

THR 834 – PROFESSIONAL ASPECTS
COURSE SYLLABUS
FALL 2015
M 10:20AM – 12:10PM
CLASSES HELD IN: ROOMS 116 AUD

KIRK A. DOMER
117 AUDITORIUM
517.355.6690
domer@msu.edu
www.kirkdomer.com
OFFICE HRS: By Appointment

DESCRIPTION OF COURSE:

Preparation for a career as theatre professional and/or academician.

The purpose of this course is to tie up loose ends in your education as an artist and educator. While these professional pursuits often intersect... there are distinct demands that you must experience before graduating.

For your life as professional designer you will need to create a marketing plan for yourself in order to showcase your work in the best way possible. By the end of this course you will have a strategic plan for marketing yourself for future professional endeavors.

For your future launch into academia, you will need experience in areas of curriculum and grant creation that will serve you well for retention, reappointment, promotion and the pursuit of tenure. By the end of this course you will have experienced several real examples of academic service and professorial responsibilities beyond that of student.

It is expected that experience in both of the aforementioned arenas will enhance your future (whatever the path) as it is impossible to predict the future.

RECOMMENDED TEXTS:

- Flitsos , Anne and Gail Medford, Teaching Theatre Today: Pedagogical Views of Theatre in Higher Education, Revised Edition
- Jaen, Rafael, Developing and maintaining a design-tech portfolio: a guide for theatre, film, and TV

COURSE OBJECTIVES:

- Curriculum Vitae/Cover Letter
 - Create/develop an approved/updated CV and cover letter for a job you have identified from ArtSearch or a like source.
- Teaching Philosophy
 - Using examples of others' philosophies, create your own.
- Professional Articles
 - Report on a professional article or like source related to your professional goals. (Specific presentation dates are listed in the weekly schedule.)
- Reference Letters
 - Using examples of others' reference letters, create your own based on an assigned undergraduate with a specific level of "reference support."
- Course Creation
 - Using provided course format, create a unique "specialty course" that you could teach and/or present as part of a job application/interview.
- Website Creation
 - If you do not have a website, you will create and publish a professional website. If you have one already, you should update and refine it based on notes provided in class.

- Portfolio Review
 - You will successfully complete an interview and portfolio review with a faculty member or guest artist at some point in the semester before **November 16**.
 - Note: reviewer(s) may be assigned based on THR guest artist residencies.
- Grant Writing
 - Using resources provided, you will write one grant that will be adjudicated by a professional review panel.
- Job Application
 - Identify at least five realistic and/or possible professional jobs and apply for at *least* one.
- Skype Interview
 - Using your Job Application as a basis, you will successfully complete a mock interview.

WEEKLY SCHEDULE (Subject to Change)

Week	Date	Topic	Assignments & Due Dates
1	9/2	<i>Discuss:</i> Syllabus, Course Expectations, Professional Article Assignment <i>Present:</i> CV and Cover Letter	Reminders... Due 9/7: <ul style="list-style-type: none"> • CV Reminders... Due 9/14: <ul style="list-style-type: none"> • Cover Letter • Post Professional Article to D2L for Peer Review
2	9/7	LABOR DAY: NO CLASS <i>Due:</i> CV	LABOR DAY: NO CLASS DUE: <ul style="list-style-type: none"> • CV Reminders... Due 9/14: <ul style="list-style-type: none"> • Cover Letter • Post Professional Article to D2L
3	9/14	<i>Review:</i> CV <i>Due and Discuss:</i> Cover Letter and Professional Articles posting <i>Present:</i> Teaching Philosophy	DUE: <ul style="list-style-type: none"> • Cover Letter • Post Professional Article to D2L
4	9/21	Grant Writing Workshop with Emily Sutton-Smith <i>Discuss:</i> Cover Letter (if time)	Reminders... Due 9/28: <ul style="list-style-type: none"> • CV Update • Teaching Philosophy
5	9/28	<i>Due:</i> CV Update and Teaching Philosophy <i>Discuss:</i> Reference Letter (examples will be provided), Job Application, Website Design and Q&A on Paperwork <i>INVITED to attend Business Resumes with Becky Brewer (THR 492) on Friday 10/2 in SNY C201 from 10:20-12:10</i>	DUE: <ul style="list-style-type: none"> • CV Update • Teaching Philosophy Reminders... Due 10/5: <ul style="list-style-type: none"> • Cover Letter Update

