also, in this section we discuss how to care for clothes and repair when necessary.
- ♦ **Manners and Moires** - With videos and demonstrations, students begin to be exposed to the wearing of costumes throughout historical periods.

## Required Material

1. Digital Content: Text, Audio, Video, and Online content will be used and required in this class. Students must have access to a computer to download, listen and view all digital content. The instructor will provide links and copies of the content.
3. Other Supplies Needed: (please see the instructor if financial or other hindrances prevent you from acquiring these supplies BEFORE needed for class; not having materials on the day they are due IS NOT AN EXCUSE!)
  - ♦ **Materials for drawing: pencils, erasers, markers**
  - ♦ **Watercolor paint set (at least 12 colors)**
  - ♦ **Watercolor paper (at least 20 sheets)**
  - ♦ **Pair of Fabric scissors**
  - ♦ **Sewing Kit (needle, threads, seam ripper)**
  - ♦ **Access to a sewing machine**
  - ♦ **Fabric and Notions for projects will be provided by shop stock unless you want to purchase something specific for a project**

### Additional Information

- Communication is a two-way approach. Do not hesitate to reach out. **My main communication channel will be through Announcements on Canvas** - make sure to turn on notifications. And don't forget to check your UNT email regularly.
- **Punctual attendance is mandatory for all classes.** This class is a combination of reading, demonstration, and discussion. Skills and information you get in the course will be used on assignments, not to mention the rest of your theatrical career. You will be responsible for material missed if absent. **You are allowed 3 absences. For every subsequent absence, 100 points will be deducted from your final grade.** Roll is taken at the start of every class. If you are late, it is your responsibility to make sure you are marked present.
- This Syllabus is an overall guide - but not set in stone. Adjustments might occur along the semester, including content alteration, additional reading materials and extra activities.
- Late assignments will automatically lose 20% within the first 3 days. 30% after that.
- **No phones** may be used during class unless permission is given by the instructor.
- In this course, bodies and clothing are assessed, measured, and discussed. Please use respectful language and tone. Any body-shaming/insulting/harassing will not be tolerated. The offending person will be removed from the room and referred to campus authorities to conduct, investigate, and take remedial action when appropriate.

### Your Commitments Are:

- To **read and watch the assigned materials, preferably in the designed order posted on Canvas. Readings must be done before the start of class and activities.** Assigned materials will provide us with a common ground upon which we will base our interaction and your contributions. Assignments are designed to provide you with opportunities to practice the skills and techniques learned in class.
- To **complete the required assignments in a timely fashion, including quizzes, projects, lab hours, etc.** You will get the most out of the course if you **turn in your work on time.** Missing activities or deadlines result in an impact on your academic performance.

### General Requirements

Please reserve around 4 hours per week to complete all class requirements.

**PROJECTS:** You will be asked to complete sewing projects that demonstrate the skills you learned in class. The instructor will provide the materials and instructions for these projects. You may use the Costume Shop to help complete these projects. These projects are to be worked on during class time. Any extra time needed in the shop must be on your own time.

**LAB:** This is a required component of this class that counts for 20% of your grade. You will complete 25 hours in the costume shop over the course of the semester. Sign up for lab times using the link in Canvas. Lab time is for you to gain experience working on the costumes for the department productions. NEVER be afraid to ask to try something! Take advantage of the opportunities that are available to you. **When you leave the lab, honor the space by returning all tools and equipment used to their proper places.**

**SHOW REVIEW:** Over the course of the semester, the department produces 3 productions, 2 plays and a dance concert. **You MUST attend at least one performance.** (It would be better to attend all three.) The department offers a free ticket to each show for any student enrolled in a Theatre course (this class!) After you watch the performance, write a review of the performance of the entire production, and include a specific review of the costumes. Also, comment on any work you may have done on the costumes and how you felt that work added to the overall performance.

**OTHER ASSIGNMENTS:** The instructor may add assignments at any point if certain topics need more emphasis or practice. Please be ready and willing to dive into these assignments as a tool for learning and growth as a theatre practitioner.

