Class Meetings:
Griffith Fine Arts Building Room 300/Upstage Theatre
Fridays 3:00pm – 4:50pm

Instructor: Prof. Cleo House, Jr.
E-mail: housec1@sfasu.edu
Phone: (936) 468-4003
Office: Griffith Fine Arts Building, room 212B
Office Hours: Drop in or by appointment every day (when not in this class or meetings).

Credit Hours: 3

Course Description: One semester hour, two hours lab per week. Organization, preparation, and presentation of the audition process. Organization of the portfolio, resumes, presentation of designs and interviewing.

Prerequisite: Lower-division theatre core of permission of instructor

Diversity + Inclusion statement
This class may engage in material covering a diverse range of race, color, religion, national origin, sex, age, marital status, familial status, sexual orientation, and disability. While I encourage you to formulate and express your thoughts and opinions throughout the semester, discriminatory remarks will not be tolerated and may constitute disruptive behavior under the student code of conduct.

Program Learning Outcomes Supported in this Course:
This course applies at an introductory level to the following Program Learning Outcomes as identified by the School of Theatre:

1. The student will demonstrate competence in one or more theatre specialization. (All degree plans)
2. The student will be able to present an effective presentation appropriate to the student’s specialization. (BFA)

Student Learning Outcomes for this course (and supported PLO’s): Students who successfully complete this course will be able to:

1. Show competence in the selection of audition material, interview techniques, and resume writing.
2. Present an effective audition and resume.
Required Materials:

1. *Audition* by Michael Shurtleff
2. Students will be required to procure headshots. Headshot quality must meet a certain minimum standard, being at least acceptable for an “entry level” non-union theatre cattle-call audition, determined at the subjective discretion of the instructor. Headshots do not need to be printed or reproduced, but a digital copy must be provided by the posted due date.
3. Students will be required to compile a professional portfolio, including headshots, multiple resumes in differing formats, and other materials as assigned.
4. Students will be required to build a professional website including portfolio materials as needed.
5. Students will be required to create a professional social media presence including portfolio materials as need.
6. Students will be required to wear proper attire for mock auditions, propriety being determined at the subjective discretion of the instructor. Failure to wear proper attire may result in the student being disallowed from presenting, and receiving a zero (0) for the assignment.

General Notes:

1. Assignments are due on the date listed. If absent and emailing a written assignment, it must be sent by the start time of class in order to receive credit.
2. Theatrical scripts may contain strong language that might be considered offensive to some: profanities, violence, sexual terms or references to religious deities. Please see me privately by the end of the first week of class if this is a problem for you.
3. Physical contact may occur from time to time with fellow students in class. I may also have to adjust parts of your body for proper alignment and to release tension while working. Please see me privately as soon as possible if this presents a problem or if you feel uncomfortable.
4. If you have a disability or physical injury that hinders you from participating in class activities please see me privately as soon as possible so we can make arrangements to accommodate you.
5. The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

Grading Criteria:

A—Excellent. Always well prepared. Actively pursues improvement and highly self-motivated. Active, positive contributor to class.

B—Good. Always prepared. Pursues improvement, self-motivated, and positive contributor to class.

C – Fair. Generally prepared. Interested in improvement and often self-motivated. Often contributes to class.

D – Poor. Often not prepared. Shows little interest in improvement and is rarely self-motivated. Seldom contributes to class and/or has a negative attitude.

F – Unacceptable. Lacks adequate outside preparation. Virtually no interest in self-improvement and not motivated. Does not contribute to class and/or has a negative attitude.
Grading Breakdown
Your final grade will be computed as follows:

- Final Audition: 100
- Participation and Exercises: 200
- Final Portfolio: 200
- Contemporary Monologues: 100
- Classical Monologues: 100
- Cover Letter: 50
- Career map: 50
- Online Presence:
  - Website: 100
  - Social Media: 100

