Course Number and Title | CRN | Term / Year | Time and Location
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THRT 2901 Portfolio Seminar | CRN 11199 | Fall 2014 | Monday at 11:00 pm to 11:50 pm
Mitchell Hall Theatre, Multipurpose Room 6A

Instructor
Name: Angela Marks-Hawthorne, Professor
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Office Hours: Tues –Fri from 9:00 am to 10:00 am, or by email or appointment. Will show you office location first week of class.

Catalog Description
This course addresses the preparation of design and content appropriate to a portfolio and a resume. Students select completed works and refine on-going projects for inclusion in a portfolio that is submitted at their Junior Affirmation juries. The resume design requires the student organize, assess and select their strongest self-portrait for the job market.

Prerequisites
Sophomore standing or above.

Course Objectives
At the University of Central Oklahoma, we are guided by the mission of helping students learn by providing transformative experiences so that they may become productive, creative, ethical and engaged citizens and leaders contributing to the intellectual, cultural, economic and social advancement of the communities they serve. Transformative learning is a holistic process that places students at the center of their own active and reflective learning experiences. A student’s major field is central to the learning experience and is a vital part of the “Central Six.”

All students will be transformed with **Discipline Knowledge, Leadership, Problem Solving (Research, Scholarly and Creative Activities), Service Learning and Civic Engagement, Global and Cultural Competencies**, and **Health and Wellness**

Upon completion of the Introduction to Stage Lighting course, the student will be able to:

Create, design and organize a professional quality portfolio and resume for their area of emphasis in Theatre design and technology

Central Six-#1

Judge and assess other portfolios in this field

Central Six-#1

Prepare and plan for the job searching and interviewing process

Central Six-#1

Comprehend and demonstrate competency in using time management, writing and life skills

Central Six-#1, #6

Competency of these objectives will be based upon successful completion of all assignments and by scoring 70% on projects.
| Required Text(s) and Supplies | Textbook: *Showcase or earlier Editions* by Rafael Jean.  
*Starting your Career*...by Michael Riha  
Supplies: The supplies needed for your portfolios will vary to a degree depending on the student and which types of portfolio you will be creating. Some of these items can be very expensive, but they should be considered as an investment. Please plan and budget accordingly. Items that all will need are:  
- Quality Resume paper  
- Portfolio  
- Art supplies to showcase your projects  
- Computer and printer and associated digital materials |
| --- | --- |
| Suggested Reading and Resources | Suggested Reading and Resources:  
USITT: Google USITT and Portfolio for different areas of Design  
Artslynx: [http://www.artslynx.org/theatre/ports.htm](http://www.artslynx.org/theatre/ports.htm)  
In addition: Many professional designers that have their portfolios online |
| Technology Statement | Technology Statement: Students will be expected to use a variety of computer software to complete problems and projects. Technology may include but is not limited to Word, Excel, and PowerPoint, Wix.com and internet browsers. Students will also use a Smart Board to present projects to the class |
| Grading Policies | 1. **Resume and Cover Letter**: The student will complete a professional quality one-page resume and cover letter. Depending on the skill of the student, this can include additional supporting materials. **10%**  
2. **Two Portfolio Projects**: There will be two projects throughout the semester. Each project will be based on the talents and skill sets of the individual student. These finished projects will help to enhance and augment the presentation of the portfolios. Grading for these projects are based on effort and progress. **50%**  
3. **Homework and Participation**: Students will receive two points per week based on their homework and participation in class. This will be assessed by the instructor in a number of ways such as discussions, progress from previous class and homework assignments. If it becomes evident that the student is not completing reading or portfolio assignments, points will not be assigned and they will not be made up. **30%**  
4. **Formal Interview**: The final capstone event of this course at the end of the semester will consist of a formal presentation and a formal interview for the faculty and staff of the department and additional guests if available. This will be conducted as a professional interview, act and dress appropriately. **10%**  
5. **Late Work**: Some work will be accepted after the due date. Deductions will apply.  
6. **Written work**: Due to the importance of written communication and the grading in this course, it is strongly urged that the students take full advantage of the University’s Tutoring Central services. Information is located at: [http://broncho2.uco.edu/academicaffairs/TutoringCentral/tutoring_central.htm](http://broncho2.uco.edu/academicaffairs/TutoringCentral/tutoring_central.htm)  
7. **Service Learning/Extra Credit**: Students in the course will seek out associate design and technology students that have not yet taken Portfolio Seminar to mentor in improving the quality of their resumes and/or portfolios. Grading of this assignment will be based on the work of the student in the course and not on
the individuals outside of the course. Further details on this assignment will be
discussed in class. Up to 5%

