COURSE CALENDAR DESCRIPTION

Offers an introduction to costume drafting, construction and maintenance. Emphasis is placed on the proper use of equipment and employment of techniques of costuming. Note Students will be expected to serve on one crew for a departmental production. Prerequisites: FA/THEA 1010 3.0, FA/THEA 1100 3.0 or FA/DANC 1270 3.0 and FA/THEA 1200 6.0 or permission of the Instructor. Open to majors and non-majors.

INSTRUCTOR(S)

<table>
<thead>
<tr>
<th>Name</th>
<th>Section / Format / Term</th>
<th>Contact Email</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defend, Sylvia</td>
<td>Sec. A / STDO / F</td>
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SPECIAL FEATURES

YORK UNIVERSITY                          DEPARTMENT OF THEATRE

THEA 2120 3.0                             AN INTRODUCTION TO COSTUMING  Fall 2018

**Course**: THEA 2120 3.0 A, AN INTRODUCTION TO COSTUMING

- **Course Webpage**: 
- **Term**: Fall Term 2018
- **Pre-requisite / Co-requisite**: 
  **Pre-requisite**: THEA1010 3.0, THEA1200 6.0, and THEA1100 3.0 or permission of the Department.

**Course Instructor**: 
Sylvia Defend
416-736-2100 ext:30123
105 CFT
Course consultation hours: TBA
defsyl63 @yorku.ca
Time and Location:
STD 105 CFT
Lab 1 11:30 - 2:00 pm
Lecture 2:00 - 3:00 pm
Lab 2 3:00 - 5:30 pm

Expanded Course Description:
An Introduction to Costuming is a studio course that consists of a series of informal lectures, as well as, demonstrations and exercises designed to introduce the student and involve them in the various aspects of the costuming process: managerial, technical and creative. The assigned readings are central to the course and lectures and demonstrations will serve to enrich and clarify the course material.

Course Learning Objectives:
(1) Brief statement of the purpose:
The purpose of this course is to introduce the theatre student to the varied disciplines required in the theatrical costume process and how it relates to the theatre and in general the development of play creation and production.

(2) Brief list of specific learning objectives of the course:
The specific objectives of the course are that students will be able to;
- examine and realize a costume sketch
- to use the costume process as an aid to characterization
- solve creative and technical costume problems

Course Text / Readings:
Additional readings may be assigned or recommended during the course.

REQUIRED TEXT:

Evaluation:
1. Participation and attitude: 10%
2. Sewing Samples 35%
3 Patterns + Basic Blocks 15%
4 Design Projects 30%
5 In Class Test 10%

DESIGN PROJECTS:
1. Choose a vegetable or fruit and draw the object realistically. Use the natural object as an inspiration to create a garment.

Due Date: Sept. 21 10%
2. Imagine that you have been beamed to the year 3000. After your initial shock, closely examine the people and their dress. Create renderings for one male and one female that best typify their dress.

**Due Date:** Oct.19

10%

3. T.B.A

**Due Date:** Nov.16

10%

**Please Note:** Projects created in this course may be documented for the Department's Production/Design archives for possible use in future exhibitions and/or as teaching support material.

<table>
<thead>
<tr>
<th>Last date to drop courses without receiving a grade</th>
<th>Term F</th>
<th>Term Y</th>
<th>Term W</th>
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<td></td>
<td>Nov.9</td>
<td>Feb 8</td>
<td>Mar 8</td>
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“Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles.”

**Grading, Assignment Submission, Lateness Penalties and Missed Tests:**

**Grading:** The grading scheme for the course conforms to the 9-point grading system used in undergraduate programs at York (e.g., A+ = 9, A = 8, B+ = 7, C+ = 5, etc.). Assignments and tests will bear either a letter grade designation or a corresponding number grade (e.g. A+ = 90 to 100, A = 80 to 90, B+ = 75 to 79, etc.).

