



CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Fall 2024	COURSE NO: COST 104	
INSTRUCTOR:	COURSE TITLE: Wardrobe Management	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat7úl (Lil'wat), x^wməθk^wəyəm (Musqueam), shíshálh (Sechelt), Sḵwḵwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT

Three hours of class time, plus an additional hour delivered online or through other activities for a 15- week semester, which includes two weeks for final exams.

COURSE PREREQUISITES

None

CALENDAR DESCRIPTION

This course explores the ways in which efficient theatre and film costume departments are organized and operated.

REQUIRED TEXTS AND/OR RESOURCES

Required texts may vary by instructor. See syllabus for details.

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

- Analyse and break-down a film script and a play specifically for costume requirements
- List different costume organisational systems and departmental structures
- Define basic terminology utilized in the industry
- Set up a Costume Production Book
- List techniques for costume maintenance, laundry procedures, and effective stain removal and inventory procedures
- List industry regulations and costume shop standards and safety procedures
- Apply costume research techniques for materials sourcing and production requirements
- Demonstrate understanding of film costuming requirements in the prep process
- Set up a continuity book and departmental expenses tracking book.

COURSE CONTENT

The content and week by week breakdown will vary by term and instructor. The following is a sample:

Week(s)	Content
1	<ul style="list-style-type: none"> • Overview of the term: projects and assignments, course material and class policies, Stage vs Screen • Costume Job Titles and Descriptions for Stage Productions
2	<ul style="list-style-type: none"> • Examination of Organisational Structures used in Theatre Productions • Reading the Play and Analysing for Costume Requirements
3	<ul style="list-style-type: none"> • Theatre Spaces and Terminology
4	<ul style="list-style-type: none"> • The Production Book or “Bible” – Set up and Paperwork
5	<ul style="list-style-type: none"> • Budgeting/Petty Cash/Rentals • Protocol and Etiquette – in the Costume Shop and Backstage
6	<ul style="list-style-type: none"> • Running the Stage Show – Quick Changes, Laundry & Maintenance <ul style="list-style-type: none"> • Project #1 Due
7	<ul style="list-style-type: none"> • Working with the Costume Designer • Design Interpretation <ul style="list-style-type: none"> • Midterm Exam on Theatre
8	<ul style="list-style-type: none"> • Overview of the Film Industry • Chain of Command and Departmental Structures
9	<ul style="list-style-type: none"> • Collaboration with Director, Producers, and Unit Production Manager • Introduction to Script Breakdown and Character Analysis
10	<ul style="list-style-type: none"> • Continuity Book Components • Creating Costume Plots
11	<ul style="list-style-type: none"> • Roles of Prep Costumers • Petty Cash and Accounting Procedures
12	<ul style="list-style-type: none"> • Roles of Set Costumers • Costume Care and Maintenance, Stain Removal, Fabric Care
13	<ul style="list-style-type: none"> • AD Department • Communications: One-Line Schedule, Day Out of Days, Call Sheets
14-15	<ul style="list-style-type: none"> • Review <ul style="list-style-type: none"> • Project #2 Due • Final Exam on Film/Screen

EVALUATION PROFILE

Assignment(s)	10-35%
Quizz(es)	10-35%
Project 1	10-35%
Project 2	10-35%
Midterm Exam	10-35%
Final Exam	10-35%
Participation	10%
TOTAL	100%

Participation

Evaluation of class participation is based upon the student's engagement during the course. This is demonstrated by the student arriving on time, being prepared for the class, their willingness to work in groups and on in-class work and assignments.

Assignments

- Assignments and projects may vary with each instructor.
- Check the syllabus for more details.

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" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand for permission for a late submission. The penalty for late submissions is 10% per day. All assignments/projects must be submitted to receive a passing grade in the course.

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.

*** Accommodations can be made to honour community needs and traditional practices.

Attendance

Students are expected to attend all classes and associated activities.

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

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; 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: <https://www.capilanou.ca/student-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 and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/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 (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

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

DEPARTMENT OR PROGRAM OPERATIONAL DETAILS

Costuming Department Standards for Professional Behavior

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 organised 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
- Appropriate use of paperwork

6. Outcome: Respect of Workspace, 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