

Theatre Careers

TPA 4401
TR 10:30-11:45
UTC Design Room

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Course Catalog Description: Exploration and assimilation of successful marketing techniques needed to secure employment in Theatre or related segments of the entertainment industry.

Course Objectives: By the end of this course you should:

- Have a working knowledge of the business side of professional and academic theatre including unions and contracts, being self-employed and the important tax and liability information that goes along with self employment/independent contractor status, how to negotiate a contract, etc.
- Know where and how to look for job openings and how to prepare employment materials (resumes, cover letters, portfolios, etc.) in a professional manner
- Know how to prepare for and perform in an interview

Course Philosophy: I believe students are as much responsible for their own education as their professors. It is imperative that you read the textbook or do your assignment before coming to class. In class we can clarify and synthesize the information you have read and add real life examples and situations to help you understand. Please come to class with an open mind, a willingness to speak, and an enthusiasm for participation. You may not get everything right the first time and if you want an opportunity to redo an assignment for an improved grade please ask if is appropriate for the assignment. I may ask you to redo an assignment before grading it to give you an opportunity to improve your grade.

Required Text:

The Business of Theatrical Design by James L. Moody
Handouts and Emails as provided

Supplies:

There will be many supplies and expenses for this course including but not limited to resume paper, portfolio materials, books, telephone calls, CDs and/or web hosting, and local travel. The materials can be expensive. 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. You don't want to 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 Canson paper or card stock, or because you got black and white photo copies rather than color, etc., etc.

Classroom Policies:

- Cell phones OFF (vibrate is also distracting). If they ring I get to answer them.
- Only quiet foods and drinks (ie. No chips, no opening soda cans, etc.)
- If you fall asleep you will be asked to leave and counted absent

Attendance Policy: I understand that you all have other classes and obligations pulling you in many directions. If you need to be gone from class for any reason please let me know ahead of time, but please do not ask me for permission. This class is important too. It is your responsibility to sign the daily attendance sheet. If your signature is not on the attendance sheet, you will be counted absent. Please note that two tardies equals one absence. You are NOT penalized for poor attendance through point reduction or grade lowering but you have the opportunity to improve your grade through regular attendance. These are BONUS points. Because every absence is an excused absence there is no need to bring notes or documentation. Your grade will suffer, however, due to the fact that we have assignments due EVERY CLASS PERIOD.

Bonus points will be awarded for good attendance using the following point scale:

0 classes missed	= 20 points extra credit
1 class missed	= 10 points extra credit
2 classes missed	= 5 points extra credit
3 or more missed	= no points extra credit

Projects and Points Possible	Points Possible
First Physical Portfolio	40
Second Physical Portfolio	75
Final Physical Portfolio	150
Digital Portfolio Materials Collection	40
Digital Portfolio Progress Check	40
Digital Portfolio Final	150
Resume Draft 1	10
Resume Draft 2	25
Resume Draft 3	35
Resume PDF, Fax, and Photocopy	15
Final Resume	50
Cover Letter Draft 1	10
Cover Letter Draft 2	25
Cover Letter Draft 3	35
Final Cover Letter	50
Letterhead Draft 1	10
Letterhead Draft 2	15
Letterhead Draft 3	15
Final Letterhead Design	20
Business Card Draft 1	10
Business Card Draft 2	15
Business Card Draft 3	15
Final Business Card Design	20
Quiz	30
Tax Worksheet	100
Taxes	150
Interview Questions Worksheet	50
5 year plan	25
3 job descriptions	15
Needs Chart	50
Web Portfolio Analysis Worksheet	30
In Class Interview	25
Outside in person Interview	150
Professional Email address/Facebook	10
Phone Interview #1	50
Phone Interview #2	50
Union/Organization Report	25
Contact file	50
Reading Journal	120

1800

Course Grading: I will use the +/- grading system. Please keep all graded material from class on file until the end of the semester in case of grade discrepancies.

All assignments must be completed to receive a passing grade in this course.

