COURSE OUTLINE		
TERM: *Fall 2018*	**COURSE NO**: COST 267	
INSTRUCTOR: XXXX	**COURSE TITLE:** *COSTUME PRODUCTION III*	
OFFICE: XXX LOCAL: XXXX **E-MAIL:** XXXX @capilanou.ca	**SECTION NO(S):**	**CREDITS: 3.0**
OFFICE HOURS: XXXX		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE PREREQUISITE   THTR 266

COURSE FORMAT   Through a combination of 2 hours/week of lecture and 4 hours/week of lab, the course follows the production and rehearsal schedule for a department show for fifteen weeks.

CALENDAR DESCRIPTION
Following THTR 266, students have opportunities to work in more and different positions in the costuming for the Theatre Department main stage shows, and therefore expand their knowledge base in the production of large scale live theatrical productions.

COURSE NOTE
THTR 267 is an approved Experiential and Capstone course for Cap Core requirements.

REQUIRED TEXTS AND/OR RESOURCES   Scripts as required (provided)
                                                                          THTR Course booklet: <u>The Production Manual</u>

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course the student will be able to do the following:
- Demonstrate self-awareness in strategic planning of project work.
- Analyse a script and costume designs and assess for the material and labour needs of the costuming department in producing the necessary costumes
- Identify and implement specific costuming skills required for production assignments.
- Plan for and mentor team members in the implementation of specific costuming skills.
- Apply methods of research specific to costume requirements.
- Establish the department structures, procedures, communication protocols, and personnel responsibilities within the producing costume department.
- Demonstrate abilities to work as an effective key member of the costume department; assignments at this level will include elements of organizing, scheduling and supervising teams.
- Assemble a comprehensive portfolio of work specific to the costuming field and their area of interest.

- Confidently formulate a strategic plan for entry and advancement within the profession in the local, national or global markets

CAP CORE STUDENT LEARNING OUTCOMES

Students who complete this Experiential course, the student will be able to do the following:
- Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills, and values in the learner's personal, academic, or professional trajectory
- Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles**.**

Students who complete this Capstone course, the student will be able to do the following:
- Identify a topic of inquiry or practice
- Gather and organize relevant research materials
- Evaluate, synthesize, and apply research findings
- Share findings or results in a means appropriate to a field of study

COURSE CONTENT

Week(s)	Content
Week 1	Course orientation Course outline and performance logs Classroom policies Discussion of the script Assignment of first production positions
Week 2	Introduction to tools and workshop safety Spray room orientation with technician Orientation on costume shop machinery and facilities Introduction to term projects, and requirements
Weeks 3-5	Design Presentations Production projects assignment
Weeks 6-10	Continue Production Project
Weeks 11-12	Technical Rehearsals and Stage Production
Weeks 13-14	Wrap of stage show Wrap of workshops and stock room Final production meeting (post mortem)
Week 15	Self-Reflection assignment due

EVALUATION PROFILE:

Production Project………………………………………35%
Teamwork Report 15%
Performance Logs 25%
Self-Reflection Essay 15%
Attendance……………………………………...........10%
TOTAL…………………………………………………100%

ASSIGNMENTS
Production Project:
 Assigned project for each show
The assigned "project" refers to fulfilling the duties and responsibilities of each assigned position as outlined in the "Costuming Production Manual", (supplied by the instructor). Generally the assignment for each term will provide practice in a different skills set than the previous term.   Project requirements include:
- Cover letter: state position or positions you're interested in filling and support your request
- Preparation: once project begins…note taking, research, practice of required techniques, meetings, planning team structure, scheduling
- Implementation: mentoring, teamwork, collaboration, work ethic
- Completion: thoroughness, timeliness
- Production Book: all paperwork related to the assignment will be kept in a binder to be submitted at the end of the term

Teamwork report
- Students will document, monitor and critique the effectiveness of team structures and protocols throughout the production period.
- Guidelines will be provided with criteria based on   "The Standards for Professional Behaviour", "The Production Manual", and classroom codes of conduct.

Performance logs
Each student will:
- Maintain the provided forms throughout the production period
- Share and consult with faculty
- Submit the logs weekly

Self-reflection
Based on performance logs, notebooks, production books and assessments, and attendance to stage shows, students will submit a 1000 word essay documenting and reflecting on their experience during the production period.

Attendance
Attendance is essential for successful completion of the course. Students who miss more than three classes may receive an F grade for the course. Lateness after fifteen minutes will be marked absent, resulting in the loss of 10% of the Attendance grade. Any student missing an assigned stage show performance while on stage crew, without prior arrangement, or the case of an emergency, will not receive a passing grade in the course.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades
Grades of Incomplete "I" will not be assigned in this course.

Late Assignments
Assignments are due at the beginning of the class on the due date listed and there is a deduction of 10% ad day for each day.. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
Students may use electronic devices during class for note-taking only.

On-line Communication
 Official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS
Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: http://www.capilanou.ca/services/

Capilano University Security: download the CapU Mobile Safety App

Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)
Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: http://www.capilanou.ca/about/governance/policies/Policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:
- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct
All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure.

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

FILM CRAFTS STANDARDS FOR PROFESSIONAL BEHAVIOUR:

   1. **Outcome: Good work habits**
Measurement Criteria: The student demonstrates:
   ➢ Punctuality
   ➢ Regular attendance
   ➢ Arrives dressed appropriately for the task
   ➢ Effective listening skills
   ➢ Effective note taking
   ➢ Appropriate respect for authority

   2. **Outcome: Successful Time Management**
Measurement Criteria: The student:
   ➢ Makes schedules
   ➢ Has an organized approach to accomplishing tasks
   ➢ Accomplishes projects and assignments on time
   ➢ Respects the time of others by keeping scheduled commitments
   ➢ Responds positively under time demands

   3. **Outcome: Creative Integrity**
Measurement: The student demonstrates:
   ➢ Willingness to perform tasks and take direction designed to increase the boundaries of known skills
   ➢ Commitment by participating in rigorous stage and screen production activities without sacrificing class and lab work
   ➢ Self-motivation by integrating and applying knowledge from all disciplines studied to the tasks at hand
   ➢ The ability to accept, evaluate and respond appropriately to professional criticism
   ➢ Willingness to remediate gaps in knowledge, skills and abilities

4. Outcome: Self-Awareness, self-care, self-learning
Measurement Criteria: The student demonstrates:
➢ An awareness of his/her own competence
➢ An awareness of factors in one's personal life which affect professional performance
➢ The ability to identify gaps in knowledge, skills and abilities
➢ The ability to make appropriate choices for professional development and career choice

5. Outcome: Effective application of industry protocol and procedures in work situations
Measurement Criteria: the student demonstrates:
➢ Ability to work in hierarchical situations
➢ Ability to work on a team
➢ Understanding of job descriptions
➢ Understanding of lines of communication
➢ Respect for on set protocol while on location
➢ Proper etiquette while on motion picture set or in the theatre
➢ Appropriate use of paperwork

6. Outcome: Respect of Work Space, Equipment, and Materials and Compliance with Safety Regulations
Measurement Criteria: The student demonstrates:
➢ Respect for the workspaces by keeping them safe and clean
➢ Compliance with all safety regulations in the workplace
➢ Respect for equipment
  ▪ by learning the safe operation of equipment
  ▪ by following directions on use of equipment
  ▪ by respecting its value
  ▪ by following proper sign-out and return procedures