1000 points total

Grading Rubric:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>900-1000</td>
<td>A</td>
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<tr>
<td>800-899</td>
<td>B</td>
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<tr>
<td>700-799</td>
<td>C</td>
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<tr>
<td>600 - 699</td>
<td>D</td>
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<tr>
<td>599 or below</td>
<td>F</td>
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Course Calendar is subject to change and adjustments.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic/Lecture</th>
<th>Due Today</th>
<th>Homework</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug. 31</td>
<td>Introduction/Course Overview/Type Exercise/Elevator Pitch</td>
<td>1) Prep two contemporary contrasting monologues 2) Create and type up your pitch</td>
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<tr>
<td>2</td>
<td>Sep. 7</td>
<td>Elevator Pitch and Monologues/ Discuss type</td>
<td>Present Elevator pitch and monologues Read guideposts 1-4</td>
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<tr>
<td>3</td>
<td>Sep. 8</td>
<td>11-1pm and 2:30pm-5:30pm Breaking into the business/Mock camera audition workshop Attendance required of all in THR 420. Guest artist.</td>
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<td>4</td>
<td>Sep. 14</td>
<td>Materials: Headshot, resume, website, reels, arsenal / Unions and casting calls / SETC/URTA Discuss guideposts 1-4 1) Write a cover letter 2) Write a 1, 5, 10, 25 year plan</td>
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<tr>
<td>5</td>
<td>Sep. 21</td>
<td>SETC/URTA continued, Graduate School, and Classical Auditions Present Plans and cover letter Prep two classical monologues</td>
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<tr>
<td>6</td>
<td>Sep. 28</td>
<td>Classical audition Present classical pieces Read guideposts 6-10</td>
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<tr>
<td>7</td>
<td>Oct. 5</td>
<td>Cold Readings Discuss guideposts 6-10 1) Read guideposts 11-12 2) See SWEAT 10/2 – 10/6</td>
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<tr>
<td>8</td>
<td>Oct. 12</td>
<td>Improvisation in Auditions: NO FEAR Discuss guide posts 11-12 Read article.</td>
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<td>Date</td>
<td>Activity</td>
<td>Description</td>
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<tr>
<td>8</td>
<td>Oct. 19</td>
<td>Safety, self-advocacy, union</td>
<td>Discuss article: Self-producing and side hustles. Bring example to class.</td>
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<td>protection, ethics/red flags,</td>
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<td></td>
<td></td>
<td>boundaries</td>
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<td>Find an audition in the market of your choice and prepare.</td>
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<tr>
<td>10</td>
<td>Nov. 2</td>
<td>Auditions of choice and Online</td>
<td>Present commercial auditions</td>
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<td></td>
<td></td>
<td>Presence</td>
<td>Prepare a website</td>
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<tr>
<td>11</td>
<td>Nov. 9</td>
<td>No class at KC/ACTF</td>
<td>See <em>Oklahoma!</em> 11/6 - 11/10</td>
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<td>12</td>
<td>Nov. 16</td>
<td>TBD</td>
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<td>Nov 19 –</td>
<td>Thanksgiving</td>
<td>Thanksgiving</td>
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<td>Nov 23</td>
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<td>Thanksgiving</td>
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<tr>
<td>13</td>
<td>Nov. 30</td>
<td>Present Online Presence: IG, FB,</td>
<td>Prep portfolio and for final audition</td>
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<td>WEB</td>
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<td>14</td>
<td>Dec. 7</td>
<td>Faculty consultation by appointment</td>
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<tr>
<td>15</td>
<td>Dec. 14</td>
<td>8am – 10am Final Exam</td>
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**Friday, December 14th 8am – 10am Final Exam**
**Attendance Policy:**
In keeping with the School of Theatre policy (see pages 12 -13 of the 2017 - 2018 Student Handbook), the following applies to this course:

“A career in the fine arts demands dedication and discipline; preparation for this career requires conscientious development of effective work habits. To this end, regular and punctual attendance is expected for all classes, laboratories and other activities for which a student is registered or assigned.

“I. It is University policy to excuse students from class attendance for certain reasons related to health, family emergencies, student working the Performing Arts Series, and other situations of similar importance.

“Excused absences from Theatre classes will only be granted upon presentation of written documentation upon the first day of the student’s return from the teacher, sponsor or physician involved. In the case of absences caused by University-sponsored events, inclusion in the University’s public listing of such absences will constitute an official excuse. It is the student’s responsibility to inform the instructor that he/she has scheduled the planned official absence.

The student will be allowed a maximum of two unexcused absences in this class. For each unexcused absence, over two, the final grade will be reduced by 10% for each occurrence.

“IV. In the case of missed classes, the student will be held responsible for the successful completion of assigned work and/or projects.”

Also, in this course if you arrive late for or leave early from any class session it will be considered the equivalent of 1/3 of one absence. The same rules apply for excused and unexcused absence from a part of a class session (arriving late or leaving early) as apply to absences from the entire session.

**Academic Integrity:**
The university administration has requested that the following policy be quoted on every course syllabus:

“Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)’
In keeping with the School of Theatre policy (see pages 16-17 in the Handbook), the following applies:

‘‘It is the responsibility of the student to abstain from cheating. Dishonesty of any kind with respect to examinations, written assignments, in or out of class, alteration of records, or illegal possession of current examinations or keys to examinations shall be considered cheating…Courtesy and honesty require that any ideas or materials borrowed from another must be fully acknowledged [NB. “another” includes any Internet resource]. Offering the work of another [including an anonymous or group Internet author] as one’s own is plagiarism. The subject matter of ideas thus taken from another may range from a few sentences or paragraphs to entire articles copied from books, periodicals, or the writing of other students [or web sites]. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgement is also considered plagiarism. Any student who fails to give credit for ideas or materials taken from another is guilty of plagiarism.’’