(For a full description of York grading system see the York University Undergraduate Calendar - http://calendars.registrar.yorku.ca/pdfs/ug2004cal/calug04_5_acadinfo.pdf)

Students may take a limited number of courses for degree credit on an upgraded (pass/fail) basis. For full information on this option see Alternative Grading Option in the Faculty of Fine Arts) section of the Undergraduate Calendar: http://www.yorku.ca/rocal/pdfs/ug2004cal/calug04_5_acadinfo.pdf

**Assignment Submission:** Proper academic performance depends on students doing their work not only well, but on time. Accordingly, assignments for this course must be received on the due date specified for the assignment. (Assignments are to be handed in to the instructor during class time unless otherwise specified).

**Lateness Penalty:** Assignments received later than the due date will be penalized. Exceptions to the lateness penalty for valid reasons such as illness, compassionate grounds, etc., may be entertained by the Course Instructor but will require supporting documentation (e.g., a doctor’s letter).

**Missed Tests:** Students with a documented reason for missing a course test, such as illness, compassionate grounds, etc., which is confirmed by supporting documentation (e.g., doctor’s letter) may request accommodation from the Course Instructor. Further extensions or accommodation will require students to submit a formal petition to the Faculty.

**CLASS SCHEDULE (Subject to Change)**

<table>
<thead>
<tr>
<th>Sept. 6</th>
<th>Course Introduction</th>
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<td>Discussion of assignments.</td>
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Lecture: Introduction to the Costume shop, Craftspeople and Equipment. Introductions to Patternmaking, Basic blocks and Measurements.
Draft male block in class and female block for homework.
Reading: Ch.1, The Costume Shop, pages 1-35

Sept. 13 Lecture: The Costume Sketch
Introduction to the industrial Sewing machine and serger.
Pattern Drafting vs. Draping discussed.
In class: Drape Basic Block/Transfer female basic block pattern onto muslin and sew. Hand in at the end of class.
Reading: Ch.4, pages 96-121, 128-130, 132-136

Sept. 20 Due: Design Assignment #1
Lecture: Script Analysis, Action plot, Costume plot and Costume Bible.
Pattern development continued.
Draft basic skirt Block pages 151-153 in 1/2” scale for homework
Draft circle skirt in class, instructions will be provided.
Cut and sew circle skirt.
Reading: Ch.5 pages 166-201

Sept. 27 Lecture: Fabric
Continue patternmaking.
Continue sewing circle skirt.
Reading: Ch.3 pages 61-95

Oct. 4 Lecture: Health and Safety in the Costume Shop
Continue working on circle skirt and hand in at the end of class.
Discussion of period shirt.
Reading: Ch.2, pg36-60, Ch.7 pages 270-287

Oct. 18 Lecture: Pattern Development
Dart manipulation, spreading and slashing, princess line sewing.
Sleeve development pages 140-143 for homework and in 1/2” scale.
Collars pages 146-150 for homework.
Reading: Ch.5 pages 201-243

Oct. 25 Due: Design Assignment #2
Patternmaking and Sewing
Draft and cut out shirt.
Reading: Ch.6 pages 244-269
Nov. 1  Patternmaking and sewing continued
Sew period shirt.

Nov. 8  Patternmaking and sewing continued
Sew period shirt

Nov. 15  Due: Design Assignment #3
Lecture: Hair and Make-up
Sew period shirt.
Reading: Ch.8 pages 288-324

Nov. 22  Sew period Shirt

Nov. 29  In Class Exam/Studio Day

ADDITIONAL INFORMATION:
Specific requirements: any special clothes, tools, working conditions, etc. for the course
Associated Fees: compulsory and optional fees, including materials fees, damage deposits, access fees, etc.

SUPPLIES REQUIRED:
Supplies box or bag  Scotch tape
Hard pencils (2H)  French curve
See-through ruler  Scissors
Tape measure  L-Square

ATTENDANCE:
Students are reminded that Department of Theatre rules require attendance at all classes. There is no
differentiation between excused and unexcused absences - an absence is an absence and will affect your
chances of success in this course.

Failure to attend classes will result in either academic penalty or a request that the student withdraw
from the course.

