



THE 397: Portfolio and Resume Construction

COURSE SYLLABUS:Spring 2017

MWF 11:00-11:50 a.m.

PERFORMING ARTS #112

Instructor: Casey Watkins, MFA, Assistant Professor of Theatre

Office Location: Performing Arts Center #104

Office Hours: M/W 10 a.m. – 11 a.m., T/R 10am-12pm. or by appointment

Office Phone: 903-468-3194

University Email Address: Casey.Watkins@tamuc.edu

COURSE INFORMATION

Required Textbook:

You don't need one! Lucky you.

Required Materials:

USB drive

Powerpoint (or something similar)

Access to printer

Portfolio Binder (we will discuss, don't buy right away)

Required Viewing:

One Flea Spare

Directed by Rebecca Worley

Produced in the Black Box by the University Playhouse at A&M Commerce

February 28th – March 4th at 8 p.m. and March 5th at 3 p.m.

Smoke on the Mountain: Homecoming

Directed by Jim Anderson

Produced in the Main Theatre by the University Playhouse at A&M Commerce

April 25- 29 at 8 p.m. and at April 30 at 3 p.m.

Tickets are available for a nominal fee from the University Playhouse Box Office (PAC 101) from 1:00 p.m. – 5:00 p.m. on weekdays. Or, you may make advance reservations by phone at any time by calling 903-886-5900 or by email at playhouseboxoffice@tamuc.edu.

Course Description:

This course is an in depth exploration of resume creation, portfolio creation, website building, cover letter writing and marketing and job hunting specifically geared toward the theatrical industry.

Course Ethics and Attendance: *Note that attendance alone does not constitute participation.* Promptness, attendance, and “attentiveness” are valued in this class. Please behave accordingly and do not disrupt the class with excessive talk or the use of cell phones or other devices. **A willingness to “give theatre and its many forms a chance” is most appreciated.** It is assumed that students will work cooperatively with one another and all work that is not “original” will be properly credited. See the TAMUC *Student’s Guide Handbook* for more information on plagiarism. This is a serious offense that can result in separation from the university. **EVEN if not specifically noted on instructions or prompts for each assignment, plagiarism policies will be strictly enforced.**

Student Learning Outcomes: By the end of this course, the student will be able to:

- 1) Become a more informed and knowledgeable theatre practitioner.
- 2) Gain an in depth understanding of what is required to apply for professional jobs within the entertainment industry.
- 3) Gain understanding of the specifics and the skills needed to market yourself as a theatre practitioner.
- 4) Gain appreciation of how professionalism plays a role in the entertainment industry.
- 5) Gain understanding of the relationship of theatre to the other arts and humanities and careers.

COURSE REQUIREMENTS

Grading System and Scale

Grading System and Scale:

Attendance	200 points total
Resumes	75 points total (3 at 25 points each)
Cover Letters	75 points total (3 at 25 points each)
Job Hunting Research	50 points total (2 at 25 points each)
Website	150 points
Portfolio	125 points
Interview	125 points
<u>Final</u>	<u>200 points</u>
TOTAL POINTS	1000 points

A grade of “A” will not be assigned to any individual who has not completed ALL outside of class assignments.

TECHNOLOGY REQUIREMENTS

WORKING EMAIL REQUIREMENT: It is a course expectation that you have a working email address that you check daily. If you have not already acquired an email address through the university or otherwise, please make arrangements to do so before the next class meeting. There WILL be times that I need to contact you with important information and email is often the speediest and easiest way of doing so. Additionally, I will provide electronic copies of the plays and any supplemental reading through eCollege and/or email.

WRITTEN WORK: Unfortunately, papers/projects do occasionally get lost. Please, for your sanity, save your work on a thumb drive, etc. Do not depend on your paper staying on the hard drive of any university computer, as it will be deleted, altered, or worse – turned in by someone else as their work! Be aware that it is a course expectation that you keep copies of your assignments until you receive your final grade for the semester.

COMMUNICATION AND SUPPORT

Contacting Me:

Please feel free to visit me during my office hours at any time during the semester. I am here to help! If you can't make my office hours due to a scheduling conflict, please set up an appointment with me. It is not an imposition. Don't be a stranger! If something is occurring that is presenting you with difficulties in this class, let me know. I cannot help you if I don't know what is going on. The easiest and most reliable way to contact me is **via email**. I check it almost constantly. Please do not leave a message for me in the main department office.

Student Resources:

Department of Theatre

Performing Arts Center (PAC) #101

Phone: 903-886-5346 (Main Office)

<http://www.tamu-commerce.edu/mmct/default.asp>

Communication Skills Center

Hall of Languages #103

<http://www.tamu-commerce.edu/litlang/CSC/index.htm>

TAMUC Counseling Center

Student Services Building Room 204

Phone: 903-886-5145

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Attendance Policy:

You may accumulate three (3) absences before any penalty occurs. **There are no additional absences allowed without penalty. Plan accordingly. There is no such thing as an “excused” absence.** Of course, if you have a prolonged illness or injury, or if a family emergency arises, speak with your instructor ASAP.

