

THTR 430: Theatre Portfolio Master Syllabus

REQUIRED TEXTBOOKS

Fry, Ronald. *101 Great Answers to the Toughest Interview Questions*. 2006

Jean, Rafael. *Developing and Maintaining a Design-Tech Portfolio*. Focal Press. 2006

NOTE: Other readings may be assigned throughout the semester.

COURSE DESCRIPTION

This course prepares graduating theatre technology students with the skills to creatively and successfully market his/her skills as they prepare for a career in theatre. This course will present effective interviewing techniques, creative ways to develop a portfolio, and skills in creating a theatrical resume & portfolio. This course will explore ways to market the student's skills through use of multiple computer applications including but not limited to the Adobe Design Suite, Web Design Software, and Office products.

COURSE OBJECTIVES

Students will develop, create, and maintain standard and digital versions of their work for presentation purposes.

Students will develop skills needed to present their portfolio for career advancement.

Students will be able to create effective drawings, renderings and/or models and will be able to communicate and discuss their ideas about the design.

Students will master and possess skills needed to interview effectively as they enter the professional theatre field.

COURSE REQUIREMENTS:

A. Resume and Cover Letter

Students will be required to create an industry standard technical theatre resume.

B. Portfolio Creation

Students will be required to create three types of portfolios: digital, traditional, and website. These portfolios will require renderings, draftings, and final realizations of work completed by the student. The student must present these in a professional manner that would be suitable for an industry interview process.

C. Mock Interviews

Students will be required to complete 2 interviews conducted by theatre professionals during class periods. They will also be required to submit a written critique of another students interview.

D. Final Project

The final project will be a 15-minute presentation of the students completed final portfolio. Students should be able to demonstrate effective presentation skills and demonstrate the ability to create an effective design representation.

E. Participation

Theatre is a collaborative process in which each student must participate. Class discussions are central to student understanding, and to the development of oral and written communication skills. Your participation grade will be based upon your active involvement in daily discussions. Daily records will be kept to indicate your individual involvement in discussions. As a general rule: Always bring a topic or question to class.

GRADING BREAKDOWN:

Resume & Cover Letter	100 Points
Traditional Portfolio	100 Points
Digital Portfolio	100 Points
Website	100 Points
Conference Board	100 points – each student is required to prepare a board for submission to ACTF
Class Participation	50 points
Other Assignments	50 points
Mock Interviews	150 Points
	50 points – 1-on-1 interview
	50 points – group interview
	50 points – written critique of a peer’s interview
Final Portfolio Presentation	150 points
Total – 900 Points	

A Note on Grading

Written assignments will be accepted for full credit only on the date they are due. Ten points will be deducted from your assignment grade for each day it is late.

ATTENDANCE AND PARTICIPATION:

Attendance and active participation are important facets of this course. Therefore, attendance is mandatory.

You may accrue two absences without penalty to your grade. More than two absences will result in the lowering of your final grade by 1/3, or three points for each additional absence accrued.

Please be on time to each class.

PERFORMANCE ATTENDANCE POLICY:

The faculty of the Department of Music and theatre agree that attendance at our program productions and performances is one of the more valuable educational experiences offered by our program.

As students in this class, **you are required to attend all departmental theatre productions throughout the semester.**

OTHER CLASSROOM EXPECTATIONS:

Cell phones, pagers, voice recorders, cameras and other electronic or recording devices of any kind should **NEVER BE USED** during class. Please turn them to the off position before each class begins.

Food, gum and drink are not permitted in class. Water is allowable.

Report to class on time. This means that you are ready for class to begin at the designated start time. Lateness will be noted.

Promote teamwork and comradery among all students.

Take personal responsibility for yourself and your work.

Be supportive of all work done in class, and offer constructive feedback to fellow students when asked.