8. Extra Credit: Students may see productions outside of the University for Extra
Credit. (Students may also attend UCO’s Career Services Events) Each
production, not performance, will count .5 point towards the final grade. To be
counted the productions must have a significant degree of technical quality
involved in the production and this determination will be left to the discretion of
the instructor. Evidence of attendance will be required. Up to 5%

Guidelines for Written Work

Written Papers will adhere to the following format or be subject to the following
deductions:

Font: Times Roman, Helvetica or Arial
Type size: 10 point or 12 point, double-spaced
Margins: One-inch top, bottom and sides

Incorrect font: -5
Incorrect type size -5
Incorrect margins -5
Paper not stapled or not organized -10
Each spelling mistake -2
Each grammar mistake -2
Each syntax error -2
Each confusing or -4
Repetitive sentence structure -4
For lighting paperwork errors -2

Late Work not already discussed if accepted will be subject to a 10 point grade deduction
for each class period that the assignment is not turned in.

Grading and Evaluation: Papers and other assignments when applicable will be
subjected to but not limited to the following deduction criteria. This means that you can
lose full credit for the assignment in more than one area.

1. Evidence of critical thinking 20%
2. Evidence of significant and substantial effort 20%
3. Evidence of student’s progress 10%
4. Submitted on due date/stapled 10%
5. Creativity and original thought 10%
6. Correct sentence structure, spelling, grammar, etc. 100%
7. Using ideas discussed in class and the text 10%
8. Class participation 10%

Course grading criteria: Will be based on the following:

1. Resume/Cover Letter 10%
2. Progress/Participation 30%
3. Project #1 25%
4. Project #2 25%
5. Final Interview 10%

The percentage of total points possible earned by the student determines the final
grade, based on the following scale:
90-100%: A, 80-89%: B, 70-79%: C, 60-69%: D, 0-59%: F
### Attendance Policy

1. **Attendance:** Students missing a total of 2 weeks of classes, 2 class periods will automatically receive a grade of "F" in the course or be advised to withdraw from the course. It is advised that once those absences are exceeded, to not return to the class. School activities, illness and family emergencies are all part of the allowed absences. Three instances of tardy (ten minutes late) will equal one absence. Leaving class early, reading inappropriate material and/or disruptive decorum of any kind compromising the integrity of the learning experience will be considered an absence at the instructor’s discretion.

   Unique, individual situations may receive consideration by the instructor but the automatic "F" for absences may not be excused without the permission of the chair of the department and the agreement of the instructor.

   **Students who are text messaging during the class will be counted as absent.**

   Cell phones are to be silenced during class. You may keep the cell phone on the desk to check time, Central Alert or weather reports, etc. or to take an emergency call out of the room. Students who are text messaging during the class will be counted as absent.

   **Note:** All Design/Tech students are **required** to attend and participate in a “Portfolio Display” each year they are enrolled in Theatre, Design/Tech. The date and time will be announced.

### Professionalism

UCO Theatre Arts students are asked to foster a high standard of professional and courteous behavior. This is applicable to the work submitted for class and to student’s self conduct in a learning environment. The goal is to support a genuine collaborative environment and establish positive working relationships. Poor quality of work, disruptive or disrespectful decorum, or any activity deemed detrimental to the success of the endeavor at hand, will constitute grounds for failure or dismissal at the discretion of the Professor.


### University Policies

**WEATHER RELATED INFORMATION**

Students, faculty, and staff may call the UCO Closing Line at (405) 974-2002 or check the UCO Home Page at [www.uco.edu](http://www.uco.edu). You may also check with local media. On occasion, classes have to be canceled or starting times delayed. When daytime classes are canceled or a late starting time is announced, local media are called by 6:30 a.m. If evening classes are canceled, calls to the media are made beginning at 4:00 p.m., in time for the 5 o'clock news.

**EMERGENCIES DURING FINALS STATEMENT**

If a university emergency occurs that prevents the administration of a final examination, the student’s final course grade will be calculated based on the work in the course completed to that point in time and the faculty member’s considered judgment. Final exams will not be rescheduled, and a grade of “I” will not be given as a result of the missed exam.