IMPORTANT COURSE INFORMATION FOR STUDENTS:
Reminder: Students must maintain a 5.00 (C+) grade point average in their major (i.e. all Theatre courses) to
remain in good academic standing in the department. Check the grade point average calculator at the
following link if you have any questions:
http://ampd.yorku.ca/current-students/academic-resources/gpa-calculator/

A Note on Challenging Content

One of the central educational goals of the Theatre Department is to produce socially conscious artists —
artists who are aware of and capable of participating in challenging dialogues about social injustice and
inequality. This means that our courses, public events, and productions often grapple with difficult subject
matter, including sex, violence, terror, and illness (among other topics). While these presentations will no
doubt provoke strong emotions and cause discomfort, we feel that the diverse experiences they promote are
also essential to the development of our students’ critical faculties, empathy, and understanding of the world.
Rather than warning our students in advance about every potentially uncomfortable topic that they might
encounter in the course of their studies, we instead encourage students to meet them head on in the
classroom, in rehearsals, and performances, and to engage in civil and compassionate debate about the
possibilities and effects of staging difficult knowledge.

If you require an accommodation related to your participation in Theatre experiences, please ensure that you
share relevant documentation with your course director. Academic Accommodation for Students with
Disabilities

ACADEMIC POLICIES / INFORMATION: The Senate Academic Standards, Curriculum and Pedagogy
Committee (ASCP) provides a Student Information Sheet that includes:
York's Academic Honesty Policy and Procedures / Academic Integrity Web site
Access/Disability
Ethics Review Process for Research Involving Human Participants
Religious Observance Accommodation
Student Code of Conduct
Alternate Exam and Test Scheduling

"20% Rule" - No examinations or tests collectively worth more than 20% of the final grade in a course will
be given during the final 14 calendar days of classes in a term. The exceptions to the rule are classes which
regularly meet Friday evenings or on Saturday and/or Sunday at any time, and courses offered in the
compressed summer terms. Final course grades may be adjusted to conform to Program or Faculty grades

Grading Scheme and Feedback Policy -
The Senate Grading Scheme and Feedback Policy stipulates that (a) the grading scheme (i.e. kinds and
weights of assignments, essays, exams, etc.) be announced, and be available in writing, within the first two
weeks of class, and that, (b) under normal circumstances, graded feedback worth at least 15% of the final
grade for Fall, Winter or Summer Term, and 30% for ‘full year’ courses offered in the Fall/Winter Term be
received by students in all courses prior to the final withdrawal date from a course without receiving a
grade.

** The Key Points of York's Policy on Academic Honesty **

York's Senate Policy on Academic Honesty affirms and clarifies the general obligation for all members of the
University to maintain the highest standards of academic honesty.

In particular, the policy:
• Recognizes the general responsibility of all faculty members to foster acceptable standards of academic
conduct and of students to be mindful of and abide by such standards;
• Defines the types of conduct that are regarded as offences against the standards of academic honesty,
including plagiarism, cheating, impersonation, and other forms of academic misconduct;
• Defines the penalties that can be imposed on a student who is found to have committed plagiarism or any
other form of academic misconduct;
• Outlines the procedures for dealing with students who are accused of violating the Senate Policy on Academic Honesty.

**Note: a lack of familiarity with the Senate Policy cannot be used as a defence by those accused of academic misconduct.**

**Range of Penalties for Plagiarism**

When verified, violations of academic honesty may lead to the following penalties – imposed *singly or in combination* depending on the severity of the offence:

- Written disciplinary warning or reprimand
- Required completion of an academic honesty assignment
- Make-up assignment, examination or rewriting a work, subject to a lowered grade
- Lower grade on the assignment, examination or work
- Lower grade in the course
- Failure in the course
- Permanent grade of record
- Notation on transcript
- Suspension from the University
- Expulsion from the University
- Withholding or rescinding a York degree, diploma or certificate

If the offence is a second or subsequent one for the student, or is in combination with another offence, the Senate Policy recommends consideration of a severe penalty.

