

## Professional Presentation for Theatre Designers

TH 435/535

Spring 2007

M/W/F 11:00-11:50

Rowand Johnson 139

**Instructors:** Donna Meester 348-9032; [dmeester@bama.ua.edu](mailto:dmeester@bama.ua.edu)

**Text:** *Developing and Maintaining a Design-Tech Portfolio: A Guide for Theatre, Film & TV*; Raphael Jaen (Focal Press, ISBN# 978-0-240-80712-6)

**Additional Materials:** Portfolio (no smaller than 11x 17), CDs

**Prerequisites:** There are no prerequisites for this course. Students are expected to have design work completed.

**Course Objective:** Upon completion of this course the student will have a hard portfolio complete with a current resume, a “mailer” portfolio (hard copy and digital), as well as know how to present this information in a professional setting such as a job interview or adjudication.

**Attendance:** Attendance is expected at all classes. Three absences will constitute one full drop of a letter grade of the final grade. Each additional absence will result in an additional 1/3 grade drop. Three tardies (5 minutes or more late) will equal one absence. ONLY university events will be excused. Do not use absences to “sleep in”; you may actually need that absence at a later date!

**Academic Misconduct:** The performance of and/or involvement in any acts of misconduct will be addressed as per regulations set forth in The College of Arts and Sciences Misconduct Policy. This includes but is not limited to cheating, misrepresentation, and plagiarism.

**Disabilities:** To request disability accommodations, please contact Disabilities Services (348-4285). After initial arrangements are made with that office, contact your instructor.

### **Course Outline**

**Note:** This outline is subject to change. It is the responsibility of the student to be aware of such changes. All changes will be announced in class prior to the change.

**January**

- 10 W Course Introduction
- 12 F Presentation of Old Projects
- 15 M **MLK Day**—no class
- 16 W Chapter 1 *What is a Portfolio?*  
Chapter 2 *Development Techniques*  
Chapter 3 *The Effective Showcase*  
Chapter 4 *Types of Portfolios*

- 18 F **Bring Portfolio and Resume**  
Chapter 5 *Portfolio Development Techniques: Do's and Don'ts*  
Chapter 11 *Design-Tech Resumes, Curriculum Vitae, and Business Cards*  
Chapter 12 *Resume, Curriculum Vitae, and Business Card Do's and Don'ts*
- 22 M Prepare projects to put in portfolio
- 24 W Prepare projects to put in portfolio
- 26 F Prepare projects to put in portfolio
- 29 M Chapter 9 *Portfolio Presentation Techniques*  
Chapter 10 *Portfolio Presentation Do's and Don'ts*  
**Resume & Business Card Due**
- 31 W Work on Presentation

**February**

- 2 F Work on Presentation
- 5 M Finalize Presentations
- 7 W KCACTF—No Class
- 9 F KCACTF—No Class
- 12 M **Guest Lecture—Bring Digital Camera**  
Chapter 6 *The Effective Digital Portfolio*  
Chapter 7 *Digital Portfolio Portfolio Techniques*  
Chapter 8 *Digital Portfolio Do's and Don'ts*
- 14 W **Guest Lecture—Bring Digital Camera**
- 16 F **Guest Lecture—Bring Digital Camera**
- 19 M Work on digital portfolio
- 21 W Work on digital portfolio
- 23 F Work on digital portfolio
- 26 M Present digital portfolio
- 28 W Present digital portfolio

**March**

- 2 F Present digital portfolios
- 5 M TBA
- 7 W SETC—No Class
- 6 F SETC—No Class
- 12 M Spring Break—No Class
- 14 W Spring Break—No Class
- 16 F Spring Break—No Class
- 19 M Intro to Websites
- 21 W Websites--Guest
- 23 F Work on Website
- 26 M Work on Website
- 28 W Work on Website
- 30 F Work on Website

**April**

- 2 M Work on Website
- 4 W Work on Website
- 6 F Work on Website
- 9 M Present Website
- 11 W Present Website
- 13 F Present Website

16 M	Chapter 13 <i>Establishing Goals and Reviewing, Choosing and Updating Work</i> Chapter 14 <i>Self Assessment</i> <b>Cover Letter &amp; Vita due</b>
18 W	Chapter 15 <i>Planning for the Next Job</i>
20 F	TBA
23 M	Finding the Next Job
25 W	Interview do's and don'ts
27 F	Preparing for the Interview
30 M	Prepare for Final Interview
<b>May</b>	
2 W	Prepare for Final Interview
4 F	Prepare for Final Interview

The Final Exam will be a mock interview with the instructor. This will have been preceded with submission of a cover letter and resume. Both a hard and digital portfolio will be presented, professional attire will be expected. This will take place at the time of the regularly scheduled Final Exam for this class.

The Final Exam will be Friday, May 11, 8:00-10:30.

<b><u>Grading</u></b>	
Resume	100 pts.
Vita	50
Business Card	25
Hard Portfolio	250
Presentation	200
Digital Portfolio	200
Website	250
Cover Letter	25
<u>Final Interview</u>	<u>500</u>
<b>Total</b>	<b>1600</b>

#### **Grading Scale**

1600-1440	= A
1439-1280	= B
1279-1120	= C
1119-960	= D
959----	= F