**ACADEMIC INTEGRITY STATEMENT**

Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Academic dishonesty includes, but is not confined to: plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student’s confidential academic records without authorization; disclosing confidential academic information without authorization; and, turning in the same work to more than one class without informing the instructors involved. Any student found responsible of academic dishonesty will be subject to disciplinary action. To help ensure academic integrity, faculty may employ a variety of tools, including, but not limited to, university-sanctioned Turnitin.com. More information concerning this policy can be found on page four of the UCO Student Code of Conduct located at: [http://www.uco.edu/conduct/code.html](http://www.uco.edu/conduct/code.html).

**ADA Statement regarding special accommodations:** "The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516."
The DSS Office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs by the end of the first week of class.

**INCOMPLETES:**
The grade of “I” (Incomplete) cannot be elected by a student. An Incomplete can be granted, at the discretion of the Instructor(s), at the request of a student who has:
1) successfully completed at least 50% of the course work (it is better if it is more like ≥)
2) encountered an unforeseen crisis, such as personal or family illness, deemed serious enough to interfere with attendance and/or completion of required assignments and testing within the term of the course. If such a request is granted, both Instructor(s) and student must agree to and sign a contract specifying the content and process of fulfilling the requirements to receive a grade.

### Fall 2014 Schedule

The instructor reserves the right to alter the syllabus and/or class schedule to better meet the needs of the class.

**PORTFOLIO SEMINAR: FALL 2014 SCHEDULE**
(Breakdown of classes is as follows)

| Bold = Due | Regular = In class work/discussion | Italics = Student’s homework |

**WEEK 1**
Bring in Resume • Begin work on Resumes and Cover Letters • Create Outline Chapter 11&12, update resumes.

**WEEK 2**
Bring in updated Resume and Cover Letter, Turn in Outline Chapter 11&12 • Assess Resumes and Cover Letters = group work. Update resumes, Create Outline 1-3. Read 2 interview's in Riha’s text.

**WEEK 3**
Labor Day, No Class.

**WEEK 4**
Bring in updated Resume and Cover Letter, Turn in Outline Chapter 1 thru 3 • Assess Resumes and Cover Letters as group. Assess portfolio needs. Discuss Riha’s interviews. Update resumes

**WEEK 5**
Final Resume Due. 10%
Discuss Project #1 and create plan and timeline
Create Outline Chapter 4-5

**WEEK 6**
Load-In week for A Chorus Line
Turn in Outline Chapter 4&5 •
Present work completed thus far on Project #1
Continue work on Project #1

**WEEK 7**
Production week for A Chorus Line, opens 2•
Present work completed thus far on Project #1
Create Outline Chapter 9-10, Continue work on Project #1
WEEK 8
Turn in Outline Chapter 9&10 •
Discuss Project #2
Present work completed thus far on Project #1
*Continue work on Project #1, Read 2 interviews in Riha’s*

WEEK 9
Turn in and present to class Project #1 25%
Self and Class Evaluation of Project #1, Discuss Interviews in Class.
*Create Outline Chapters 6-8*

WEEK 10
*Load in week for Weyzeck*
Turn in Outline Chapter 6 thru 8
Present work completed on Project #2
*Continue work on Project #2*

WEEK 11
*Production week for Weyzeck, open 30*
Present work completed on Project #2
*Create Outline Chapter 13, Continue work on Project #2*

WEEK 12
Turn in Outline Chapter 13 •
Present work completed thus far on Project 2
*Create Outline Chapter 16, Continue work on Project #2, Read 2 interviews in Riha’s*

WEEK 13
*Load in week for KD*
Turn in Outline Chapter 16 •
Present work completed on Project #2
Discuss Final Interview
Discuss Riha’s Interviews in class.

WEEK 14
*Production week for KD, open 20*
Begin research on possible job sites or graduate schools
Present list of possible employers and list of what is required
*Create Outliner Chapter 13, 15, 16*

WEEK 15
*Turn in Project #2 25%*
Turn in Outline Chapter 15
Self and Group Assessment of Project #2
Interview Projects
*Create Outline Chapter 14,*

WEEK 16
Final preparation for interview
Mock interview with the class
Review your Assessments

FINALS WEEK
Final interview with Faculty 10%