Cedar Crest College
FNA 255 Portfolio Preparation 1 credit

Fall 2009
8:30a – 9:15a Thursdays in TCC room 329
Instructors: Kevin Gallagher kevin.gallagher@cedarcrest.edu TCC room 334 ext 3439

Course Description and Objectives:

This course will focus on the development of performing arts cover letters, resumes and portfolios. It is designed for junior and senior performing arts majors who have participated in departmental productions. Students will compile and assemble any and all creative process and product work and materials into a presentable format using professional guidelines as standards for acceptability. Students must proactively participate in assembling and arranging their work for presentation. The student will be physically creating a professional, performing arts style cover letter, resume and portfolio consisting of their own personal body of work.

Course Format:

1. Lecture / Demonstration: Instructors will provide examples of professional cover letters, resumes and portfolios for the purpose of establishing acceptable standards. Instructors will also provide demonstrations of relevant computer software necessary to manipulate images for presentational purposes.

2. Laboratory: TCC room 329 is a computer lab with software applicable to creating resumes and portfolios. This portion of the class will be spent experimenting and perfecting digital layout techniques and assembling the portfolio throughout the course.

Important Dates:

Aug 27, 2009   In Class - Introduction to all
Sept 17, 2009 Email Cover Letter and Resume to Kevin.gallagher@cedarcrest.edu
Sept 24, 2009 In Class - Cover Letter and Resume
Oct 15, 2009   In Class - Printing Pictures
Dec 3, 2009   In Class - Present Cover Letter, Resume and Portfolio

Course Outcomes:

1. Students will demonstrate their understanding and competency in producing a professional style cover letter, resume and portfolio.
    Assessment: Students must demonstrate the ability to assimilate their own body of work into an appropriate format through discussion, peer comparison and critique.

2. Students will demonstrate their ability to assert themselves, proactively, in a creative process with technological obstacles.
    Assessment: Students must demonstrate the ability to master certain software in order to physically produce a tangible, professional portfolio that is an accurate representation of their own creative process and work.

Grading:

25% Cover Letter
25% Resume
50% Portfolio Presentation / Interview