

Tuesday Thursday
12:30-1:50
Room 130

Donna Marquet
Senior Lecturer
Office Hours:
M/W 10:30-12
Rm 214
7977
donna.marquet@unt.edu

OVERVIEW

- The goal of this class is to synthesis all the things you have learned up until this point about theatre.
- The class also aims to look forward to the individual student's career goals and prospects.
- Each student should finish the course equipped with a better understanding of the American Theatre and Entertainment Industries so they are better prepared to navigate them.
- Each student should finish the course with a complete branding package including resume, logo, website, travel portfolio and SOUTA display.
- The first six weeks will be a crash course to get ready for SOUTA
- The second 1/2 of the semester will be looking at long term goals, navigating the industry, marketing and interviewing.
- There will be scheduled individual meetings throughout the semester on Thursdays (After SOUTA). These meetings will be part of your attendance grade. If you do not have a meeting scheduled you do not have to come. IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR MEETING TIME. The sign up will be on Canvas later in the semester. Agendas for the meetings will be given later in the semester.
- You will get out of this class what you put into it.

ATTENDANCE

Come to class and be on time.

- If you are more than 15 minutes late you are considered absent.
- 3 lates (1-15 minutes late) will count as an absence.
- You have an attendance grade of 200 points. After the first unexcused absence 50 points will be deducted for each unexcused absence.

Excuses will only be accepted for the following reasons...

In the event of a death of a close relative or hospitalization of yourself. Documentation of either must be provided.

Absences for observance of a religious holy day are excused. A student whose absence is excused for this reason is allowed to contact the instructor to make up any missed work.

University or college pre-approved activity or conference. Please provide proper paperwork.

Please alert the instructor with ample time prior to the absence.

Week 1 _____

1-15

CLASS: Introduction, Resume Review

DUE:

1-17

CLASS: Branding/ Website

DUE: Resume Re-Dos- Content

Week 2 _____

1-22

CLASS: Displaying Your Work

DUE: Brand First Pass

1-24

CLASS: Branding Finalize

DUE: Branding Final

Week 3 _____

1-29

CLASS: Display Critique

DUE: Display Idea

1-31

CLASS: Resume/ One Sheet Critique

DUE: FINAL RESUME & ONE SHEET

Week 4 _____

2-5

CLASS: Dallas Entertainment Industry

DUE: Business Card Layouts

2-7

CLASS: How to Market

DUE: Display Idea Second Pass

Week 5 _____

2-12

CLASS: Website Review

DUE: Business Cards Ordered

2-14

CLASS: Bring it all together

DUE: Website

Week 6 _____

2-19

CLASS:

DUE: Your SOUTA Display

2-21

CLASS: nope

Week 7 — SOUTA Memory Opens—

2-26

CLASS: Surviving SOUTA & Following Up

DUE:

2-28

CLASS: Individual Meetings

DUE:

Week 8 _____

3-5

CLASS: Physical Travel Portfolio

DUE:

3-7

CLASS: Individual Meetings

DUE:

SRRING BREAK

Week 9 _____

3-19

CLASS: Online Marketing & Letters

DUE:

3-21

CLASS: Go to USITT

DUE:

Week 10 — USITT —

3-26

CLASS: Contracts & Negotiations

DUE: Cold Letter(s)

3-28

CLASS: Individual Meetings

DUE:

Week 11 _____

4-2

CLASS: Time & Studio Management

DUE: Your Person

4-4

CLASS: Individual Meetings

DUE:

Week 12 — Smoke Opens —

4-9

CLASS: Book Reports

DUE: Book Report

4-11

CLASS: Individual Meetings

DUE:

Week 13 _____

4-16

CLASS: Interview Prep

DUE: Travel Portfolio

4-18

CLASS: Individual Meetings

DUE:

Week 14 _____

4-23

CLASS: Mock Interviews

DUE: Diorama

4-24

CLASS: Individual Meetings

DUE:

Week 15 — Design Tech Expo —

4-30

CLASS: Design Tech Expo

DUE:

5-2

CLASS: Portfolio Review

DUE:

EXAM WEEK:

Last Exam Week EVER

EVALUATION

THEA 4500 has a total of 1000 points

A: 1000-900 B: 899-800 C:799-700

D:699-600 F:599-0

Attendance: 200

Weekly Projects: 25 points each = 250

Resume: 150

South Display: 100

Final Portfolio: 100

Website/Digital Campaign: 200

UNT & Dance & Theatre Department Policies:

Instructors can drop students on the first day of class for being absent without prior arrangement.

Dance/ Theatre students are expected to budget and organize their time and efforts in order to meet both their academic and production commitments satisfactorily and on time. The faculty and staff recognize that the academic and production assignment within the Department as well as outside employment and other obligations sometimes impose conflicting pressures on Dance/ Theatre students. One of the principal responsibilities of each student is to carefully identify and monitor the commitments that compromise their departmental assignments and outside obligations. It is also important to keep in mind that production work and outside obligations do not constitute an excused absence from any class or from the completion of any required class assignment.

Theatre majors must maintain at 2.0 GPA within their major classes.

UNT Policies: Academic Integrity

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <http://deanofstudents.unt.edu>.

Access to Information - Eagle Connect Your access point for business and academic services at UNT occurs at <http://www.my.unt.edu>. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward your e-mail: <http://eagleconnect.unt.edu/>

ADA Statement

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay.

in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://disability.unt.edu>. You may also contact them by phone at (940) 565-4323.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at <http://www.my.unt.edu>. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates at the following link: <http://essc.unt.edu/registrar/ferpa.html>

Student Perception of Teaching (SPOT)

Student feedback is important and an essential part of participation in this course. The Student Perception of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide you with an opportunity to evaluate how this course is taught.

Succeed at UNT

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find Support. Get advised. Be prepared. Get involved. Stay focused. To learn more about campus resources and information on how you can achieve success, go <http://success.unt.edu/>.

Safe Space

This class is a safe space where all are welcome regardless of race, gender, creed, nationality or any other external barriers that are perceived to separate us. The utmost respect will be given to the students and the faculty member expects the same in return. Students also must be respectful of their classmates and guests.

If at anytime you do not believe this principal is being upheld please visit with the faculty member and if that is not possible or you do not feel comfortable doing so please see the department chair, Dr. Lorenzo Garcia.

You are also able to contact the Office of the Dean of Students with any of your concerns.

deanofstudents@unt.edu This is also a fantastic resource if you are having any issues related to your education at UNT.