CASPER COLLEGE COURSE SYLLABUS
Thea 2311:01 Portfolio Preparation

Semester/Year: Fall 2006

Credit Hours: 1

Class Time: Wednesday -8:00-8:50          Room: KT 118

Instructors: Douglas Garland & Sean McIntosh

Offices: Douglas Garland  Sean McIntosh
         KT 106         KT 105
         268-2614       268-2374

Office Hours: Douglas: M, 10:00-12:00-T, 12:00-1:00-W, 10:00-11:00-or by appointment
            Sean: M, 10:00-12:00 – W, 10:00-12:00, F, 10:00-12:00 or by appointment

It is imperative that students be punctual to appointments and be aware of contact phone numbers of all instructors. Also, check the callboard in the Krampert Theatre twice daily.

COURSE DESCRIPTION: This course is for beginning costume, makeup, set or lighting designers or technical directors. It is the study and practice of the techniques and skills required to assemble a professional portfolio and to prepare the student to present their work and themselves in a professional manner when interviewing for transfer schools or jobs.

PREREQUISITES: Permission of Instructor. Required of all sophomore technical theatre track students.

COURSE GOAL: To prepare the technical theatre student to present a record of their skills whether searching for a school to transfer to or in a professional job situation.

OUTCOMES: Upon completion of this course, the student will have:
1-an appropriate résumé
2-an appropriate portfolio
3-a vocabulary that includes familiarity with current professional standards in their field.
4-a familiarity with the careers of professionals currently working in their field.
5-Knowledgde of contemporary job venues.
6-Knowledge of professional union requirements.

METHODOLOGY: 1) Students will do an extensive research project into five colleges they may consider transferring to. They will compile a graphed analysis of tuition, housing, transportation costs, scholarships and other factors they are considering when transferring.
Students will also be assigned a research project on a contemporary scenic, costume, makeup or lighting designer. This choice will be made after initial research and advising from faculty. They
will present their work in weekly seminars to the other students. These presentations will include biographical materials as well as professional summaries of the designer’s careers and as much visual documentation as possible to give everyone in the class a feeling of the assigned designers “style.” This report will also be presented as a formal research paper.

Some designers that may be studied are Inigo Jones, Patricia Zipprodt, Desmond Heeley, William Ivey Long, Carrie Robbins, Anthony Powell, John Arnone, Willa Kim, Joe Milziener, Howard Bay, John Napier, Robert Edmond Jones, Ming Cho Lee, Chris Perry, Tharon Musser or Jules Fisher.

Students will present a technical theatre resume at the beginning of the semester. The documents will be evaluated by the instructors and then be returned to the students for revision. The final résumé will be turned in again at the students Departmental Exit Interview.

Each student will prepare a portfolio. This portfolio will be a summary of the student’s design and technical theatre experiences to date. It should include drawings, paintings, draftings, patterns, photographs of completed projects, instrument schedules, lighting keys and any other materials relevant to the student's focus in technical theatre. This portfolio will also be presented at the students exit interview.

EVALUATION: Students will be graded on meeting professional standards in their portfolio. This will include variety, demonstrated growth and neatness. Failure to produce a résumé and portfolio will result in a failing grade. Students missing more than three classes will be asked to withdraw.

Point Grading System
Résumé 12
Five school presentation 12
Designer presentation 12
Book Report 12
Final Portfolio 52

100

Grades are assigned on the following percentage scale grade:
A=4.0
A-=3.6
B+=3.5
B=3.0
B=2.8
C+=2.5
C=2.0
C=1.8

D+=1.5
D=1.0
D=0.8
F=.7 and below

Attendance: Students who miss more than two class periods will be asked to withdraw.
RECOMMENDED TEXTS AND MATERIALS: Textbooks for the book report assignment will be customized to the students’ needs and interests. Scenic designers may purchase Lynn Pecktal’s DESIGNING AND DRAWING FOR THE THEATRE, costume designers may purchase Ingham & Covey’s THE COSTUME DESIGNER’S HANDBOOK AND lighting designers may purchase Richard Pilbrow’s STAGE LIGHTING.

Each student will have to purchase a portfolio case. Different styles and sizes will be discussed in class to determine which is most appropriate for that student’s presentation. Other art supplies may be required. Be aware that this may be expensive. There may be photographic reproduction costs and other organizational expenses.

REGISTRATION CHANGES: The final date to withdraw from the course or to change to audit status will be those posted in the Official Semester Schedule. This is usually the first Friday following Midterm Break. This date will be strictly followed.

STUDENT RIGHTS AND RESPONSIBILITIES:

A. Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

B. It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see the instructor at your earliest convenience.

C. Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

D. Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

E. Because of the hazardous materials and equipment used in the theatre, children under 12 are not permitted in the technical areas of the Krampert Theatre.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 30</td>
<td>Intro.</td>
</tr>
<tr>
<td>Sept 6</td>
<td>Résumé</td>
</tr>
<tr>
<td>Sept 13</td>
<td>Library-schools</td>
</tr>
<tr>
<td>Sept 20</td>
<td>Library research – Resumes due</td>
</tr>
<tr>
<td>Sept 27</td>
<td>Portfolio shopping</td>
</tr>
<tr>
<td>Oct 4</td>
<td>Present school research</td>
</tr>
<tr>
<td>Oct 11</td>
<td>Douglas and Sean present</td>
</tr>
<tr>
<td></td>
<td>Résumés due</td>
</tr>
<tr>
<td>Oct 18</td>
<td>Students present designer choices. Why? Options</td>
</tr>
<tr>
<td>Oct 25</td>
<td>Present Portfolio</td>
</tr>
<tr>
<td>Nov 1</td>
<td>Title of book due. Why? Options?</td>
</tr>
<tr>
<td>Nov 8</td>
<td>Blair presents</td>
</tr>
<tr>
<td>Nov 15</td>
<td>Present Portfolios</td>
</tr>
<tr>
<td>Nov 29</td>
<td>Designer presentations</td>
</tr>
<tr>
<td>Dec 6</td>
<td>Unions</td>
</tr>
<tr>
<td>Dec 13</td>
<td>Present book reports</td>
</tr>
<tr>
<td></td>
<td>FINAL – Final presentations of portfolios</td>
</tr>
</tbody>
</table>