



**Theatre 456- Portfolio Prep for the Theatre  
Fall 2020**

Instructor: Dylan G Bollinger, MFA, M.Ed.  
Office: BOR 457  
Office Phone: 816-501-3733  
Cell Phone<sup>1</sup>: 706-973-9533  
E-Mail: dylan.bollinger@avila.edu

**Avila University  
Department of Theatre  
School of Performing Arts  
College of Liberal Arts & Social Sciences**

**Office Hours:** M 11-12, W 11-1, & Open-Door  
Policy

**Class Meetings:** T/R 10:30-11:45

**Location:** BOR 456 (Design Studio). Students will choose seats for the semester.

**Required Texts:**

- *Show Case: Developing, Maintaining, and Presenting a Design-Tech Portfolio for Theatre and Allied Field, 2<sup>nd</sup> Edition.* Author: Rafael Jean.

**Recommended Texts<sup>2</sup>:**

- *The Business of Theatrical Design, 2<sup>nd</sup> Edition.* Author: James Moody

**Required Materials<sup>3</sup>:**

- An 11x17 Hardcover Portfolio Case
- Photos of production and design work.

The syllabus is intended to brief the student on expectations for the course. Reading the entire syllabus is essential for comprehension of the professor's expectations. Said policies and expectations are intended to create a productive learning environment for both professor and student.

The course instructor may modify the standards and requirements set forth in this syllabus at any time. Notice of such changes will be by an announcement in class and will also be promptly posted and announced on Canvas.

This 3-credit course requires three hours of classroom or direct faculty instruction and between six to nine hours of out of class student work each week for approximately 16 weeks. Out of class work may include but is not limited to: required reading, research, written and/or lab assignments, project creation, and studying for quizzes and exams.

**Course Description:** Students will explore the business of theatre design technology through development of career related materials including the creation of resumes, cover letters, hard copy portfolios, promotional materials, and websites.

<sup>1</sup> Yes, this is really my cell phone. You now have enough knowledge to be dangerous, tread carefully.

<sup>2</sup> All of the recommended texts are easily accessible via Amazon. They will immensely assist you in your professional and academic career. However, they are not required to earn high marks in this course.

<sup>3</sup> The wrench and tape measure are readily available at hardware and superstores. Tennis shoes are adequate.

**Goals:** Upon successful completion of this course, students should be able to competently showcase themselves to prospective employers through a variety of materials and mediums.

**Objectives:** After taking this course, a student should have the following knowledge and skills:

1. Understanding what differentiates a strong resume from a poor resume.
2. Creation of a cover letter that can be used for a variety of positions.
3. Discover the benefits of personal branding in the business.
4. Engage in proper networking and interviews.
5. Exposure to running a business as an artist, and introduction to the gig economy.

**Method of Assessment:** The above objectives will be assessed by the following:

1. Creation of a resume, cover letter, Emblems, business cards, portfolios, and websites.
2. Practical experience in networking and mock interviews.
3. Use of technical applications to maximize networking and career building skills.
4. Forming business plans to communicate understanding of taxes, projections, and goals.

### **Attendance**

The expectation of a professional training program is that students attend all classes. Each class builds off the previous material, therefore missing class is not advised. However, the professor recognizes that some absences may be unavoidable.

Students who attend at least 85% of the course meetings will earn their grade as listed in Canvas. Students who miss more than 15% will have their final grade lowered by one letter (A to B, B to C, etc...). Students who miss more than 20% of course meetings for any reason will receive a grade of "F", regardless of course work. This class is currently scheduled to meet in person 28 times; therefore, more than 4.2 absences will result in a letter grade deduction. Missing more than 5.6 classes will result in a grade of "F".

Students assigned to departmental productions that come into conflict with class meetings will not receive an attendance grade for the day (It will be as though the day was cancelled). The absence will not count against you, but because there are fewer class meetings, each one will carry more weight.

Arriving late to a class meeting will count as 1/3<sup>rd</sup> of an absence. Application of this policy is at the discretion of the instructor.

Exceptions to the attendance policy will be so rare as to be considered non-existent.

**\*COVID ADDENDUM:** The Attendance policy will be updated for students who cannot attend class due to COVID, or if the course shifts to online instruction.

**Inclement Weather:** When the decision is made to close the campus due to emergency conditions, local media will broadcast the campus closure as a public service message. In addition, the professor will communicate with students via Canvas. If the university is not closed or delayed, all students are expected to be in class.

**Late Work:** Assignments are due at the beginning of class, unless specified in the syllabus, or it's late. Any late work may be accepted with a 10% penalty until 4 days have passed, and then it will not be accepted. Example: 1 day late=90% maximum grade, 2 days late=80% maximum grade, etc... Students with major production assignments (SM, Designer, etc...) may request two one-week extensions on assignments, without incurring a late work penalty.

**Computers, Tablets, Cell Phones, and things that go “Ping, Ding, Ring, and/or Bing”**

The use of cell phones, smart phones, or other mobile communication devices can be disruptive, and are prohibited during class time. In the case of emergencies or other circumstances students should inform the professor prior to the start of class. Those engaging in this form of communication are asked to quietly leave the space, engage in said communication, and then return.

Computers and tablets may be used for note taking purposes only. Please ensure that technology is muted during class time.

Using any device for purposes other than taking notes or emergency communication is prohibited. Should the professor catch a student playing games, using social media, texting, etc... the student will be asked to cease. Should the behavior continue, the student will then be asked to leave the class and will be counted absent for the day.

