

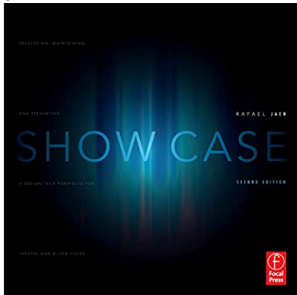
**THEA 4019**  
**Portfolio Development**  
**Fall 2020**  
*(Subject to Change)*

Instructor: Hideaki Tsutsui  
Class Time: TBA  
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Classroom: Online Blackboard Ultra  
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Available for a meeting: Wed 8:30am - 10:30am and Fri – 8:30am-10am.  
Office Hours: Wed 8:30am - 10:30am

**Recommended Text:**  
**Show Case 2<sup>nd</sup> Edition**  
By Rafael Jaen



ISBN 9780240819266

**Course Direction for Online Learning:**

To accommodate the current health crisis and world pandemic, this class is now offered as online. To adjust the style of this class from Face to Face/Hands on to online, this course will introduce new learning outcomes and assignments to help the students. The goals are to offer new learning process and methods to be able to complete the course for all students.

The assignments and objectives are designed to adjust ever changing social and lifestyle conditions we face. If you have any questions or concerns, do not hesitate to contact me.

Contact via email on blackboard or by cellphone (texting is allowed. You must state your name and which class you are in). All communication is to be done between 9am-3pm Monday-Friday. Do not contact me on my cell in the evenings either by text or call. Office hours are by appointment only. I can set up a video chat or a phone call as needed.

**Course Objectives:**

- From this class, students will learn and understand how to create Portfolio
- Students will develop a cover letter, resume, portfolio and website to prepare for their post-graduation and future endeavors.
- Students will learn about the process of organization of portfolio and interview skill

## Attendance and Responsibility

- It is the responsibility of the student to fulfill all the requirements to the best of their abilities. If a student is unclear about anything on the syllabus, they should seek clarification from the instructor.
- Students must behave in accordance with all rules put forth by the Handbook of Operating Procedures of the University of Texas at El Paso.
- This class is projects-oriented class. Students will be graded based on the level of projects, attention to details and efforts.
- Every student has different goals, to maximize the time and support for each student, students will need to contact a professor to schedule a meeting time as necessary

## Getting Help

### Technical Support

If you do not know how to use Blackboard or have technical issues with Library access – go to Tech Support Room 300 at Library immediately. Do not wait until you do not understand until you are having problems. You can contact Help Desk via email, [helpdesk@utep.edu](mailto:helpdesk@utep.edu), by phone 747-5257. Hours are M-F 7a-8p, Sat 9a-10p and Sun 12-4p.

### Copyright Statement <https://www.copyright.gov/title17/92chap5.html>

Some of the materials in this course are copyrighted. Copying of textbooks is not “fair use” under the Copyright Act. Your cooperation is expected.

### Student Conduct/Scholastic Dishonesty/Final Exams and Plagiarism

Refer to the [Handbook of Operating Procedures: Student Affairs](#).

Due to the nature of an online class, proper online etiquette is critical.

### Students with Disabilities Policy:

If you have or suspect a disability and need an accommodation, you should contact The Cass Office at 747-5148 or at [cass@utp.edu](mailto:cass@utp.edu) or go to Room 106 Union East Building.

### UTEP Writing Center

To get help with writing please check out the writing center – their procedure has changed due to the virus and you must plan ahead. <https://www.utep.edu/uwc/>

**Assignments:** You must turn in your projects on the date that specified on this syllabus. **Late work will not be accepted.**

- I. Resume, Business card, Cover letter: \*Turn in as a package using PDF or Word

Resume:

- ◆ You will make **One Page** resume for graduate school or job interview of your choice.
- ◆ Please be specific to what job you are applying.

Business card:

- ◆ Keep it simple and mindful on graphics. Do not use graphics or logo and “borrow” from online
- ◆ Keep in mind that people who receive your card, they will put a note on your card to remember you.  
For example, when and where you met, what you talked about, your goals etc.
- ◆ If you want to print: Vista Print, Moo, Staples etc.  
It is not necessary to print the business card for the class.

