

THEA 470: Portfolio and Resume Building

MWF 11:00 – 11:50

Fall 2012

Instructor: Billy Wilburn

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Office Hours: MW 10-11, T 10-12,

TH 11-12,

or by appointment

Costume Shop: 688-6062

Description of Course

Principles and practices of portfolio and resume building for acting and technical theatre.

Course Objectives

By the end of this course the successful student will be able to:

- Prepare for and perform in an interview
- Prepare employment materials (portfolio, resume, cover letter, etc...)
- Know where and how to look for theatre jobs
- Know where and how to look for a graduate school
- Understand how unions/professional organizations work
- Build a positive online presence
- Build a basic web site

Supplies

There will be many supplies and expenses for this course including but not limited to resume paper, portfolio materials, telephone calls, CDs and web hosting. These materials can be expensive. I urge you to work together to help split the costs of this class. Please do not use money as an excuse or reason for poor presentation or lack of professionalism. This course is an investment in your future. Don't miss out on a job or other opportunity because you didn't spend the money to locate and print better pictures, because you bought construction paper rather than card stock, or because you got black and white photo copies rather than color, etc...

Required Text

Minding the Edge: Strategies for a Fulfilling Successful Career as an Actor

By: Carl Menniger and Lori Hammel

ISBN: 978-1-57766-711-7

Attendance/Classroom Policies

- This class **requires active participation** from everyone on a **daily basis**. Therefore, your attendance is vital and **mandatory**. The theatre program has agreed to institute the following attendance policy for all classes which meet 3 days/week.
 - **3 unexcused absences**, overall grade is dropped **one letter grade**;
 - **5 unexcused absences**, overall grade is dropped **two letter grades**;

- **7 unexcused absences**, overall grade is dropped **three letter grades**;
- **9 unexcused absences**, overall grade is dropped **four letter grades**;

- **Excused absences** include illness, family or work emergencies, university approved activities or other reasonable circumstances as determined by the instructor and arranged well in advance. **The instructor must be notified before the scheduled class time to receive an excused absence.** Again, for university approved activities or other unusual circumstances, TALK TO THE INSTRUCTOR WELL IN ADVANCE to make arrangements for completing assignments, in class work, or other missed material. **Acceptable means of contact regarding an absence: email, phone, or face to face.** Information passed through friend or classmate is **NOT accepted.** Being on time and ready to work is also vital. **Two tardies** (5 minutes late or more) will count as an absence. Leaving class early, except due to illness or by advance arrangement with instructor, is considered an absence or similar to a tardy at the discretion of the instructor.
- **Each student is responsible for obtaining information on materials missed due to absence.**
- **Excessive excused absences may lead the instructor to recommend withdrawal from the class or arrangements for a grade of “incomplete” to provide additional time for assignment completion. Scenework and lab hours cannot be carried over for an incomplete.**
- Much of the work can be completed in class, however there will be a need to work outside of class in order to meet due dates.
- Late work will not be accepted.
- Cell phones OFF. If they ring then I will answer them.
- Only quiet food in class.

Schedule ***all assignments are due at the beginning of class on the date they are assigned***

Week	Date	Topic	Reading/Assignment
1	8/29	Syllabus, professional e-mail, self-assessment	
	8/31	Resume	E-mail address due, Self-assessment quiz, resume reading
2	9/3	Labor Day – NO CLASSES	
	9/5	Resume	
	9/7	Cover letters	Resume 1 due
3	9/10	Branding	Cover letter 1 due
	9/12	Resume/branding review	Resume 2/branding due
	9/14	Cover letter review	Cover letter 2 due
4	9/17	Headshots	
	9/19	Designer headshots	Final resume, cover letter, and branding due
	9/21	Portfolios	Designer headshot due

5	9/24	Portfolios	
	9/26	Auditioning	
	9/28	Auditioning	
6	10/1	Auditioning	Audition project due
	10/3	Portfolio review	Portfolio project due
	10/5	Audition reel	Recording day
7	10/8	Native American Day – NO CLASSES	
	10/10	Online presence – Facebook	
	10/12	Online presence – LinkedIn, Twitter, etc...	Facebook project
8	10/15	Website Building	
	10/17	Website Building	
	10/19	Website Building	Phone mailing due
9	10/22	Where/How to find jobs	LinkedIn project
	10/24	Where/How to find jobs	Job descriptions due
	10/26	Website show and tell	
10	10/29	Graduate schools	
	10/31	Unions/Professional organizations	Graduate school descriptions due
	11/2	Unions/Professional organizations	
11	11/5	Interviewing	Dress up day
	11/7	Interviewing	
	11/9	What will I make?	
12	11/12	Mock interview/Audition	Audition materials due (headshot, resume, business card, portfolio, etc...)
	11/14	Mock interview/Audition	
	11/16	Mock interview/Audition	
13	11/19	5 year/Relocation project	
	11/21	Thanksgiving – NO CLASSES	
	11/23	Thanksgiving – NO CLASSES	
14	11/26	Digital Portfolio	5 year/Relocation project due
	11/28	Digital show and tell	Digital portfolio due
	11/30	Digital show and tell	
15	12/3	One on one meetings	
	12/5	One on one meetings	
	12/7	One on one meetings	

Final Exam: Monday, December 10th 9:00-10:40

Grading	Points
Professional e-mail	10
Self-assessment	10
Resume	50

Cover letter	50
Branding	20
Designer headshot	20
Audition project	20
Portfolio project	20
Facebook project	10
LinkedIn project	10
Job descriptions	10
Web site	50
Graduate school descriptions	10
Phone interview	50
5 year plan	30
Relocation project	30
Mock interview/audition	50
Digital portfolio	50
Total	500

Grading Scale

- 400-500 = A
- 300-400 = B
- 200-300 = C
- 100-200 = D
- 00-100 = F

ADA

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please inform me and make the appropriate arrangements with the Office of Disability Services (ODS). The Office of Disability Services is located in Room 125, Wintrode Student Center. To schedule an appointment, call (605) 688-4504 and request to speak with the Coordinator of Disability Services.

Freedom in Learning

Students are responsible for learning the content of any course of study in which they are enrolled. Under the Board of Regents and university policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasonable exception to the data or views offered in any course of study. Students who believe that academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should first contact the instructor of the course. If the student remains unsatisfied, the student may contact the department head and/or dean of the college which offers the class to initiate a review of the evaluation.

Changes to the Syllabus

You can expect changes to the syllabus. I will present all changes in class.