



## THE 349 – Costume Design

COURSE SYLLABUS: Fall, 2025

### INSTRUCTOR INFORMATION

Instructor: Andrea Williams

Office Location: PAC 107

Office Hours: Mondays, 1-3 pm, Friday 11am-1pm

University Email Address: Andrea.Williams@etamu.edu

Preferred Form of Communication: **e-mail**

Communication Response Time: Monday 9:00am-Friday 4:00pm = within 24 hours

### COURSE INFORMATION

#### **Textbooks Required:**

Costume Designer's Handbook 2<sup>nd</sup> Edition by Rosemary Ingham and Liz Covey

*Native Gardens* by Karen Zacarías

*The Rivals* by Richard Brinsley Sheridan

Art Materials for drawing and painting (This will be covered with more detail on the first day of class):

Sketchbook

Pencils

Watercolors/Colored Pencils (an artist brand not Crayola or the like)

Appropriate art paper as needed

#### **Required Semester Viewing:**

##### ***Student Showcase***

September 24<sup>th</sup> – 27<sup>th</sup> at 7:30pm September 28<sup>th</sup> at 3:00pm

##### ***Suzette Who Set to Sea***

Directed by Dr. Carrie Klypchack

November 21<sup>st</sup>-22<sup>nd</sup> at 6:00pm and November 23<sup>rd</sup> at 3:00pm

*The syllabus/schedule are subject to change.*

## Course Description

Provides the student with the basic knowledge of costume design. Familiarizes students with the methods, materials, vocabulary, concepts, and processes involved in the design of costumes for theatre production. Emphasis of this course will be on the process of how to design, how to think like a designer, how to communicate as a designer, and the basics of figure drawing and costume rendering as communication tools.

## Student Learning Outcomes

1. Recognize and utilize design terminology, color theory and visual composition to communicate conceptual ideas for a theatrical costume design.
2. Interpret analysis of text into design ideas using research and visual inspiration
3. Demonstrate design idea development using the theatrical design communication tools of collaging and rendering.
4. Gain familiarity with digital rendering for costume design.
5. Analyze a script for design use and insight
6. Visually articulate design ideas through the clear and concise presentation of research and designs.

## Activities/Assignments:

Topic Assignments (8):	40 pts (5 pts each)
<i>Native Garden</i> Analysis:	20 pts
<i>Native Gardens</i> Designs	40 pts
Cirque Concept	5 pts.
Cirque Designs	40 pts
Create the Character:	40 pts
<i>The Rivals</i> Analysis:	30 pts
<i>The Rivals</i> Roughs	15 pts
<i>The Rivals</i> Finals:	50 pts
Production Response Papers (2)	20 pts (10 pts each)
Total:	300 pts.

## Student Responsibilities or Tips for Success in the Course

This class will meet in person unless circumstances require that to change. It is your responsibility to show up on time with all materials needed for class. Please take responsibility for your own health, if you are sick, stay home. If that sickness persists, see a doctor. A doctor's note or positive Covid test that requires you to stay home will

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count for excused absences. You will still be responsible for all assignments, but the missed classes will not count against you.

To truly succeed in this course, you need to be present and prepared.

## GRADING

**SEMESTER GRADING SCALE:** The following grading scale will be used to determine all individual grades as well as the student's overall grade in the course:

A=90%-100% (Exceptional Quality Work); B=80%-89% (Good Quality Work); C=70%-79% (Average Quality Work); D=60%-69% (Below Average Quality Work); F=0%-59% (Fails to Meet Acceptable Expectations in Quality of Work)

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@etamu.edu](mailto:helpdesk@etamu.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, an ETAMU campus open computer lab, etc.

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## Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

## Interaction with Instructor Statement

If at any time during this course you need further explanation or should need to speak with me about the course or its outcomes, please see me in my office during office hours or schedule an appointment.

I am also available by email. **Please communicate, I can't help if I don't know there's an issue or a question.**

### Email Policy:

Before sending me an email with a general course-specific question, review your syllabus/look at the handouts/check myLeo Online/ask a classmate first. If your question has already been addressed in one of those places, then you will have the answer you need. If your question does not exist, please feel free to email me.

When emailing me: Please make your emails clear and concise, written with proper grammar in order to assure my earliest attention. In addition, please follow some common "email etiquette" procedures in order to keep our electronic communication effective and efficient.

### **Specifically:**

- Write a relevant subject line (e.g., "Costume Design question," or "THE 349 meeting request")
- Address me by name (ie: "Dear Professor Williams" or "Hi Andrea" or just "Andrea")
- Bonus: "meaningless niceties" are never a bad idea!
- Concisely state what it is you need. If it can't be communicated in a concise manner, perhaps request an appointment. **If requesting an appointment, give me times that you are available in the initial email!!!** My office hours are listed on this syllabus.
- Use a "sign-off" ("Thank you" is always good) and sign your name.

