

Portfolio & Presentation

TH4351

Fall 2017

Classroom: MPAC 51

Lecture 10:00 – 10:50 MWF

Professor of Record: Scott M. Boyle – smboyle@d.umn.edu

Additional Instructors:

Curtis Phillips – cphillip@d.umn.edu

Mark Harvey – mharvey@d.umn.edu

Student Learning Outcomes:

This course seeks to support the learning outcomes identified by both the University and the Department of Theatre as listed below.

UMD SLO #6: Communicate effectively through writing, speaking and interpersonal and group interactions.

Th-08 Demonstrate communication skills to effectively share the essence of a theatrical work with others.

UMD SLO #9: Apply life skills to succeed in college and beyond.

Th-07 Design personal promotional materials that highlight individual strengths.

The follow are ways in which we plan to support the above outcomes;

1. To prepare a resume and portfolio for theatrical design, technical theatre and/or stage management job fields.
2. To develop effective interview techniques with both large and small groups through traditional and electronic environments.
3. To learn employment strategies through placement services, letters of application, job search publications and the internet.

Related References Texts:

The Business of Theatrical Design by James L Moody, Allworth Press, 2002

Developing and Maintaining a Design-Tech Portfolio by Rafael Jaen, Focal Press, 2006

Required Equipment:

1. A Presentation Case of adequate size to display work
2. Historic record of classwork and productions; production notebooks, photos, drawings, renderings, models and any other supporting materials
3. Laptop computer with MS Word, Photoshop and PowerPoint software
4. Camera – either quality phone camera or Digital SLR

Student Conduct Code:

Appropriate classroom conduct promotes an environment of academic achievement and integrity. Disruptive behavior that substantially or repeatedly interrupts either the instructor's ability to teach, or student learning is prohibited. Students are expected to adhere to Board of Regents Policy: Student Conduct Code: www1.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf.

Attendance:

Attendance is required and will be taken. An excused absence is defined by the University and you can read more about the policy at www.d.umn.edu/vcaa/ExcusedAbsence.html. Any known absences should be discussed with the instructor immediately. If you are ill, you must notify the instructor BEFORE class otherwise it will be counted as an unexcused absence. More than three unexcused absences will result in the lowering of your overall final grade ½ letter grade per additional absence. Arriving to class more than 15 minutes late will result in an unexcused absence.

Disclaimer:

Projects and Course Calendar may be subject to change at the discretion of the instructor(s).

Grading:

Final grade will be determined by cumulative score of the project listed below.

Grade Breakdown: 100-93; A, 92-90; A-, 89-87; B+, 86-83; B, 82-80; B-, 79-77; C+, 76-73; C, 72-70; C-, 69-67; D+, 66-60; D, 59-0; F.

Projects and Class activities

Website Research – 10 points: You are to research and present up to six (four minimum) websites which you feel best apply to your discipline. We will look at them in class, but you need to send the links in a Word or Docs file to the professor of record.

Cover Letter and Resume First Draft – 10 points: First draft of the cover letter and resume for a job posting of your choosing. The job posting should be one you would be qualified to apply for this semester if you wanted.

Final Cover Letter and Resume Draft – 25 points: Final version of the described above in a business sized envelope ready to mail – BUT NOT SEALED.

List of shows/projects for portfolio/website – 10 points: Culling through your source material to comprise a list of shows/project you wish to highlight. This should include a minimum of two productions, a variety of course exercises to demonstrate artistic/technical abilities. This is to be handed in via a Word or Docs document.

Website Flow Chart – 10 points: A completed diagram of how you imagine the different parts of your website will relate to each other.

Preliminary Website presentation – 25 points: First website check in. At this point the student should have a basic format and style for the website as well as basic layout for each page to be fleshed out later.

Final Website – 50 points: Final check in should include finished layout of all pages of website,

Portfolio – Front/back page + ½ of total pages – 25 points: Can be either electronic or hard copy format. Should show general layout style and content you wish to incorporate.

Portfolio – Front & Back + all pages – 50 points: Printed out or otherwise finished version of your portfolio.

Telephone Interview - 25 points: Telephone interview scheduled with a guest outside of class at a mutually beneficial time. You will have provided the interviewer with your resume under the guise of applying for a job in your field. This interview should take no longer than 30 minutes and will be graded by the interviewer for effectiveness, clarity and punctuality.

Mock Interview – 50 points: Face to face interview with a guest under the guise of applying for a specific job in you field. This 20 minute interview will be held away from class and filmed outside of the instructors' presence.

Final exhibit – 50 points: This is a typical display board commonly used at URTA interviews for acceptance into graduate schools or USITT displays. This arrangement should reflect you in the best possible light.

Course Calendar

<u>Date</u>	<u>Topic</u>	<u>Assignment</u>
8/28	Introduction – Scott, Curt & Mark	Start gathering materials
8/30	Present Job Market Research – C, S, M	
9/1	ETC Showcase – Activities TBD	
		DUE: Website Research
9/4	No Class – Labor Day	
9/6	Job Postings, Cover letter/Resume – M&S	
9/8	Skype Guest – Jenny Friend, Children's Theatre	DUE: First Draft CL&R
9/11	Review Job post, 1 st draft of letter/resume – M&S	
9/13	In-Class Work – Sorting Raw Materials/review CL&R	
9/15	Skype Guest – Dave Stewart, Guthrie Theatre	DUE: Final Draft CL&R
9/18	Website design and options – Curt & Mark	

9/20	In-Class Work – Scanning & Compiling Images – Curt	DUE: Project/Show List
9/22	Skype Guest – Angelique Powers, Scenic Artist	
9/25	In-Class Work on Web Pages – C & S	DUE: Website Flow Chart
9/27	In-Class Work on Web Pages – C & S	
9/29	Skype Guest – Allen Weeks, Theatre Latte Da	DUE: Preliminary Website
10/2	Present Preliminary Website – S, C, & M	
10/4	Present Preliminary Website – S, C & M	
10/6	Skype Guest - TBA	
10/9	Photoshop Workshop – Curtis	
10/11	In-Class Work on Initial Portfolio Pages – C, S	
10/13	Skype Guest – Sarah Burnham, Looking Glass Theatre	
10/16	In-Class Work on Web Pages & Portfolio – S	
10/18	In-Class Work on Web Pages & Portfolio – C	
10/20	Skype Guest - TBA	
10/23	Portfolio Review – S, C & M	Due: Front/Back & ½ Pages
10/25	Portfolio Review – S, C & M	
10/27	No Class – Fall Break	
10/30	In-Class Work on Web Pages & Portfolio – S	
11/1	In-Class Work on Web Pages & Portfolio – C	
11/3	In-Class work on Web Pages & Portfolio – M	
11/6	Website Check-in	
11/8	Website Check-in	
11/10	Interview Techniques	Due: Phone Interview Completion
11/13	Mock Interviews - Scott	
11/15	Mock Interviews - Scott	
11/17	Interview review	
11/20	Final Portfolio Review – S, C & M	
11/22	Final Portfolio Review – S, C & M	
11/24	No Class – Thanksgiving Break	
11/27	In Class Work on Website	
11/29	Portfolio Presentation - S, C & M	DUE: Final Portfolio
12/1	Portfolio Presentation - S, C & M	

12/4 Final Web Page Review – S, C & M
12/6 Final Exhibit Intro - Scott
12/8 Final Exhibit Set up - Scott

DUE: Website goes live

12/11 Final Display Presentation 10:00 – 11:50 am