

COSTUME CREW COURSE SYLLABUS

Course THR 114 and THR 314

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Course Description and Credit Hours – 1 semester hour of credit may be received per semester for work done in this practical workshop consisting of actual costuming work done on productions. This course is required of theatre and musical theatre majors.

Course Objective: To give you a brief overall look at costuming for theatrical productions. Course is designed to simulate a professional theatre costume shop. You will be taught basic sewing and mending skills and will work on costuming for semester productions. At the end of this course you should be able to do the following:

- Thread sewing machines and sergers
- Blind hem a garment
- Sew on snaps, buttons, and hooks and eyes.
- Know the basic tools used in sewing.
- Be able to sew the seams of a basic garment.
- Know the various presser feet and stitches used in sewing.
- Have an understanding of the vocabulary used in sewing.
- Understand how costuming effects a production.

Texts and Supplies: There are no supplies or texts required for this class. You may purchase the book [The Complete Photo Guide to Sewing; The Editors of Creative Publishing International](#). This book is available at most fabric stores book stores and on Amazon.com. New the book runs about \$17.00, but can be purchased used for as little as \$5.00. This book will definitely help you with your sewing techniques, which are part of your grade.

Homework – The only homework required is for you to go over your notes prior to a test.

Attendance - Everyone will be assigned to one or more days of the week. On this scheduled day(s) you are expected to work in the costume shop for a minimum of three hours and a maximum of 4 hours between the hours of 2 pm and 6 p.m.. Note: There are approximately twelve weeks of work available. If you only work your one day a week, for two hours you will only have 36 hours completed, this is not enough hours to pass. To pass you would need to work a total of 51 hours, combining your days on crew each week, plus one or more of the outside crews. [In addition to your regular work days,](#)

you will be expected to work various mandatory work days throughout the year including strike for all shows. You will be notified by a notice on the board, when and where these are.

You are allowed three absences. If you are absent more than three times it will lower your grade as follows:

1 – 3 absences	no affect
4 – 5 absences	10 points
6 or more	fail class

STRIKE: You must attend all strikes for their duration at the appointed times: (1 - 3 days will be set for each strike, depending on the complexity)

- 1 missed strike = 1 letter grade deduction
- 2 missed strikes = 2 letter grade deduction
- 3 missed strikes = fail class

You may be excused from strike for any of the following reasons. However, you must bring proof at your next class day.

Excused:

Proof Required:

Had to work
Sick
Death in Family

Note from work with phone # for verification
Doctor's note with phone# for verification
One of the following: Funeral program, obituary,
Death certificate

TASK ASSIGNMENT

For each show you will be required to request to be put onto one of the crews. The crews are Stitches or Dressers. I will then assign you to a crew for each show. You will not be on the same crew for each show. This schedule will be posted on the crew bulletin board across from the call board and on the bulletin board outside the classroom door. Please check this schedule as you may not be assigned to your first choice of crews due to the number of students requesting that crew.

Stitches: If you choose Stitches: Two weeks before every dress rehearsal in the semester a group of crew members will be assigned to work three hours between the hours of 2:00 p.m. and 7:00 p.m. Monday through Friday (10 days). This will be in addition to your normal crew hours. They will each be assigned a project or group of projects to be accomplished by the Friday before first dress. If you are behind on the tasks set you may be asked to work additional hours to complete the task.

Dressers: If you choose dressers; You will be called for 2-3 days prior to running the show so that you can label costumes and familiarize yourself with the costumes for that show. Your responsibilities include being in the dressing room before and after actors are called and the last actor leaves during dress rehearsals and performances, helping actors dress, making sure all costume pieces are in their proper place after each rehearsal/performance doing all laundry and repair of garments. Help the actors with hair and make up, if necessary. You will work directly under the Wardrobe Supervisor, which will be a member of our payroll, in most cases. There are no excused absences during production. You must be there each night from dress rehearsal through the end of the show. If you are assigned to laundry you may have to come in the following morning briefly to do laundry.

Exams – There will be several pass/fail quizzes given over the semester. You must pass these tests to pass the class. The quizzes will cover information that you are given during class periods. If you miss a class get the information from another student, or let a payroll person know that you missed this information and arrange for a makeup day.

Grading Plan -

To Receive an A: Do the following:

Have a least 81 or more hours on your crew timesheet.

Pass all quizzes and task test.

Commit to getting your projects done to the best of your ability **without excuses** and getting to your crew call on time and keep perfect attendance.

Be 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.

Take a leadership role.

Do the best work you are capable of. TRY!!!!

Listen to the Payroll Employees.

Keep socializing for outside, not during crew. (Including cell phone use)

Follow the shop rules and procedures.

GRADING SYSTEM

You receive 1 point for each hour you work. You will not receive any of the additional points below unless you have completed the 51 hour minimum. You then may receive up to 30 points for the following:

0 – 10 pts for attitude and work ethic

0 – 10 pts for listening, following directions, and making your best effort.

0 – 10 pts for working quietly and not disturbing others.

The less hours you are in class the less points you will receive. We have to have you there to know if you are accomplishing the above.

Grading Scale

90 – up = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

Below 60 = F

Recipe for an A

Work at least 71 hours in the shop

Pass all quizzes.

Attend each strike.

Have no more than 3 absences

RULES OF CONDUCT

Rules of the Costume Shop

1. All materials and supplies, including but not limited to; garments, notions, fabric, trim, dye, scissors, etc. are property of the SHSU Costume Shop and are not to be used or removed from the premises for personal use. Personal use is considered Theft, and is subject to all state and local laws governing such.
2. The costume shop supervisor is in charge of the shop and all of its components. **HER WORD IS FINAL!**
3. Please refrain from unnecessary handling of costumes in storage. The oils from your hands are hard on the fabrics.
4. Shop time is NOT play with the costumes time.
5. All check out procedures must to be completed PRIOR to anyone leaving the shop during crew hours.

6. Please be sure to restock items from where you removed them from. Please be sure you have the right area, box, rack etc. If you are unsure ask.
7. If in doubt ASK!
8. Noise is to be kept to a minimum. You may wear headphones and use a cd player if you need noise. The radio in the room is not to be on during crew hours. Talking is to be kept to a whisper.

Visitors in the Classroom

Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom they must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

Americans with Disabilities Act

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request assistance with academically related problems stemming from individual disabilities by contacting the Director of the Counseling Center in the Lee Drain Annex or by calling (936) 294-1720.

Religious Holidays

University policy states that a student who is absent from class for the observance of the religious holy day must be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. Students must be excused to travel for observance of a religious holy day. A student who wishes to be excused for a religious holy day must present the instructor with a written statement describing the holy day(s) and travel involved. The instructor should provide the student with a written description of the deadline for the completion of missed exams or assignments.

ACKNOWLEDGMENT OF RECEIPT OF COURSE SYLLABUS

I, _____ (PRINT YOUR NAME) do hereby acknowledge that I have been given the course syllabus for Costume Crew. I understand that it is my responsibility to read this syllabus and abide by the contents.

Signature of Student