“The School of Theatre expects students to maintain the highest standards of academic conduct. Misrepresenting someone’s work as your own or knowingly allowing someone else to represent your work as his/hers constitutes academic dishonesty. Such behavior is antithetical to our work as scholars, as artists, and as members of a community founded on trust and mutual respect. It is an insult to faculty and an affront to honest students.

“Penalties for academic dishonesty may range from failure of a specific project to failure of the course, suspension from the production season for up to one year, and referral to university authorities for further action, which may include suspension or expulsion from the university.”

It is the student’s responsibility to know the definition of plagiarism and to avoid unintentional as well as intentional plagiarism. In this course, unintentional plagiarism will be treated no differently from intentional cheating. All of your work must be your own original work (unless appropriately cited). In recent years professional directors have successfully asserted legal ownership of staging. In other words, it is possible to plagiarize another director’s concept, blocking or other ideas. This too is a form of cheating and carries all of the consequences described above.

Withheld Grades:
The university administration has requested that the following policy be quoted on every course syllabus: “Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.”

Acceptable Student Behavior:
According to the General Bulletin, “A student enrolling in the university assumes an obligation to conduct himself/herself in a manner compatible with the university’s function as an educational institution.” In this course, you must uphold the highest standards of respect for the teaching and learning process. Any behavior that distracts from our educational or artistic work, or would cause a reasonable person working as instructor or student in this setting to feel uncomfortable or distracted, will not be tolerated. This includes whispering or talking out of turn or making other distracting sounds at any level of volume, no matter how low, or making irrelevant or inappropriate gestures or signs of any kind, no matter how small. If you engage in such behavior, you will receive one warning from the instructor. If the same behavior or any other disruptive behavior occurs after a warning, you will be required to leave the class immediately, counted absent (unexcused) from the class, and held responsible for assigned work and/or projects due or assigned in the class. You will have to satisfy the instructor that you intend to
behave appropriately for the rest of the semester before returning for the next class meeting. Any disruptive behavior after one ejection will result in a failing grade for the course; you will not be permitted to return for the rest of the semester. Serious conduct violations will also be referred to university authorities for further action.

The university administration has suggested that the following statement be used in every course syllabus: “Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.”

**Students with Disabilities:**
The university administration has requested that the following policy be quoted on every course syllabus:

“To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).”
Design Portfolio
THR 420.001

Angela Bacarisse, Assoc. Professor, School of Theatre
936-468-1126
abacarisse@sfasu.edu
130 Griffith Fine Arts Bldg

Course Description: Organization, preparation and presentation of designs both on paper and digitally will be explored as well as skills for interviewing.

Program Learning Outcomes:
6. The student will demonstrate intermediate to advanced competence in one or more theatre specialization(s).
9. The student will be able to present an effective presentation appropriate to the student’s specialization.

Student Learning Outcomes:
1. The student will complete a resume appropriate to his specialization
2. The student will present research appropriate to his specialization
3. The student will present a production book that includes the necessary paperwork to complete the work for a production.
4. The student will present a completed portfolio at a mock job interview

TEXT: recommended
Developing and Maintaining a Design-Tech Portfolio by Rafael Jaen

Course Calendar- subject to change

8/29   introduction
9/5    written work, resumes and letters
9/12   where to look, how to focus  
       draft of resume due 5 pts
9/19   artwork for layout  
       draft of letter due 5 pts
9/26   interview skills
10/3   compiling digital images  
       paperwork due 20pts
10/10  words and appearance
10/17  half layout completed  
       draft of portfolio layout 5 pts
10/24 discussion of digital mock interview and feedback 10pts
10/31 layout for digital portfolio ½ complete 5 pts
11/7 case layout complete paper portfolio complete 20pts
11/14 artwork for digital layout
11/21 NO CLASS- Thanksgiving
11/28 completing the digital portfolio digital layout presentation 10pts
12/5 trial run of presentations
12/14 Final 10:30 AM presentations Digital portfolios due 20pts

Attendance Policy:
Regular attendance is imperative to developing the skills necessary to pass this course. Any absences above 4 will result in an automatic failure in the course.

Academic Integrity (A-9.1)
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Withheld Grades Semester Grades Policy (A-54)
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