



Master Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <https://catalog.uvu.edu/>

Semester: Spring

Year: 2025

Course Prefix: THEA

Course and Section #: 2514 203,206-210

Course Title: Intro to Design Lab

Credits: 1

Course Description

Introductory design labs are designed to give students hands-on experience in the various shops. Laboratory course to accompany THEA 2513.

Offers experience in the construction, dyeing, and organizing of costumes.

Involves collaboration with the School of Arts Staff on current UVU productions.

Course Attributes

This course has the following attributes:

- General Education Requirements
- Global/Intercultural Graduation Requirements
- Writing Enriched Graduation Requirements
- Discipline Core Requirements in Program
- Elective Core Requirements in Program
- Open Elective

Other: *Click here to enter text.*

Instructor Information

Instructor Name: La Beene, Amy Whipple

Student Learning Outcomes

Utilize basic terminology for production, laundering, and care of costumes

Produce costumes and accessories for theatrical productions

Follow safety procedures of theatrical production

Demonstrate fundamental construction and production techniques

Identify basic uses of domestic sewing machines and hand-sewing techniques for theatrical costume construction

Course Materials and Texts

None

Course Requirements

Course Assignments, Assessments, and Grading Policy

Attendance (50% of grade):

Students will attend 13 classes/labs during the semester. There are 14 weeks during the semester, but because of the holidays, there will be 13 labs for all sections. If your lab never falls on a holiday, you will be done with lab attendance and will not need to attend lab during the last week of classes. If your lab falls on a holiday, you will continue attending lab until you complete 13 labs. Attendance will be kept, and students may reschedule up to 2 missed classes IF A STUDENT NOTIFIES THEIR LAB INSTRUCTORS before the scheduled class period. When (day/time) the lab can be rescheduled is at the discretion of each shop. Failure to notify the lab instructors will forfeit the ability to make up the class/lab and affect the student's grade. Students will also be on time for their scheduled lab time. Over three tardies during the semester will affect the student's grade. Students are also expected to stay for the entire class/lab time. Students who leave early will forfeit the class period and be marked absent. Students may NOT register for one lab time and then attend a different lab time. Please go to the lab section where you are registered.

We will offer online modules if you are ill, quarantined, or if the campus is closed. You must notify your lab instructors BEFORE CLASS so we can assign an alternate lab assignment. Online modules will be given a one-week due date unless otherwise arranged.

Attitude (25% of grade):

Students must respect the lab supervisor, shop employees, and other students. Students are expected to follow instructions, complete assigned tasks as assigned, ask for help, clean up after themselves, and follow shop policies and procedures. Students are asked to put away their cell phones during class/lab. Excessive use of cell phones during class will affect student grades. You may be asked to do tedious or otherwise unexciting work. Unfortunately, professional theatre artists OFTEN must complete tedious or boring work—not all of it is exciting, but it is necessary. You may be asked to stand for your task. You may be asked to do something you've never done before--yay for new skills! We will not expect you to be perfect at it, but we will expect you to try, ask questions, and have a good attitude. We can also not predict what you might be doing in class beforehand. The shops work on multiple productions at a time, and since much of the work is done by the labs, it is hard to guess how long projects might take. Every class is a surprise, and no two labs are ever the same. Go with it! If accommodation is needed, please let us know and provide the necessary documentation from the accessibility office--we will be happy to work with you.

Self-Motivation (25% of grade):

Students should arrive ready to work (with the required footwear or other clothing as needed), stay focused on and complete assigned projects promptly, and not disrupt the work of the others in the shop. Students should seek out new projects immediately and not wait for someone to notice they need a new project. Students should also ask for help if they need clarification or extra instruction to complete their work. Students should ALWAYS ask for help before using equipment they have never used or are unsure of correct use. Safety is essential—please ask for help! **IF YOU ARE ILL OR HAVE AN EMERGENCY** that prevents you from attending lab. In that case, you must contact the lab supervisor and the faculty supervisor before your scheduled lab time to either reschedule your lab for another day OR request an online module. Typical online labs are given one week from the missed lab to complete. If you need more time, please contact the supervisors BEFORE the deadline to request an extension. Online labs are equal in points to the in-person labs. However, you will still receive a 0 for your missed lab, but the points earned from the online lab will replace them--please don't look at Canvas percentages--It does not understand replacing an assignment with another assignment--look at point totals.

There are 13 required lab days for this class. There are 14 weeks. If you attend lab without missing all 13 lab days—you will not need to come for the last week! You will not need to attend lab that week if

you have a holiday on your scheduled lab day. You will still attend lab on the 14th week of class. If you miss a lab, contact us before your scheduled lab time. You may also schedule a makeup lab for the last week. Please email us to arrange a time. There are no scheduled labs or makeup labs during finals week.

Grading Scale:

The following grading standards will be used in this class:

Grade Points	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
	93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	0-59

Required or Recommended Reading Assignments

None

General Description of the Subject Matter of Each Lecture or Discussion

For schedule: Work in costume shop on various scenic elements

Required Course Syllabus Statements

Generative AI

AI Statement

AI programs are not a replacement for your human creativity, originality, and critical thinking. Writing, thinking, and researching are crafts that you must develop over time to develop your own individual voice. At the same time, you should learn how to use AI and in what instances AI can be helpful to you. The use of generative AI tools (e.g. ChatGPT, Google Bard, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Fine tuning your research questions;
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts/responses assigned to you or content that you put into a Teams/Canvas chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty. *AI statement from Hilary Hungerford. Adapted from Temple University statement on AI in classes*

Using Remote Testing Software

This course does not use remote testing software.

This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

Required University Syllabus Statements

Accommodations/Students with Disabilities

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU [Accessibility Services](#) at accessibilityservices@uvu.edu or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at DHHservices@uvu.edu

DHH is located on the Orem Campus in BA 112.

Academic Integrity

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

Equity and Title IX

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – TitleIX@uvu.edu – 800 W University Pkwy, Orem, 84058, Suite BA 203.

Religious Accommodation

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at accessibilityservices@uvu.edu. If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a [specially dedicated space](#) for meditation, prayer, reflection, or other forms of religious expression.