

*Educating and training the theatre artists and artisans who will become the collaborators, innovators, and leaders of our profession, committed to the enrichment of diverse communities.*

**COURSE SYLLABUS**

**Millinery I**

**CLASS MEETINGS:** Fridays 9:30 – 12:20

**ROOM:** PCA 308 Costume Studio

**INSTRUCTOR:** Brian Russman

**E-MAIL:** brianr@andrew.cmu.edu

**OFFICE:** PCA 325

**PHONE:** (412) 268-3648

**OFFICE HOURS:** By Appointment

**COURSE OBJECTIVE:**

This course is intended as an introduction to the millinery art. The goal is to provide basic industry information that will serve as a basis for continued exploration and as groundwork for further advanced work.

This course is structured as a lecture/demonstration and lab employing the basic principles of several millinery disciplines. The student will gain knowledge of various techniques and practices of the millinery trade and the practical use of basic millinery materials.

**REQUIRED TEXT:**

There is no required text for this course but a good first millinery text is: From The Neck Up: An Illustrated Guide to Hatmaking by Denise Dreher (Madhatter Press, 1981).

**REQUIRED SUPPLIES (include, but may not be limited to):**

1. 18" clear ruler
2. 60" Tape Measure
3. French Curves (variety)
4. Hip Ruler
5. Right Triangle
6. Protractor
7. Fabric Scissors
8. Paper / Craft Scissors
9. Needle Nosed Pliers
10. 3 sheets black poster board
11. Thimble

**PROJECTS:**

This course will consist of four (4) practical millinery projects.

- |                           |           |
|---------------------------|-----------|
| PROJECT #1: Pancake Hat   | 30 points |
| PROJECT #2: Blocked Felt  | 30 points |
| PROJECT #3: Blocked Straw | 30 Points |
| PROJECT #4: Buckram Hat   | 30 points |

*Students are responsible for material and information missed during absences.*  
LATE PROJECT WORK WILL NOT BE ACCEPTED WITHOUT 24-HOUR PRIOR NOTICE.

## GRADING:

Each project will be evaluated on a 30-point system for a semester total of 120 points. The 30 project points are comprised of:

Mastery of Concepts:	10 Points
Application of Skills:	10 Points
Quality of Work:	10 Points

*Mastery of Concepts* measures a student's comprehension of and ability to explain course content  
*Application of Skills* is representative of a student's ability to apply course concepts  
*Quality of Work* measures the student's work against professional standards

### Evaluation Matrix

Score	Mastery of Concepts	Application of Skills	Quality of Work
10	Exceeds class presentation and materials. Explains and contextualizes concepts for peers.	Consistently properly selects and applies skills and debugs skills for others.	Workmanship is at a level on par with the work produced by professionals in this industry
9	Easily synthesizes and explains concepts in relation to topics and applications.	Consistently applies proper skills without mistakes and recognizes errors in work when encountered.	Workmanship is consistently of a high enough standard to be considered professional.
8	Correctly explains course concepts with minimal mistakes.	Usually applies proper skills with minimal errors in work. Skills need finesse.	Workmanship overall can be considered neat and presentable.
7	Usually explains course concepts with occasional errors.	Usually selects and applies the proper skills and makes only occasional mistakes. Skills need work.	Shows potential for professional level workmanship through specific examples.

Although not listed, scores of less than 7 may be assigned when appropriate in the view of the instructor. Reasons for these scores may be based on (but are not limited to) poor attitude, tardiness, absence, disregard to safety and shop procedures, undisciplined or unprofessional behavior, game play or sabotage of work, or frequent required reinforcement of concepts or procedures.

Due to the laboratory nature of this course attendance is mandatory. Two unexcused class absences will reduce the course grade by one (1) letter grade. Being tardy (late by more than 10 minutes) will also not be accepted. Three tardy arrivals will constitute one class absence.

A verbal evaluation of the semester may be done at semester reviews.

**Any student feeling they are not receiving adequate feedback and wanting a private evaluation may make an appointment to receive one at any time during the semester.**

#### POINTS:

108 – 120  
96 – 107  
84 – 95  
72 – 83  
71 and Below

#### LETTER GRADE:

A  
B  
C  
D  
R

- A Exceptional work that consistently exceeds the standard expected. Student shows diligence, mastery of techniques, puts forth excellent effort and has a strong growth trajectory.
- B Good work that meets the standard expected of students. Work shows the application of techniques with good effort and growth.
- C Satisfactory work that minimally meets the standard expected but does little to go beyond what is required. The work shows average application of techniques, minimal effort, and little growth.
- D Passing. Work markedly below the standard. Student shows minimum effort or below, lack of focus and inability to apply techniques. There is no growth.
- R Failing Grade – Student shows sub-par mastery of technique, presents a negative attitude and required course work is missing.

**Grades in the School of Drama measure a student's progress toward mastery in their field. Expectations of progress are defined within each option and for each level of the curriculum. In addition, the School of Drama expects its students to maintain a "B" average in their major area.**

***Take care of yourself.*** Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress.

*All of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful.*

*If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. Consider reaching out to a friend, faculty or family member you trust for help getting connected to the support that can help.*

*If you or someone you know is feeling suicidal or in danger of self-harm, call someone immediately, day or night:*

**CaPS: 412-268-2922** <http://www.cmu.edu/counseling/>

**Re:solve Crisis Network: 888-796-8226**

***If the situation is life threatening, call the police:***

**ON CAMPUS, CMU POLICE: 412-268-2323 / OFF CAMPUS POLICE: 911**

## **CLASS MEETINGS:**

### **September 1, 2017:**

Introduction | Millinery Supplies and Terminology | Measuring the Head |  
Creating the Master Head Size Oval  
ASSIGN PROJECT #1: The Pancake Hat

### **September 8, 2017:**

Fit Head Size Ovals | Patterning the Pancake Hat | Cutting the Brim | Wiring the  
Brim | Mulling the Wire | Choosing Appropriate Fabric

### **September 15, 2017:**

Covering and Binding the Brim | Cutting and Lining the Bag  
WORK DAY

### **September 22, 2017:**

Joining the Bag to the Brim | Head Size Collar | Head Size Ribbon | CB Markings  
| Finishing  
WORK DAY

### **September 29, 2017:**

Hat Blocks | Pulling a Shape | Wiring the Pulled Hat  
ASSIGN PROJECTS #2 and #3: Blocked Felt and Blocked Straw

### **October 6, 2017:**

Sizing and Finishing the Pulled Hat  
PROJECT #1: DUE at beginning of class  
BLOCKED HAT WORK DAY

### **October 13, 2017:**

Patterning the Buckram Hat | Molding Buckram | Hat "Mock-Ups" |  
Fitting the Pattern  
ASSIGN PROJECT #4: "The Buckram Hat"

### **October 20, 2017:**

NO CLASSES---Mid-Semester Break

### **October 27, 2017:**

Wiring the Buckram Shape | Mulling the Buckram Shape | Covering the Buckram  
Frame  
PROJECT #2 and #3: DUE at beginning of class

### **November 3, 2017:**

PROJECT #4: Mock-Up Due at beginning of class  
Finishing the Buckram Shape

### **November 10, 2017:**

NO CLASSES---50<sup>th</sup> Anniversary Celebration

### **November 17, 2017:**

BUCKRAM WORK DAY

### **November 24, 2017:**

NO CLASSES---Thanksgiving Break

**December 1, 2017:**

Feathers

PROJECT #4: DUE at beginning of class

**December 8, 2017:**

NO CLASSES---Playground