**Avila University Student Code of Conduct:** As a student attending a Catholic University emphasizing its Catholic Identity, the code of conduct is binding upon every enrolled student. Any effort in this class to undermine the code, especially in areas of plagiarism and harassment will be met with the consequences outlined in the Avila University Student Handbook: <https://www.avila.edu/student-services/student-handbook>

**BFA Design/Technology and Theatre Education Hours Requirements**

BFA Design and Theatre Ed. students are expected to work five (5) hours in each shop: Scenic, Costumes, Paint, Props, Electrics, and Sound over the course of the semester. Students will be graded on this aspect of their degree requirement. Students with an SM assignment may elect to waive 10 hours of the requirement. This should be communicated with the instructor via email.

**Hours Sheets**

Sheets are available for students to log their hours. Due to COVID, students should fill out an online form available via Canvas in the modules section. Forms should be filled out as soon as possible.

**COVID-19 Info**

Due to the global pandemic resulting from COVID-19, certain adjustments will be made to the course throughout the semester to ensure the safety of students and instructor. Masks are required for class and the lab. All COVID procedures are listed in the Avila Theatre Canvas Page and posted in the Scene Shop. Please reach out with any questions or clarifications. If students need to miss class for COVID related reasons, please discuss with the instructor via email, phone, or Zoom to discuss adjusting the attendance policy.

**Environment Open to Inclusivity and Learning**

The professor is committed to the growth and learning of all students in the class. Each person is welcomed regardless of their background. Emphasis with each class is on every member of the class, professor included, learning new ways of doing things. Kindness and positivity will always be met in kind.

“Let us learn to live with kindness, to love everyone.” ~Pope Francis

### Student Access Services

Avila University views disability as an important aspect of diversity and is committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, physical, etc.). If you are a student who has (or may have) a disability, please contact the Student Access Office to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom setting. Students are encouraged to register with the Student Access Office as soon as they begin their coursework but may register at any point during their studies. Accommodations, however, are not provided retroactively. Students may contact the Student Access Office by email (DSO@Avila.edu), telephone (816-501-3666), or by stopping by their office located in the Student Success Center in Hodes—lower level of Carondelet Hall (Building #8). Students may also learn more about the Student Access Office by visiting their website at: <https://www.avila.edu/student-services/disability-services-1>.

### Assignments/Grade Breakdown

Syllabus Quiz	25
Resume	75
Cover Letter	50
Emblem	50
Business Card	50
Thank You Card	50
Budget, Taxes, & Goals	50
Rough Portfolio	50
Rough Website	50
Final Portfolio	100
Final Website	100
Mock Interview	100
BFA Design/Tech/Ed Hours	100
Final Showcase	150
<b>Total Points Possible</b>	<b>1000</b>

### Grading Scale<sup>4</sup>

Letter Grade	Percentile	Points
A	90%-100%	900-1000
B	80%-89%	800-899
C	70%-79%	700-799
D	60%-69%	600-699
F	0.0%-59%	0-599

### Outline of Class Meetings

<u>Date</u>	<u>Topic</u>	<u>Assignments/Events</u>
Thursday 8/27	Syllabus & Expectations	<b>Syllabus Quiz Opens at 11:45am</b>
Tuesday 9/1	Resumes	<b>Syllabus Quiz Closes at 11:59pm</b>
Thursday 9/3	Class Time to Finish Resumes	
Tuesday 9/8	Cover Letters	<b>Resumes due for Group Feedback</b>
Thursday 9/10	Draft Cover Letters	
Tuesday 9/15	Promotional Materials	<b>Cover Letters due for Group Feedback</b>
Thursday 9/17	Promotional Materials	
Tuesday 9/22	Design Promotional Materials	
Thursday 9/24	Budgets, Debt, Taxes, Goals & Dave Ramsey	
Tuesday 9/29	Budgets, Debt, Taxes, Goals & Dave Ramsey	
Thursday 10/2	Budgets, Debt, Taxes, Goals & Dave Ramsey	

<sup>4</sup> The Professor takes into consideration the overall effort of each student when considering to round up decimals.

Tuesday	10/6	Discuss Items Due	<b>Business &amp; Thank You Cards, and Emblems Due</b>
Thursday	10/8	World Classroom Day	
<b>Thursday</b>	<b>10/8</b>	<b>Open Show 1</b>	
<b>Sunday</b>	<b>10/11</b>	<b>Close &amp; Strike Show 1</b>	
Tuesday	10/13	Discuss Items Due	<b>Budgets, Taxes, and Goals Due.</b>
<b>FALL BREAK</b>	<b>10/14-18</b>	<b>No Class</b>	
Tuesday	10/20	Portfolios	<b>Need Portfolio by this date.</b>
Thursday	10/22	Portfolios	
Tuesday	10/27	Portfolios	
Thursday	10/29	Portfolios	
Tuesday	11/3	Websites	
Thursday	11/5	Website Building	
Tuesday	11/10	Website Building	
Thursday	11/12	Discuss Items Due	<b>Rough Draft of Portfolios Due</b>
Tuesday	11/17	Website Building	
Thursday	11/19	Classroom World Day	
<b>Thursday</b>	<b>11/19</b>	<b>Open <i>Twenty20s</i></b>	
<b>Sunday</b>	<b>11/22</b>	<b>Close &amp; Strike <i>Twenty20s</i></b>	
Tuesday	11/24	Networking and Conferences	
<b>Thanksgiving Break</b>	<b>11/25-29</b>	<b>No Class</b>	
Tuesday	12/1	Discuss Items Due	<b>Rough Websites Due</b>
Thursday	12/3	Portfolio Presentations	<b>Final Portfolios Due</b>
Tuesday	12/8	Mock Interviews	
Thursday	12/10	Final Website Walkthroughs	<b>Final Websites Due Hours Sheets Due by 5pm</b>
<b>Tuesday</b>	<b>12/15</b>	<b>Final Exam 10:00am-11:50am</b>	<b>Showcase Materials</b>