**EXTRA CREDIT ASSIGNMENTS:** Go see a show or watch a movie. This can be one of the department productions. (in addition to the one you will be reviewing for the assignment.) Write an analysis paper with an emphasis on costume design, costume-wearing, and period details. Get 50 points! (2 max for a total of 100 points)

**NOTE:** In a class such as this, many students often feel frustrated. I would rather have you request assistance and admit your shortcomings than to simply do it wrong or, worse, do nothing at all. Please feel free to talk to me or get help if you are "stuck." Conversely, if you are already knowledgeable in an area, please feel free to request training in a new or more complicated area.

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### Course Assessment

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Deadlines for all assignments are listed in the course calendar at the end of this syllabus.

Hand Sewing Project.....	100 points
Apron Project.....	100 points
Quilt Pillow Project.....	100 points
Scene Breakdown.....	50 points
World Board.....	100 points
Design Project.....	100 points
Show Review.....	50 points
Measurements.....	50 points
Pants Project.....	100 points
Lab Hours.....	200 points
<u>Final Exam.....</u>	<u>50 points</u>
Total	1000 points

**GRADING:** To determine your final grade in the course, I will add up the grade you earned on all the assignments. These will be converted to letter grades as follows:

900-1000= A    800-899 = B    700-799 = C    600-699 = D    500-599 = F

**BASIS FOR EVALUATION:** It is expected that you will approach this class with an open mind, enthusiasm, and a willingness to try. A substantial portion of your grade will be based on this expectation, as evidenced by the completeness of your work, the level of skills you develop, and how far you progress within the class. More emphasis is placed on willingness to work and a sense of responsibility than on the level of skill achieved.

## Introduction to Costumes - Agenda

Day	Date	Module/Topic	Due on this Date
These dates are subject to change at the discretion of the instructor.			
Tues	8/22	<ul style="list-style-type: none"> <li>Module: Welcome</li> <li>Topic: Introduction, Read Syllabus, 20 Questions, Read Costume Shop Rules, Tour</li> </ul>	
Thurs	8/24	<ul style="list-style-type: none"> <li>Module: The Costume Shop</li> <li>Topic: Why Costumes Discussion, Shop Equipment - Iron and steam, learn to cut &amp; measure</li> </ul>	
Tues	8/29	<ul style="list-style-type: none"> <li>Module: Sewing</li> <li>Topic: Hand Sewing - Intro Hand sewing Project</li> </ul>	
Thurs	8/31	<ul style="list-style-type: none"> <li>Module: Sewing</li> <li>Topic: Hand Sewing</li> </ul>	
Tues	9/5	<ul style="list-style-type: none"> <li>Module: Sewing</li> <li>Topic: Intro to Sewing Machine - Learn to Drive &amp; Learn to thread - the race, Apron Instructions</li> </ul>	
Thurs	9/7	<ul style="list-style-type: none"> <li>Module: Sewing</li> <li>Topic: Hand Sewing Work Day</li> </ul>	Hand sewing Project Due
Tues	9/12	<ul style="list-style-type: none"> <li>Module: Sewing</li> <li>Topic: Apron Work Day</li> </ul>	
Thurs	9/14	<ul style="list-style-type: none"> <li>Module: Costume Shop</li> <li>Topic: Costume People presentation, Running Wardrobe, Sewing</li> </ul>	
Tues	9/19	<ul style="list-style-type: none"> <li>Module: Sewing</li> <li>Topic: Repairs and Alterations</li> </ul>	Bring in something to repair