6	10/5	<p><i>Due:</i> Grant Proposal and Cover Letter Update <i>Discuss:</i> Skype Interview and CV updates and Teaching Philosophy <i>Present:</i> Course Creation <i>MUST ATTEND TAX Training with Jordan Sutton from Sutton Advisors, PLC (THR 492) on Friday 10/9 in SNY C201 from 10:20-12:10</i></p>	<p>DUE:</p> <ul style="list-style-type: none"> • Cover Letter Update <p>Reminders... Due 10/12:</p> <ul style="list-style-type: none"> • Grant Proposal • Professional Article Discussion (Williams) • Teaching Philosophy Update • Reference Letter • Web Design Concept
7	10/12	<p><i>Due:</i> Teaching Philosophy Update and Reference Letter <i>Present:</i> Professional Articles Discussion (Williams) <i>Critique:</i> Web Design Concept, Tips and Tricks <i>MUST ATTEND Stratford Guest Roundtable on Friday 10/16 in STUDIO 60 from 10:00-12:00</i></p>	<p>DUE:</p> <ul style="list-style-type: none"> • Grant Proposal • Professional Article Discussion (Williams) • Teaching Philosophy Update • Reference Letter • Web Design Concept <p>Reminders... Due 10/19:</p> <ul style="list-style-type: none"> • Professional Article Discussion (Stowell) • Course Creation
8	10/19	<p><i>Due:</i> Course Creation <i>Present:</i> Professional Articles Discussion (Stowell) <i>Discuss:</i> Teaching Philosophy Updates and Reference Letters <i>MUST ATTEND imáGEN Guest Roundtable on Friday 10/23 in STUDIO 60 from 10:00-12:00</i></p>	<p>DUE:</p> <ul style="list-style-type: none"> • Professional Article Discussion (Stowell) • Course Creation <p>Reminders... Due 10/26:</p> <ul style="list-style-type: none"> • Professional Article Discussion (Eubank)
9	10/26	<p><i>Present:</i> Professional Articles Discussion (Eubank) <i>Discuss:</i> Course Creation and Grant Proposal Course Q&A <i>Design Portfolio:</i> Tips and Tricks</p>	<p>DUE:</p> <ul style="list-style-type: none"> • Professional Article Discussion (Eubank) <p>Reminders... Due 11/2:</p> <ul style="list-style-type: none"> • Professional Article Discussion (Jiang)
10	11/2	<p><i>Present:</i> Professional Articles Discussion (Jiang) Grant Writing Follow-up Workshop with E S-S <i>INVITED to attend One-on-One Business Resume Critique with Career Services (THR 492) on Friday 11/6 in SNY C201 from 10:20-12:10</i></p>	<p>DUE:</p> <ul style="list-style-type: none"> • Professional Article Discussion (Jiang) <p>Reminders... Due 11/9:</p> <ul style="list-style-type: none"> • Professional Article Discussion (Claros) • Job Application

11	11/9	<i>Due:</i> Job Application (Final versions of CV, Cover Letter, Teaching Philosophy and Course Creation) <i>Present:</i> Professional Articles Discussion (Claros)	DUE: <ul style="list-style-type: none"> Professional Article Discussion (Claros) Job Application Reminders... Due 11/16: <ul style="list-style-type: none"> Final Grant Proposal Portfolio Review Discussion Posting on D2L Website Presentation
12	11/16	<i>Due:</i> Final Grant Proposal and Portfolio Review Discussion Posting on D2L <i>Present:</i> Website	DUE: <ul style="list-style-type: none"> Final Grant Proposal Portfolio Review Discussion Posting on D2L Reminders... Due 11/23: <ul style="list-style-type: none"> Skype Interviews Round I
13	11/23	CLASS ARRANGED Skype Interviews Round I	DUE: <ul style="list-style-type: none"> Skype Interviews Round I Reminders... Due 12/7: <ul style="list-style-type: none"> Skype Interviews Round II
14	11/30	CLASS ARRANGED Skype Interviews Round II	DUE: <ul style="list-style-type: none"> Skype Interviews Round II
15	12/7	Skype Interview and Grant Feedback from Review Panel; Course Evaluations	

EXAM: None: in lieu of Graduate Guidance Committee Meeting

BREAKDOWN OF FINAL GRADE:

- Each assignment grade is evaluated on three criteria: “application of course materials”, “quality of work”, and “completion of work.”
- Academic dishonesty will result in a course grade of 0.0.

% BREAKDOWN OF FINAL GRADE:

Artist:

Website Creation	10 Points
Portfolio Review	5 Points
Job Identification/Application	15 Points

Educator:

CV	10 Points
Teaching Philosophy	10 Points
Course Creation	5 Points
Professional Articles	5 Points

Artist/Educator:

Cover Letter	10 Points
Reference Letter	5 Points
Grant Writing	15 Points
Skype Interview	10 Points

GRADING SCALE:

• 93-100	=	4.0
• 88-92	=	3.5
• 83-87	=	3.0
• 78-82	=	2.5
• 73-77	=	2.0
• 68-72	=	1.5
• 60-67	=	1.0
• 0-59	=	0.0

Total: 100 Points