Not following these guidelines potentially puts you at the bottom of my list for response time.

Do not message me via Facebook or other types of social media about anything course related.

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## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific:**

#### **Attendance and Late Policy:**

Each student is allowed 2 unexcused absences during the semester with no repercussions. Additional absences will result in the lowering of your final grade by one full letter per absence. Emergencies, medical conditions, or unforeseen circumstances resulting in absences beyond 2 days may be excused at the discretion of the professor. Notify me via email before the class is to be missed. Each student is responsible for making up class work, assignments, tests, etc. due to absences. Every time 2 times you are more than 10 minutes late to class will count as 1 absence.

Students are expected to come to class prepared with homework completed and the materials need for participation in class. This will often include your art supplies or your homework (even if you are also turning it in online). If you come unprepared for class it will count as an absence.

**Cell Phones:** Please turn off all cell phones during class. Please do not check messages or engage in text messaging during class. This is disruptive to the flow of the class.

**Late Work:** Will only accepted at the discretion of the instructor. If you regularly attend and participate in class, I am more likely to accept occasional late work.

**Extra Credit:** Can be offered at the discretion of the instructor

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## **University Specific Procedures**

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### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.

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<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

### **ETAMU Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 13.99.99.R0.01](#)

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

### **Academic Integrity**

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

### **Graduate Students Academic Integrity Policy and Form**

[Graduate Student Academic Dishonesty Form](#)

<https://inside.etamu.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

### **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

East Texas A&M University

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@etamu.edu](mailto:studentdisabilityservices@etamu.edu)

Website: [Student Disability Services](#)

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<https://www.etamu.edu/student-disability-services/>

### **Nondiscrimination Notice**

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all ETAMU campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at East Texas A&M is located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

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<http://telusproduction.com/app/5108.html>

### **AI use policy [Draft 2, May 25, 2023]**

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

### **COURSE OUTLINE / CALENDAR**

Week 1 (Aug 28<sup>th</sup>, 30<sup>th</sup>)

September 1 – Read Chapter 1 due

Week 2 (Sept. 4<sup>th</sup>, 6<sup>th</sup>)

\*NO CLASS SEPTEMBER 4<sup>th</sup> – LABOR DAY

September 8<sup>th</sup> – Read Chapter 2 Due

Week 3 (Sept. 11<sup>th</sup>, 13<sup>th</sup>)

Characters in clothing

Week 4 (Sept. 18<sup>th</sup>, 20<sup>th</sup>)

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Sept. 18<sup>th</sup> – *Native Gardens* Analysis Due  
Sept. 20<sup>th</sup> – Rough Design ideas due

Week 5 (Sept. 25<sup>th</sup> & 27<sup>th</sup>)  
Sept. 25<sup>th</sup> – *Native Gardens* Final Designs Due

Week 6 (Oct. 2<sup>nd</sup> & 4<sup>th</sup>)  
Figure Drawing

Week 7 (Oct. 9<sup>th</sup> & 11<sup>th</sup>)  
Clothing, Digital Rendering

Week 8 (Oct. 16<sup>th</sup> & 18<sup>th</sup>)  
October 16<sup>th</sup> – *A Year With Frog and Toad* response paper due  
Procreate

Week 9 (Oct. 23<sup>rd</sup> & 25<sup>th</sup>)  
October 23<sup>rd</sup> – Cirque concept due

Week 10 (Oct. 30<sup>th</sup> & Nov. 1<sup>st</sup>)  
Oct. 30<sup>th</sup> – Cirque Designs due

Week 11 (6<sup>th</sup> & 8<sup>th</sup>)  
November 8<sup>th</sup> – Designing the Character Project due

Week 12 (Nov. 13<sup>th</sup> & 15<sup>th</sup>)  
Nov. 13<sup>th</sup> – Chapter 3 due  
Nov. 15<sup>th</sup> – *The Rivals* Analysis Due

Week 13 (Nov. 20<sup>th</sup> & 22<sup>nd</sup>)  
\*NO CLASS WEDNESDAY NOVEMBER 22<sup>nd</sup> – THANKSGIVING BREAK  
Nov. 20<sup>nd</sup> – *The Thanksgiving Play* Response Paper due

Week 14 (Nov. 27<sup>th</sup> & 29<sup>th</sup>)  
Nov. 27<sup>th</sup> *Rivals* Research due  
Nov. 29<sup>th</sup> – *Rivals* Roughs due  
Swatching

Week 15 (Dec. 4<sup>th</sup> & 6<sup>th</sup>)  
How to render to match fabric

Week 16 – FINALS!

**The Final for This Class is Wednesday December 13<sup>th</sup> 10:30 am – 12:30 pm**

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