For further information on the penalties for academic misconduct, please see York’s Senate Policy on Academic Honesty.

**HARASSMENT GUIDELINES:** Sexual harassment is not anyone’s favourite topic, but we ask you to take a few minutes to read this section carefully. These guidelines explain what sexual harassment is, and what it is not, in the context of the Department of Theatre. We also hope to decrease any chance for misunderstanding surrounding activities, such as costume fitting, that are absolutely essential to the teaching and craft of theatre. What should you expect? What are the warning signals that something might be wrong?

As we know, theatre reflects life; and life has its share of sex, violence, murder, insanity, cruelty and terror, as well as romance and hilarity. To teach students to evoke an empathetic response in audiences involves the simulation of physical violence and dealing with strong emotions in the classroom, in rehearsals and in performances. Clearly, we cannot avoid these topics, so we meet them head-on in the classroom.

The York policy lists "unnecessary touching or patting” as behaviour indicative of sexual harassment. However, in the Department of Theatre, touching routinely happens in acting/directing classes and in costume fittings.

In acting, voice and movement classes, students will be touched in the abdomen, diaphragm area, rib cage, chest, spine, back, shoulders, limbs, neck and head to assist the student in proper breathing, relaxation of tensions, alignment or similar instruction. At no time should a teacher, without the student’s permission, touch those parts of a student’s body that would normally be covered by a two-piece bathing suit. At no time in an acting class will a student be asked to remove intimate apparel.
The removal of clothing, however, is integral to a costume fitting. Getting changed into or out of a costume is done in the privacy of a closed fitting room, but then the costume designer and/or the cutter building the costume will have to touch the costume (and therefore the student in the costume) anywhere that it needs fitting. The costume may also include undergarments that are not the student’s (e.g. corsets for women), that require the removal of the student’s own undergarments, and costume undergarments also require fittings. No students will be asked to put on or remove any item of underclothing in the presence of any other person.

A danger signal in physical contact could be unnecessarily prolonged touching, or touching body parts not involved in the current teaching. Students who feel uncomfortable about touch from the teacher, staff member or another student have a responsibility to speak to the teacher about opting out, or to discuss the problem with York’s Centre for Human Rights, South Ross, Suite 327, 416-736-5682 / TTY: 416-650-8023, rights@yorku.ca

As well as physical contact, there is also psychological contact and gender harassment. Sexual harassment can occur with no physical contact at all: psychological contact can therefore be a more difficult area to ascertain than physical contact since it involves words, intonations or body language. Theatre training must deal with sex. For example, some of the discussions needed in acting classes are of a sexually explicit nature. There is no way for students to fully explore the nature of acting without being honest, to some level, with their personal lives.

Gender harassment consists of derogatory or degrading remarks directed towards members of one gender or sexual preference group. These are most often directed at a woman, women in general, or homosexuals. Gender harassment is definitely sexual harassment.

If you feel that sexual harassment may have occurred, speak to the teacher, the class rep, your faculty advisor, or to the Centre for Human Rights, South Ross, Suite 327, 416-736-5682 / TTY: 416-650-8023, rights@yorku.ca

Sexual assault awareness and resources information is available on the York website and we encourage you to also carefully review this information.

You shouldn’t ever feel guilty or be made to feel guilty about reporting a problem!

DISPUTES: The following steps are the steps to be taken in the event of unresolved issues within the class:
- If your class has a tutorial leader or studio instructor, speak to your instructor first.
- If unresolved, speak to the Course Director.
- If unresolved, contact the Chair of the Department at thechair@yorku.ca

IMPORTANT UNIVERSITY SESSIONAL DATES (where you will find classes and exams start/end dates, reading/co-curricular week, add/drop deadlines, holidays, University closings and more.
http://www.registrar.yorku.ca/enrol/dates/index.htm
Manage my Academic record http://myacademicrecord.students.yorku.ca/

- Last date to drop a fall term (F) course without receiving a grade: November 9, 2018
- Last date to drop a winter term (W) course without receiving a grade: March 89, 2019
Last date to drop a full year (Y) course without receiving a grade: February 8, 2019

**DEGREE STATUS – BA AND BFA:** All students accepted into the Department of Theatre in the School of the Arts, Media, Performance and Design (AMPD) enter as Specialized Honours BA Theatre-Theatre Studies majors. The first year is a program common to all Theatre students, and offers courses in Acting, Production/Design and Performance Creation & Research. At the end of the first year, there is a selection process (either by audition or interview) to proceed into the various areas of interest.