TENTATIVE SCHEDULE (SUBJECT TO CHANGE)

Week 1	Introduction / What is a Theatre Portfolio
Week 2	Resumes
Week 3	Interview Techniques – Guest Presenters from Career Services and Management Professors
Week 4	Mock Interviews
Week 5	Raw Materials for Portfolio Creation
Week 6	Photography for Live Theatre
Week 7	Creating Digital Renderings

Week 8	Creating a Traditional Portfolio
Week 9	Interviewing for Graduate School in Theatre
Week 10	Using InDesign / Photoshop / Illustrator
Week 11	Creating a Digital Portfolio
Week 12	Using Dreamweaver
Week 13	Creating a Website
Week 14	Creating a Board for Conferences
Week 15	How to present your portfolio Maintaining your portfolio – A life-long process
Week 16	Final Portfolio Presentations

**Proposal to add THTR 430 to the permanent catalog of courses in the
Theatre Major
Department of Music and Theatre**

1) Course title, catalog description and credit hours

THTR 430 – Theatre Portfolio (3 Credits)

Catalog Description:

This course prepares graduating theatre technology students with the skills to creatively and successfully market his/her skills as they prepare for a career in theatre. This course will present effective interviewing techniques, creative ways to develop a portfolio, and skills in creating a theatrical resume & portfolio. This course will explore ways to market the student's skills through use of multiple computer applications including but not limited to the Adobe Design Suite, Web Design Software, and Office products.

2) Prerequisites and co-req

THTR100 – Introduction to Theatre

THTR150 – Stagecraft

At least 2 of the following:

THTR 330 – Set Design

THTR 331– Lighting Design

THTR 332 – Costume

THTR 340 – Stage Management

3) Course will fulfill:

Theatre Portfolio will fulfill three credits within the Theatre Major. The course may also be taken as a Fine Arts Requirement in Xavier's Core Curriculum, or as an elective within the Theatre Minor.

4) Description of course including its content, goals/objectives, alignment with program learning outcomes and alignment with Xavier Learning Outcomes:

a. Content:

See attached syllabus.

b. Course Objectives (COs):

1. Students will develop, create, and maintain standard and digital versions of their work for presentation purposes.
2. Students will develop skills needed to present their portfolio for career advancement.
3. Students will be able to create effective drawings, renderings and/or models and will be able to communicate and discuss their ideas about the design.

4. Students will master and possess skills needed to interview effectively as they enter the professional theatre field.

c. Course Objective alignment with Program Learning Outcomes (PLOs):

As a cumulative course in the theatre major, the below PLOs are supported by all course objectives. Objectives are assessed by all course requirements.

PLO1: The ability to think conceptually and critically about text, performance, and production.

PLO2: An understanding of playwriting and production processes, aesthetic properties of style, and the way these shape and are shaped by artistic and cultural forces.

PLO3: An acquaintance with a wide selection of theatre repertory including the principal eras, genres, and cultural sources.

PLO4: The ability to develop and defend informed judgments about theatre.

PLO5: Ability in areas of performance and production or playwriting appropriate to individual needs and interests, consistent with the goals and objectives of the specific liberal arts degree program being followed.

PLO6: An understanding of procedures and approaches for realizing a variety of theatrical styles.

d. Alignment with Xavier Learning Outcomes:

Please see attached curriculum map from *Taskstream*.

5) Rationale for the course:

A successful theatre graduate with an emphasis on technology should be able to effectively present his/her work to potential employers in a creative and effective style. Based on this conclusion, the Theatre Portfolio Development course will help students to explore ways to learn these skills. The main objective of this course will be to create students who are prepared to enter the field as a theatre professional or graduate student. Most importantly, the theatre student will learn to develop three types of portfolios – traditional, digital, and web-based. Students will begin to master the use of multiple computer tools to help in this creation including the Adobe design suite, Office tools, and Dreamweaver. Furthermore, the student will learn key interviewing skills and resume creation.

6) Proposed texts and other resources:

See attached syllabus.

7) Proposed assignments and assessments:

a. Assignments

See attached syllabus.

b. Grading System

See attached syllabus.

8) Departmental support:

The Department of Music and Theatre recognizes the importance of offering practical experience in theatre design and technology for its students, and that the subject matter is a necessary component of a theatre major's training. The Department fully supports the creation of this course.

9) Major requirements of the course:

See attached syllabus.