TPA 4930/6930 Special Topics: Professional Development for Designers
Course Outline
University of Florida School of Theatre + Dance
Spring 2022
Monday/Wednesday 12:50-2:45pm
Location: 218

Instructor: Kristen Martino
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Office phone: 352-294-0456
Office Hours: By appointment

Purpose of Course: Development of the professional identity in regards to resumes, cover letters, portfolios, and interviews. Also, a more specific understanding of the profession through assigned readings.

Objectives- By the end of this course, students will:
1. Have professional quality materials in order to apply to a job
2. Have a clear understanding of the different career paths within the theatre industry
3. Gain confidence in their interviewing skills

Materials, Supplies, and Software: Students will need access to a personal computer. That computer will need to be equipped with various software to be able to create/edit several forms of documents pertaining to professional development.

Recommended Texts:
> The Business of Theatrical Design (Second Edition) by James L. Moody
> Starting Your Career as a Theatrical Designer by Michael J. Riha
> New Tax Guide for Writers, Artists, Performers, and Other Creative People (Fifth Edition) by Peter Jason Riley
> Show Case: Developing, Maintaining, and Presenting a Design-Tech Portfolio for Theatre by Rafael Jaen

Attendance: The success of this course is based on discussion and class participation. Attendance is vital. Only one (1) unexcused absence from class will be permitted without penalty. Each additional unexcused absence will lower your final grade by 5%. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence. Three unexcused absences will result in a failing grade in this class. Excused absences are consistent with university policies in the undergraduate catalog and require appropriate documentation.
(https:// catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/)

The concepts and principles are presented systematically and cumulatively, with each project building on previous concepts and techniques. Therefore, attendance and punctuality are expected. If you do not have the work completed, you are expected to attend class anyway; bring to class whatever work you have done to that point. If you do miss class, it is your responsibility to make up the work missed in a timely fashion. You are responsible for all work due during the semester.

The instructor will endeavor to adhere to the course schedule/project due dates but some adjustments are likely to be required. As a project-based course, self-direction and time management are extremely important.

Zoom: This class will be offered both in-person and via Zoom. If students choose to join class via zoom, they are required to be on camera unless special accommodations are discussed with the instructor. Class sessions will not be recorded. Students are responsible for attending class to obtain the information or setting up a separate time to meet with the instructor.

Join Zoom Meeting
https://ufl.zoom.us/j/92288617513?pwd=M2c2L21mU3BnanRvQTVOSEJKOEJ2UT09

Meeting ID: 922 8861 7513
Passcode: Portfolio

Critiques: Numerous times during the semester will include an in-class critique/feedback session of your materials. In our critiques, we k at one another's work, discuss its successes and ways it can be improved. These critiques will give you a chance to present your work, develop your skill at responding to work, and learn from each other. When speaking of someone's work, your comments are expected to be respectful, honest, clear, and professional.

Grading & Expectations: The work presented in this class is extremely subjective; there are no defined right or wrong solutions in this field. The grades are based on the level of achievement and accomplishments on the different aspects of your projects, the evolution of materials, and on your overall improvement, growth, and commitment. Your grade will be strongly affected by the completeness, consistency, and cleanliness of your finished projects. You must be self-motivated and manage your time effectively.

All deadlines are final. Projects that are handed in past the due date will be reduced by one letter grade per class meeting.

Academic fraud and/or plagiarism is not acceptable and will result, at a minimum, in zero credit for that assignment. Students are encouraged to share ideas and tips with each other but you are expected to do your own work.

The policies outlined by the university for grading and for assigning grade points can be located at this website: https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

A 94-100%.   A- 90-93%
B+ 87-89%   B 83-86%   B- 80-82%
C+ 77-79%.   C 73-76%   C- 70-72%
D 68-69%   E 0-67%

Grading Breakdown:

Reading Discussions and Participation	5%
Regional Job Hunt	5%
Business Card Design	5%
Resume	10%
CV or Second Resume	10%
Professional Statements	5%
Cover Letters	10%
Non-website portfolio	10%
Website	10%
Job Application	15%
Mock Interview	15%
Total:	100%

Class Demeanor: Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at a minimum, if at all. Potentially offensive subject material should at minimum be accompanied with a warning to the viewer or avoided altogether. While the instructor approves of critical thinking and controversial topics there will be no tolerance of any comment of content containing harassment; violent, threatening, defrauding or obscene material; accessing or publishing pornographic, sexual comments or images, racial slurs, gender-specific comments; any comments that could reasonably offend someone based on their age, sexual orientation, religious or political beliefs, marital or parental status, physical features, national origin, or disability.