**POLICY REGARDING LOSS, DAMAGE AND THEFT OF PERSONAL EQUIPMENT AND BELONGINGS:** The School of Arts, Media, Performance & Design at York University will not be held responsible for the loss, damage or theft of personal equipment or any other personal belongings that are left in studios, classrooms, storage areas or any other space within the School. It is each individual’s responsibility to take care of their own property. Under no circumstances will the School incur liability for loss, damage or theft of such property.

Please take all reasonable measures to protect your personal belongings. If you do experience loss, damage or theft of personal property, please report it immediately to the Department of Security Services at (416) 736-5333 or extension 33333 from any University phone.

**ROOM BOOKING POLICY:** Rehearsals for mainstage productions take precedence when assigning rooms, followed by faculty assigned work. Personal projects, including playGround, will be considered only if space allows.

First-year Theatre majors are not eligible to book studios.

Adopt professional standards by agreeing on a rehearsal schedule with group members and by having one group member do the arranging of the space in advance. Please ensure that the floors and walls are clean. All garbage must be removed. Please treat the studios with respect.

The studios are available only within the following hours: **Mon-Fri 8:00am-10:00pm and Sat-Sun 10:00am-6:00pm**

All spaces must be booked one week in advance and will be accepted only until 4:00pm on Thursday the previous week.

Requests will be confirmed Friday by 4:00pm.

Requests must be sent by **e-mail only** to rehearse@yorku.ca

Include your full name, student ID, program, brief explanation of what the space will be used for and what kind of space you need (studio / classroom / big / small).

Requests must be submitted each week for a room unless special arrangements have been made.

You cannot “claim” a space by writing in your name or the course name in an empty slot on the weekly schedules posted outside each space (exception – Light Lab CFT 153).
Spaces must be returned to neutral at the end of each booking session. There will be a picture of what “neutral” is in each studio.

The sign-off sheet must be checked and signed at the end of your studio time. If you enter a space and find it not “neutral”, please e-mail rehearse@yorku.ca.

Anything left behind in the spaces after your booking will be thrown out.

**Procedures for use of studios after-hours:** These procedures are designed to enhance the safety of authorized students when working alone in one of our studios after-hours - Monday through Friday from 11:00pm to 6:30am, and Saturday/Sunday from 10:00pm to 8:00am.

An After-Hours Use form will be completed and emailed to University Security at: scc@yorku.ca;

Be advised of the University’s emergency protocols (e.g. contact 911 in the event of a life threatening situation) and University Security’s urgent number (416.736.5333);

Contact University Security non-urgent number - 416.650.8000 - upon arrival and departure.

**SITE-SPECIFIC PROJECTS:** All site-specific theatre projects anywhere on campus must be cleared by the course director, York University’s Security Services, and the department or governing body of the proposed site. This request should be made in writing at least three weeks in advance of the date required.

All public spaces on Campus require contact with the Office of Temporary Use of University Space - http://tuus.info.yorku.ca/space-room-reservations-forms/

The course director will also need to complete a “Temporary Use of University Space Application and Notification Form” and submit it two weeks in advance of the date required.

For ALL site specific work, the course director must send the request to security@yorku.ca outlining where and when the work is to take place.

*Please note:* at no time shall any form of replica, prop, or real weapon (handguns, rifles, shotguns, swords, daggers, knives, etc) be used in any site specific work.

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Many courses utilize Moodle, York University’s course website system. If your course is using Moodle, click here to access it.

**Moodle @ York University**