100-94% = A	87-84% = B	77-74% = C	67-64% = D
93-90% = A-	83-80% = B-	73-70% = C-	63-60% = D-
89-88% = B+	79-78% = C+	69-68% = D+	59% and Below = F

Journal Entries: Journal entries are due by email or hard copy by 6am the day they are listed due on the syllabus.

Rubrics: A rubric will be provided for every assignment. I will email them all to you. With each assignment please turn in two copies of the appropriate rubric—one blank, and one filled out as you think you should be graded for the assignment. I won't look at your rubric until I have graded your project. Take this seriously. Consider each criterion. Grades will be lowered if you do not seem to be evaluating your work appropriately or if you are not taking it seriously. 25% will be deducted from every assignment that is not turned in with the appropriate rubrics.

Names and Labeling: Each assignment must contain your name and the name of the assignment. For those in which presentation is part of the grading it can be writing on the back in the corner. 5 points will be deducted from every assignment that does not have a name and/or the name of the assignment.

Time Management: Most projects in this class are introduced and explained very early so that you can plan your time best to accomplish them and spread them out over several days. Please take detailed notes about assignment guidelines. Use this time so that you are not rushing to complete the assignment the night before as this will show in your work.

Late Assignments and Makeup Work: All assignments are due at the beginning of class (8:30 am) on the date listed in the course calendar. All assignments that require a presentation must be made to the class on the date indicated on the calendar. Late Assignments have a base value of 75% of the original point value if turned in within 7 calendar days of the due date. If they are turned in more than 7 calendar days after the due date they are worth 50% of the original point value. If your project is more than 7 calendar days late, you can request permission to do double work to achieve the full point value. These opportunities are available by request and at my discretion. In other words, your assignments are like bills - if you don't "pay" them on time you have to pay interest. So the "price" doubles and you have to do a double amount of work to get the same point value. You will fall behind VERY quickly if you fall into the trap of late work. Late work in our field is unacceptable and I expect you to adhere to the deadlines.

Borrowed Materials: I have many books and materials that you can borrow during the course of the semester. I require a check deposit equal to the replacement value of the book. When you return the book to me I will return your check to you. If you do not return the book to me I will cash your check. If you do not return all borrowed materials by the time grades are due you will receive an incomplete for the course. Your grade will not be changed until you return all of the borrowed items to me or until I cash your check.

ADA: If you have a disability and need classroom accommodations, please notify me as soon as possible. You also must contact Student Disability Services at (407) 823-2371.

Religious Observance: I will reasonably accommodate absences due to observed religious holidays, however, you will be held responsible for any material covered during the absence. By 1/17 please provide me with a list of the holiday's that will require you to miss class.

Changes to the Syllabus: Changes to this syllabus are a guarantee. I will present all changes verbally in class as well as in written or email form.

Academic Dishonesty (partially taken from <http://www.osc.sdes.ucf.edu/Behavior.html>):

Academic dishonesty is unacceptable. UCF is committed to a policy of honesty in academic affairs. Conduct that comprises a breach of this policy shall result in academic action and/or disciplinary action. Academic action affects student assignments, examinations or grades. Disciplinary action affects student enrollment status. You can find information on the universities policies including your rights and responsibilities at:

<http://www.ucf.edu/goldenrule/studaca.html>. Violations of student academic behavior standards include:

(1) Cheating whereby non-permissible written, visual or oral assistance including that obtained from another student is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course related material shall also constitute cheating. It can be generally defined as giving or receiving aid in examinations or on assignments which are intended to be done individually or the presentation of the work of other persons as one's own.

(2) Plagiarism whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own. **This includes written and visual materials.** Any student failing to properly credit ideas or materials taken from another has plagiarized.

(3) A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable.

(4) Working together on a project that is not intended to be a group project is considered cheating and is not allowed. If you have any questions about whether it is appropriate to work together ask before you do it. All of the work you turn in should be produced entirely by you and not with the help or input of other students unless given permission to do so.

The minimum consequence for cheating and plagiarism is a zero for the assignment and an incident form filed with the Office of Student Conduct. You may also be required to go through a hearing for violating UCF's Golden Rule. You will be held accountable and responsible for your actions. Disciplinary action will be taken.