Cover letter:

- ◆ Find a real job or actual graduate program that you will be applying
- ◆ 1 page cover letter
- ◆ Research about the employer or school and be specific about your skills in the letter to fit those jobs or grad school

## II. Hard Copy Portfolio #4:

- ◆ You will make hard copy portfolio book. The size of the book is up to you.
- ◆ You must be prepared that there will be some cost involved to purchase materials, make photocopies, etc...
- ◆ **Due to the current condition, this assignment is only for students who needs to present a hard copy portfolio for graduate schools**

Example:

UCLA

<https://grad.ucla.edu/admissions/steps-to-apply/>

Yale

<https://www.drama.yale.edu/training/technical-design-production/application-requirements/>

UCI

<https://drama.arts.uci.edu/graduate-programs/design/mfa-design>

<https://drama.arts.uci.edu/graduate-programs/design/how-to-apply-mfa-design>

URTA

<https://urta.com/>

## III. Digital Portfolio #5: **You will make a digital portfolio using Power Point and turn it into PDF**

- ◆ All material must fit under 1GB or less.  
To include:
  - 1) Resume
- ◆ Showcase your work (**Process**) List two productions of below:
  - a) Design concept statement
  - b) Research
  - c) Process – sketch etc.
  - d) Show pictures (Max 5 pictures)
- For SM, showcase section of prompt book examples - Blocking notes, scheduling, and any paperwork that you generated

## IV. Website #6: Students will create a website. You can choose to upload/publish your website with paying or free site of your choice such as Wix, Weebly, Squarespace, GoDaddy (I used this), etc. If you choose to use free site, you must be selective to choose which website hosting site will work you. They are all

very different so pick one that fits with your workflow. I recommend before you commit to one, look a few sites and play around what works for you.

**Website Examples:**

[www.hideakitsutsui.com](http://www.hideakitsutsui.com)

<http://www.madlightingdesign.com>

<https://nitamdesigns.wixsite.com/nitamdesigns>

[jlpounds.com](http://jlpounds.com)

<http://sraeproductions.com/sooner-routhier>

**Grading:**

This class is a Zero credit course. Main goal of this course is to prepare you to achieve your post graduate goals. The assignments are here to guide you to build your portfolio and other necessary materials to present for your future employer or graduate school. It is up to you to complete the assignments to build your path to success.

**Syllabus**  
*(Subject to Change)*

Date	Class Work	Note
8/28	Introduction to the course / Review Syllabus	
Week of 8/31 - 9/4	*Please contact the professor to set up meeting if necessary	
Week of 9/7 - 9/11	*Please contact the professor to set up meeting if necessary	
Week of 9/14 - 9/18	<b>Resume, Cover Letter &amp; Business card due</b>	<u>*Please submit as a package in PDF or Word</u>
Week of 9/21 - 9/25	*Please contact the professor to set up meeting if necessary	
Week of 9/28 - 10/2	*Please contact the professor to set up meeting if necessary	
Week of 10/5 - 10/9	<b>Turn in Hardcopy Portfolio</b>	<u>*Students who are applying for graduate school only</u>
Week of 10/12 - 10/16	*Please contact the professor to set up meeting if necessary	*Only available Monday and Tuesday on this week
Week of 10/19 - 10/23	*Please contact the professor to set up meeting if necessary	
Week of 10/26 - 10/30	<b>Digital Portfolio Due</b>	
Week of 11/2 - 11/6	*Please contact the professor to set up meeting if necessary	
Week of 11/9 - 11/13	*Please contact the professor to set up meeting if necessary	
Week of 11/16 – 11/20	<b>Website is due</b>	

## **COVID-19 PRECAUTIONS**

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at [screening.utep.edu](https://screening.utep.edu). If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to [COVIDaction@utep.edu](mailto:COVIDaction@utep.edu).

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website ([screening.utep.edu](https://screening.utep.edu)) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures.

**(classes with on-campus meetings)** Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course and lab activities may be transitioned to remote delivery.

## **COVID-19 Accommodations**

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations.

**(classes with on-campus meetings)** Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact [Center for Accommodations and Support Services](#) (CASS) to discuss temporary accommodations for on-campus courses and activities.

## **CLASS RECORDINGS**

The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. **You may not share recordings outside of this course.** Doing so may result in disciplinary action.

## **NETIQUETTE**

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

## **EXCUSED ABSENCES AND/OR COURSE DROP POLICY**

According to UTEP Curriculum and Classroom Policies, "When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of "W" before the course drop deadline and with a grade of "F" after the course drop deadline." See academic regulations in the UTEP Undergraduate Catalog for a list of excuse absences. Therefore, if I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course. I will provide 24 hours advance notice via email.