Grades will be dropped in ½ letter grade increments for every two class absences beyond three. (Example: Someone with an “A” average who misses class five times will be in the “A-” range; a seventh absence moves that student down into the “B+” range and so on...)

Late Arrivals:

To further foster a high level of commitment—and because the work we will be doing this semester will involve intensive focus—the class will adopt the following late entry policy. Students must be on time for every class. Entering a class late or leaving early is disruptive to the flow of the class and indicative of a less than disciplined/committed student. Please be on time out of consideration to your learning process and the processes of others. If you arrive within the ten minute grace period, please do so discretely in order to avoid disrupting the class activities/discussions. *It is your responsibility to make sure that you find me after class and document your late attendance for the day—otherwise, your initial marked absence documented during roll will remain.* Also, you are expected to stay until you are dismissed from class. **Two late arrivals (within the ten-minute grace period) or early departures (or any combination of the two) may be counted as one absence in the class.**

Cell Phones and Laptops:

Please turn off all cell phones upon entering the classroom. Please do not check messages or engage in text messaging during class. This is disruptive to the flow of the course. Further, you are welcome to take class notes on a laptop or other electronic device. However, these devices should only be used for taking notes over the current discussions/activities – and you must type very quietly and turn off all sound so as not to disturb other class members. If I suspect that laptops are being used for other purposes, I will ban them from the classroom.

Late Work:

I do not accept late work.

Extra Credit:

The instructor reserves the right to offer extra-credit to all students, and to gauge its application appropriately and uniformly for all.

Incompletes:

Under normal circumstances, an Incomplete (I or X) will NOT be given for a final grade in this course. Per University policy, students who **because of circumstances beyond their control** are unable to attend classes will, upon approval of their instructor, receive a mark of X (incomplete) in all courses in which they were **maintaining passing grades at the time of the request** for an incomplete.

University Specific Policies and Procedures:

Academic Dishonesty:

This course adheres strictly to the college's guidelines for Academic Dishonesty printed in the *Student's Guide Handbook*. Plagiarism, cheating, or otherwise representing another's work or ideas as your own without proper attribution will not be tolerated. All work must be new and created for this class during this semester by you. It is your responsibility to ensure that you understand the definition of Academic Dishonesty at Texas A&M-Commerce. If such an instance occurs, the student will receive an automatic zero for the work in question, and I will immediately report the incident to the Head of the Department. (*You should be aware that this could result in dismissal from school without credit for the semester.*)

Students with a Disability:

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

Texas A&M University-Commerce

Gee Library 132

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

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

[Student Disability Resources & Services](#)

Student Conduct:

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

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<<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>> 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 A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Readings and assignments are due on the days on which they are listed below. There are no “make-ups” for IN-CLASS ACTIVITIES.

The instructor reserves the right to change the schedule as necessary.

W Jan 18	Intro to Class and Syllabus
F Jan 20	The Entertainment Industry
M Jan 23	Resume Writing
W Jan 25	NO CLASS TETA
F Jan 27	No Class TETA

Jan 30- Last day to drop a course with 70% refund

M Jan 30	Resume Writing
W Feb 1	Due: 1 st Resume Researching employment
F Feb 3	Cover Letters
	Feb 6- Last day to drop a course with 50% refund
M Feb 6	Due: Second Resume and 1 st Job Hunting writeup Peer Editing
W Feb 8	Cover letters
F Feb 10	Due: 3 rd Resume
	February 13-Last day to drop a course with 25% refund
M Feb 13	Due: First Cover letter
W Feb 15	Portfolio Building
F Feb 17	NO CLASS OAP CLINIC
M Feb 20	Due: Second Cover Letter Portfolio Building
W Feb 22	Portfolio Building
F Feb 24	Due: Second Job Hunting writeup Portfolio Building

M Feb 27 Due: 3rd Cover Letter

DoT Production One Flea Spare Feb 28-Mar 5

W Mar 1 **NO CLASS SETC**

F Mar 3 **NO CLASS SETC**

M Mar 6 Portfolio work day

W Mar 8 **NO CLASS USITT**

F Mar 10 **NO CLASS USITT**

M Mar 13 **NO CLASS SPRING BREAK**

W Mar 15 **NO CLASS SPRING BREAK**

F Mar 17 **NO CLASS SPRING BREAK**

M Mar 20 Portfolio Due

W Mar 22 Websites

F Mar 24 Websites

M Mar 27 Websites

W Mar 29 Interview etiquette

F Mar 31 Interview etiquette

April 2- Last day to drop with Q Grade

M Apr 3	Portfolio discussion
W Apr 5	Website due
F Apr 7	Interviews Due
M Apr 10	Interviews Due
W Apr 12	Interviews due
F Apr 14	Professionalism in the industry
M Apr 17	Conferences and networking
W Apr 19	Unions
F Apr 21	Touring

DoT Production of Smoke on the Mountain: Homecoming Apr 25-29

M Apr 24	Post grad opportunities
W Apr 26	Final work day
F Apr 28	Final work day
M May 1	Final Presentations
W May 3	Final Presentations
F May 5	Final Presentations

The Final Exam period will be determined if we get through everyone's presentations the last week of school. If we must have an exam, it would be at Wednesday May 10 at 10:30-12:30.