Mobile Phones: Please turn off all phones or place them in silent mode while in class. The use of cell phones or other mobile devices is disruptive, and therefore is prohibited during class. Except in emergencies, those using such devices must leave the classroom for the remainder of the class.

Classroom Culture: This class is a learning community in which all are welcomed and equally valued, regardless of background or identity category. I encourage you to share your experiences (as they are relevant to the course) and to learn from others' experiences, particularly when they are different from your own. In this classroom, you have a right to your own identity. This includes being called by your preferred name, pronounced correctly, and the use of correct pronouns. You have the right to adjust those things at any point in your education. If there are aspects of the instruction of this course that result in barriers to your inclusion, please contact me privately.

Online Course Evaluations: Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students https://evaluations.ufl.edu/results/

University Honesty Policy: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Click here to read the Conduct Code. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Students Requiring Accommodations: Students with disabilities requesting accommodations should first register with the Disability Resource Center (352- 392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

In-class recording: Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student

Disclaimer: This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

COVID-19: In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: https://coronavirus.ufhealth.org/vaccinations/vaccine-availability/. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.
- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.
  - Sanitizing supplies are available in the classroom if you wish to wipe down your equipment and tools
  - Hand sanitizing stations will be located in every classroom.
- If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the UF Health Screen, Test & Protect website for more information.
  - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.
  - If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.
- Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

Health and Wellness Recourses:

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress

Counseling and Wellness Center: Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website

University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies)

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website

GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450

Academic Resources

E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers

Student Complaints On-Campus: Visit the Student Honor Code and Student Conduct Code webpage for more information

On-Line Students Complaints: View the Distance Learning Student Complaint Process

Course Schedule: This schedule is only a guide and is subject to change

Wednesday, January 5	
Review Syllabus and Discussion of Goals	
Monday, January 10	**Wednesday, January 12**
DUE: Present Materials "AS-IS" Group A	DUE: Present Materials "AS-IS" Group B
Monday, January 17	**Wednesday, January 19**
NO CLASS-MLK DAY	Reading 1 Taxes Discussion
Monday, January 24	**Wednesday, January 26**
ZOOM CLASS ONLY- Guest Artist Carly Crawford (Taxes)	NO CLASS- KRISTEN IN TECH
Monday, January 31	**Wednesday, February 2**
Reading 2 Resumes Discussion	Assignment Due: Regional Job Hunt
Monday, February 7	**Wednesday, February 9**
Reading 3 Portfolios Discussion	Assignment Due: Business Card Design
Monday, February 14	**Wednesday, February 16**
Reading 4 Employment Discussion	Assignment Due: Primary Resume
Monday, February 21	**Wednesday, February 23**
Reading 5 Freelance Discussion	Assignment Due: CV or Second Resume
Monday, February 28	**Wednesday, March 2**
Reading 6 Contracts Discussion	Assignment Due: Cover Letters
Monday, March 7	**Wednesday, March 9**
NO CLASS- SPRING BREAK	NO CLASS- SPRING BREAK
Monday, March 14	**Wednesday, March 16**
Reading 7 Money Discussion	Assignment Due: Professional Statements
Monday, March 21	**Wednesday, March 23**
Reading 8 Networking Discussion	Assignment Due: Non-website portfolio
Monday, March 28	**Wednesday, March 30**
Reading 9 Marketing Discussion	Reading 10 Soft Skills Discussion
Monday, April 4	**Wednesday, April 6**
Reading 11 Presentations Discussion	Assignment Due: Website
Monday, April 11	**Wednesday, April 13**
Reading 12 Interviewing Discussion	Assignment Due: Application
Monday, April 18	**Wednesday, April 20**
Mock Interviews- Group A	Mock Interviews- Group B

NOTE: THIS CLASS WILL NOT MEET DURING FINALS WEEK

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