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THE 497 Resume and Portfolio

COURSE SYLLABUS: Fall 2020

Instructor: Andrea Williams
Office Location: PAC 107
Office Hours: By appointment
University Email Address: Andrea.Williams@tamuc.edu
Preferred Form of Communication: **e-mail**
Communication Response Time: M-F within 24 hours

COURSE INFORMATION

Software Required: Office, a web browser, e-mail, zoom (or some other form of video conferencing)

Required Viewing:

Vintage Hitchcock: A Live Radio Play by Joe Landry

Directed by Duncan Michael

Produced in the Main Stage by the University Playhouse at A&M Commerce
October 13-18, with live broadcast on the 13th and the 16th at 7:30pm.

The New Play Development Series featuring the work of 3 playwrights

Directed by Rebecca Worley

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

Play #1 – September 29-October 4; Play #2 October 27-November 1; Play #3
November 17-22.

Tickets are available for a nominal fee from the University Playhouse Box Office. You may make reservations by email at playhouseboxoffice@tamuc.edu. All of the shows will be offered through streaming and if you don't get a ticket you won't get the code to access the site.

The syllabus/schedule are subject to change.

Course Description

In this course you will learn how to create a resume appropriate to a variety of theatre jobs as well how to create and adapt a cover letter. We will also cover how to request of letter of recommendation and references. We will cover portfolios and what you need to include in a physical and digital portfolio as well as the creation of a portfolio website.

Student Learning Outcomes

1. Create a working and adaptable resume
2. Identify key components of a cover letter
3. Learn the best way to request references
4. Create a portfolio both digital and physical

COURSE REQUIREMENTS

Minimal Technical Skills Needed

In this course we will be covering writing resumes and cover letters, as well as how to build various types of portfolios to maximize your hiring potential. You need to have reliable access to a working computer and the internet as well as various Microsoft office products. You will also need a working e-mail 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.

Instructional Methods

This course will be taught online heavily utilizing d2l

Student Responsibilities or Tips for Success in the Course

There is no assigned text for this class, there will handouts made available on d2l as needed over the course of the semester. It is expected that you read them. All assignments will be available through d2l and that is also where I expect assignments to be turned in. If you experience difficulty with that, please let me know. Check d2l regularly for assignments and updates.

Assignments:

Weekly project (11)	275 pts (25 pts ea)
Midterm	75 pts
Digital Portfolio	50 pts
Final	150 pts
Total Points:	550

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GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Assessments

You will be graded on the timeliness and thoroughness of your work. The nature of this course will have you do the same assignment repeatedly so you will be graded on how well you utilize feedback in the progression of your work. i.e. I will be looking at how your resume number 4 compares to your resume number 1 and not how your resume number 4 compares to someone else's resume number 4.

A grade of "A" will not be assigned to any individual who has not completed ALL outside of class assignments. (Final, Attendance at departmental productions) regardless of average.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

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ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

If at any time during this course you are in need of further explanation or should need to speak with me about the course or its outcomes, please reach out to me. I am always available by email. Please communicate, I can't help if I don't know there's an issue or a question.

Email Policy:

Before sending me an email with a general course-specific question, **review your syllabus/look at the handouts/check myLeo Online/ask a classmate first**. If your question has already been addressed in one of those places, then you will have the answer you need. If your question does not exist, please feel free to email me.

When emailing me: Please make your emails clear and concise, written with proper grammar in order to assure my earliest attention. In addition, please follow some common "email etiquette" procedures in order to keep our electronic communication effective and efficient. Specifically:

- Write a relevant subject line (e.g., "Resume question," or "THE 497 meeting request")
- Address me by name (ie: "Dear Professor Williams" or "Hi Andrea" or just "Andrea")
- Bonus: "meaningless niceties" are never a bad idea!
- Concisely state what it is you need. If it can't be communicated in a concise manner, perhaps request an appointment. **If requesting an appointment**, give me times that you are available **in the initial email!!!** It helps things go faster if I have your availability to compare to mine.
- Use a "sign-off" ("Thank you" is always good) and **sign your name**.

Not following these guidelines potentially puts you at the bottom of my list for response time.

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Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Late Work:

I do not accept late work.

Extra Credit:

Can be offered at the discretion of the instructor.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

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Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

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- Room 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

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.

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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](#) 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

Wk 1 – Types of Theatre resumes, creating a resume
August 24

Wk 2 – adapting a resume, maintain resumes
August 30

Wk 3 – writing resumes for different areas of theatre
September 6

Wk 4 – working/revising resumes
September 13

Wk 5 – where to look for work, how to look for work
September 20

Wk 6 – what makes a good cover letter, how to write one
September 27

Wk 7 – Cover letters
October 4

Wk 8 – cover letters & resumes
October 11

Wk 9 – references vs recommendations, how to write and how to request
October 18

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Wk 10 – References continued
October 25

Wk 11 – Portfolios, physical vs digital vs online
November 1

Wk 12 – Portfolios cont.
November 8

Wk 13 – Digital portfolio due, talk about Final
November 15

Wk 14 – **Thanksgiving break Nov 25th - 29th**
November 22

Wk 15 – Work on final
November 29

Wk 16 – **Finals Week**
December 6

FINAL PROJECT: Portfolio website and completed job application (details to be discussed in class)

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