



TPA 3995 Preliminary Portfolio Review

Instructor Information

- Instructor: Bert Scott
- Office Location: Performing Arts Center T236
- Office Hours: May vary on a weekly basis. A link for office hours scheduling will be provided each week
- Phone: c: 407-595-3797 (please do not call before 9am or after 10pm)
- Digital Contact: Bert.Scott@ucf.edu (<mailto:Bert.Scott@ucf.edu>)

Course Information

- Term: Fall 2018
- Course Number & Section: TPA 3995 section 1
- Course Name: Preliminary Portfolio Review
- Credit Hours: 0
- Class Meeting Days: One mid semester semester Portfolio Review
- Class Meeting Time: to be scheduled individually prior to the mid semester Portfolio Review
- Class Location: Will be announced prior to the mid semester Portfolio Review
- Course Modality: Face to Face

Enrollment Requirements

This course is only for students enrolled in the BFA Design and Technology and BFA Stage Management Programs.

Course Description

The development of a professional portfolio and resume is critical for students to seek employment following graduation. Additionally, they must be able to clearly discuss their work through a verbal presentation. Development of a portfolio and portfolio presentation is a progression that requires varied feedback and revision over several semesters as faculty guide the student's development as artists and help them refine their presentations skills. The BFA Reviews that students have participated in up to this point served as opportunities for students to gain feedback on what should be included in their preliminary portfolio as they were guided toward higher level artistic accomplishments and gave them an opportunity to practice discussing their work in a less formal setting. They then use the feedback and skills to compile and present their preliminary professional portfolio and resume to the faculty during this course and receive feedback that will be incorporated into their capstone portfolio that they will present during their final semester, prior to entering the job market. It is critical that students not only have a formal opportunity to practice presenting their work as they will be expected to do during job interviews, but that they get a variety of feedback from different perspectives, the chance for revision, practice, and improvement, and the opportunity to demonstrate that growth (as they will with the Capstone Portfolio Review course).

Course Materials and Resources

Required Materials/Resources

- None

Optional Materials/Resources

- Suggested text: *The Business of Theatrical Design* by James L. Moody
- Students should maintain records of their work in all theatre courses throughout the semester and be prepared to present/discuss them at the end of semester review

Student Learning Outcomes

Students demonstrate incorporation of feedback from previous BFA Reviews and individual meetings with faculty members in compiling and presenting their preliminary professional

portfolio and resume. They also demonstrate their artistic achievements and readiness to enter the profession. At the end of this course students will:

- Have a first draft of their professional portfolio and resume
- Have reviewed the portfolios of the other students in the program and evaluate how their work compares to others who will be entering the job market at the same time
- Be able to articulate the strengths and weaknesses of their portfolio, resume, and presentation
- Have a plan to revise and improve their professional materials in preparation for their capstone portfolio review
- Have a clear idea of what they need to do to meet professional standards

Course Activities

Students must create a professional portfolio and resume and present their work during a formal portfolio review as scheduled by the department. They will meet with faculty throughout the semester for guidance and feedback prior to the official presentation date.

Attendance/Participation

Attendance is required at the end of semester review.

Make-up Review

You should make every effort to attend your Portfolio Review. This is the only opportunity for you to meet with the entire Design and Technology and Stage Management faculty to discuss your work and progress in the program. **It is not possible to schedule a make-up review** with the entire faculty. If you must miss your review due to extenuating circumstances you **MUST** inform your Area Coordinator (Design and Technology: Bert Scott, Stage Management: Claudia Lynch) **IN ADVANCE** to discuss the possibility of a re-scheduled review with select faculty. There is no guarantee this will be possible.

Assessment and Grading Procedures

Evaluation Criteria:

Each student will receive a verbal evaluation from multiple faculty from the area of study and be evaluated in writing using a rubric with the following criteria:

- Attention to Detail/Quality of Visual Presentation
- Choice of Material
- Sequence of Material
- Quality of Artistic/Technical Materials
- Oral Presentation and Appearance
- Resume Content and Format
- Synthesis of Learning.

This course is graded S/U.

Course Schedule

You will be informed by early in the semester of the exact date, place and time of the Portfolio Reviews and will be given the opportunity to schedule your individual review well in advance.

Policy Statements

Academic Integrity

Students should familiarize themselves with [UCF's Rules of Conduct \(http://osc.sdes.ucf.edu/process/roc\)](http://osc.sdes.ucf.edu/process/roc). According to Section 1, "Academic Misconduct," students are prohibited from engaging in:

- *Unauthorized assistance*: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
- *Communication to another through written, visual, electronic, or oral means*: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.
- *Commercial Use of Academic Material*: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
- *Falsifying or misrepresenting* the student's own academic work.
- *Plagiarism*: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
- *Multiple Submissions*: Submitting the same academic work for credit more than once without the express written permission of the instructor.
- *Helping another violate* academic behavior standards.

For more information about Academic Integrity, students may consult [The Center for Academic Integrity \(https://academicintegrity.org/\)](https://academicintegrity.org/).

For more information about plagiarism and misuse of sources, see ["Defining and Avoiding Plagiarism: The WPA Statement on Best Practices \(http://wpacouncil.org/node/9\)"](http://wpacouncil.org/node/9).

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, [The Golden Rule. \(http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf\)](http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf) UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see <http://goldenrule.sdes.ucf.edu/zgrade>.

Course Accessibility Statement

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with [Student Accessibility Services \(http://sas.sdes.ucf.edu/\)](http://sas.sdes.ucf.edu/) (Ferrell Commons 185, [sas@ucf.edu \(mailto:sas@ucf.edu\)](mailto:sas@ucf.edu), phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

Campus Safety Statement

Emergencies on campus are rare, but if one should arise in our class, everyone needs to work together. Students should be aware of the surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Please make a note of the guide's physical location and consider reviewing the online version at http://emergency.ucf.edu/emergency_guide.html.
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, we may need to access a first aid kit or AED (Automated External Defibrillator). To learn where those items are located in this building, see <http://www.ehs.ucf.edu/workplacesafety.html> (click on link from menu on left).
- To stay informed about emergency situations, sign up to receive UCF text alerts by going to my.ucf.edu and logging in. Click on "Student Self Service" located on the left side of the screen in the tool bar, scroll down to the blue "Personal Information" heading on your Student Center screen, click on "UCF Alert," fill out the information, including your e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video. [You CAN Survive an Active Shooter \(https://youtu.be/NIKYajEx4pk\)](https://youtu.be/NIKYajEx4pk)



<https://youtu.be/NIKYajEx4pk>

Deployed Active Duty Military Students

If you are a deployed active duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

Copyright

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

Course Summary:

Date	Details
Fri Aug 24, 2018	 Required Discussion - Must be completed by August 24 to fulfill your academic activity requirement in this course. (https://webcourses.ucf.edu/courses/1305196/assignments/5780057) due by 11:59pm