



# CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Spring 2025	COURSE NO: COST 105	
INSTRUCTOR:	COURSE TITLE: Film Costumer Project	
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), xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Sḵw̓xwú7mesh (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. The production schedule varies with each project, but typically follows the pre-production and filming schedule for MOPA 310/410 film projects. Students are advised that an increased schedule of production hours is recommended to help ensure a high degree of quality in the completed projects.

## COURSE PREREQUISITES

COST 104

## CALENDAR DESCRIPTION

This course focuses on hands-on production skills learned during practical work on a film project. Students engage in project work in the planning, preparation and execution of the on-set duties of a film costumer.

## REQUIRED TEXTS AND/OR RESOURCES

Required texts may vary by instructor. See syllabus for details.  
Resource materials and scripts will be provided by the instructor.

## COURSE STUDENT LEARNING OUTCOMES

Working in a mentored environment, students are directly involved in producing the required costumes for one or more student films. Instruction is in the form of lecture, practical demonstrations, and supervised lab work on specific projects.

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

- Breakdown and analyse a film script for all costuming requirements: creative, administrative and technical
- Demonstrate how to source and acquire required costumes

- Use SyncOnSet software program for script breakdown and continuity systems
- Demonstrate effective time management by organizing actors’ fitting schedule, completing required alterations of required costumes and care and maintenance of costumes
- Illustrate professional work habits including a positive team attitude and an understanding of the chain of command
- Demonstrate on-set costume continuity and on-set protocols
- Discuss effective inventory, maintenance and storage procedures at the end of the film project

**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"> <li>• Overview of the term: course material, projects and assignments</li> <li>• Introduction to Industry Standard Software: SyncOnSet</li> </ul>
2-4	<ul style="list-style-type: none"> <li>• On-set Positions, Production Positions</li> <li>• Script Breakdowns, Continuity Binder Set-up</li> </ul>
5-11	<ul style="list-style-type: none"> <li>• Student Film Projects</li> <li>• Continuity Binders Due</li> </ul>
12-13	<ul style="list-style-type: none"> <li>• Technical Competency Review</li> <li>• Resumes and Networking</li> </ul>
14-15	<ul style="list-style-type: none"> <li>• Review of Positions and Protocols</li> <li>• Final Exam</li> </ul>

**EVALUATION PROFILE**

Individual Technical Competency	10-25%
Assignment(s)	10-35%
Continuity Book Project	10-35%
Exam(s)	10-35%
Professionalism	10-25%
<b>TOTAL</b>	<b>100%</b>

**ASSIGNMENTS**

**Individual Technical Compency**

Students will complete specific project tasks in the roles of the costume coordinator, prep costumer or set costumer as approved by the instructor. Those tasks will vary according to the job(s) the student has been assigned.

**Continuity Book Project**

Students submit completed costume continuity book with completed script breakdown, actor and extras lists, time sheets, callsheets, costume plots, continuity pictures, petty cash reconciliation and all meeting notes.

**Professional Behaviour (ongoing)**

Students must demonstrate professional behaviour as outlined in *the Film Crafts Department Standards for Professional Behaviour*. Students will receive a mid-term progress report.

## 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 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
- 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