Day	Date	Module/Topic	Due on this Date
Thurs	9/21	<ul style="list-style-type: none"> <li>Module: The Costume Shop</li> <li>Topic - Taking care of clothes, equipment/uses</li> </ul>	Apron Due
Tues	9/26	<ul style="list-style-type: none"> <li>Module: The Costume Shop</li> <li>Topic Roles - Taking care of clothes - tie a tie, polish shoes, laundry, clean stains</li> </ul>	
Thurs	9/28	<ul style="list-style-type: none"> <li>Module: Sewing</li> <li>Topic: Machine Sewing - Quilt Project Work Day</li> </ul>	
Tues	10/3	<ul style="list-style-type: none"> <li>Module: Design Time</li> <li>Topic: Design: the Process PowerPoint and Elements of Design Discussion and demonstration</li> </ul>	
Thurs	10/5	<ul style="list-style-type: none"> <li>Module: Design Time</li> <li>Topic: Read Play in Class, Breakdown Demo</li> </ul>	Quilt Project Due
Tues	10/10	<ul style="list-style-type: none"> <li>Module: Design Time</li> <li>Topic: Script Analysis Discussion, Where in the World, Discuss World Board Project</li> </ul>	Scene Breakdown Due
Thurs	10/12	<ul style="list-style-type: none"> <li>Module: Design Time</li> <li>Topic: Researching</li> </ul>	
Tues	10/17	<ul style="list-style-type: none"> <li>Module: Design Time</li> <li>Topic: World Board Presentations</li> </ul>	World Board Due
Thur	10/19	<ul style="list-style-type: none"> <li>Module: Design Time</li> <li>Topic: World Board Presentations</li> </ul>	
Tues	10/24	<ul style="list-style-type: none"> <li>Module: Rendering</li> <li>Topic: Drawing the Human Figure</li> </ul>	Bring Art Supplies
Thur	10/26	<ul style="list-style-type: none"> <li>Module: Rendering</li> <li>Topic: Drawing clothes</li> </ul>	Bring Art Supplies

Day	Date	Module/Topic	Due on this Date
Tues	10/31	<ul style="list-style-type: none"> <li>Module: Rendering</li> <li>Topic: Watercolor Painting</li> </ul>	Bring Art Supplies
Thurs	11/2	<ul style="list-style-type: none"> <li>Module: Costume Shop</li> <li>Topic: Taking Measurements</li> </ul>	Measurements Due (in class)
Tues	11/7	<ul style="list-style-type: none"> <li>Module: Design Time</li> <li>Topic: Design Presentations</li> </ul>	Designs Due
Thurs	11/9	<ul style="list-style-type: none"> <li>Module: Design Time</li> <li>Topic: Design Presentations</li> </ul>	
Tues	11/14	<ul style="list-style-type: none"> <li>Module: Sewing</li> <li>Topic: Patterning, Reading a Pattern, PJ Pant Intro</li> </ul>	
Thurs	11/16	<ul style="list-style-type: none"> <li>Module: Ins and Outs of Costumes</li> <li>Topic: Fabric</li> </ul>	
Tues	11/21	<ul style="list-style-type: none"> <li>THANKSGIVING</li> </ul>	THANKSGIVING
Thurs	11/23	<ul style="list-style-type: none"> <li>THANKSGIVING</li> </ul>	THANKSGIVING
Tues	11/28	<ul style="list-style-type: none"> <li>Module: Ins and Outs of Costumes</li> <li>Topic: Parts of A Garment Scavenger Hunt</li> </ul>	
Thurs	11/30	<ul style="list-style-type: none"> <li>Module: Ins and Out of Costumes</li> <li>Topic: Period Movement and Manners</li> </ul>	
Tues	12/5	<ul style="list-style-type: none"> <li>Module: Ins and Out of Costumes</li> <li>Topic: Period Movement and Manners</li> </ul>	
Thurs	12/7	<ul style="list-style-type: none"> <li>Topic: Flexible</li> </ul>	PJ Pants Project Due
Thurs	12/14	FINAL EXAM 10:30 am	FINAL EXAM

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## Course/University Policies & Resource

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### Attendance

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

### Course Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [the materials listed above]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

### ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a

private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (<https://disability.unt.edu/>).

### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### Course Safety Procedures (for Laboratory Courses)

Students enrolled are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with



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## Course/University Policies & Resource - Cont.

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critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct (<https://deanofstudents.unt.edu/conduct>) to learn more.

### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward email Eagle Connect (<https://it.unt.edu/eagleconnect>).

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT

Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).