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

Contact hours and Study Hours:
Course will meet for one hour a week. A minimum of 2 hours a week will be spent on creating and arranging portfolio content

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: none  Various articles and videos will be posted to replace textbooks

APPS: Flipgrid

Course Calendar- subject to change

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>due</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/28</td>
<td>introduction</td>
<td></td>
</tr>
<tr>
<td>9/4</td>
<td>written work, resumes and letters</td>
<td>Introductions</td>
</tr>
<tr>
<td>9/11</td>
<td>where to look, how to focus</td>
<td>draft of resume</td>
</tr>
<tr>
<td>9/25</td>
<td>words and appearance</td>
<td>draft of letter</td>
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<tr>
<td>10/2</td>
<td>discussion of digital</td>
<td>Second introduction/elevator</td>
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<tr>
<td>10/9</td>
<td>artwork for layout</td>
<td>Final resume and letter</td>
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<tr>
<td>10/16</td>
<td>Preparing the presentation-outline</td>
<td>portfolio style choice</td>
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<tr>
<td>10/23</td>
<td>Interview skills</td>
<td>Presentation outline</td>
</tr>
<tr>
<td>10/30</td>
<td>layout for digital</td>
<td>Digital materials collection</td>
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## Grades:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction video &amp; response Flipgrid</td>
<td>5</td>
</tr>
<tr>
<td>Draft of resume- dropbox</td>
<td>5</td>
</tr>
<tr>
<td>Draft of letter- dropbox</td>
<td>5</td>
</tr>
<tr>
<td>Elevator pitch</td>
<td>5</td>
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<tr>
<td>Final letter and resume- dropbox</td>
<td>15</td>
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<tr>
<td>Portfolio style choice- live present</td>
<td>5</td>
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<tr>
<td>Presentation outline- dropbox</td>
<td>5</td>
</tr>
<tr>
<td>Digital Materials collection- google file</td>
<td>5</td>
</tr>
<tr>
<td>Mock interview and feedback- CCPD</td>
<td>10</td>
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<tr>
<td>Portfolio in powerpoint/pdf- dropbox</td>
<td>15</td>
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<tr>
<td>Portfolio presentation</td>
<td>10</td>
</tr>
<tr>
<td>Website and presentation</td>
<td>15</td>
</tr>
</tbody>
</table>

**TOTAL 100 points**

## 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. Each absence will count off as 5 points.

## Academic Integrity (4.1)

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data,
laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

**Withheld Grades Semester Grades Policy (5.5)**
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 coursework 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 to compute the grade point average. For additional information, go to [https://www.sfasu.edu/policies/course-grades-5.5.pdf](https://www.sfasu.edu/policies/course-grades-5.5.pdf).

**Students with Disabilities**
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 promptly may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/)
Student Wellness and Well-Being
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

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.

**Students experiencing food insecurity and student-parents in need of baby- and toddler-related items:**

**The Pantry** is a [food pantry at SFA](#), located in the Health Center, that works to help alleviate hunger among students. Baby and toddler-related items are also now available for distribution.

You do not need to PROVE need, you only need to show a student ID to gain access. Students in the dorm may participate as well as students who live off campus.