

**THE 4930: Special Topic - Professional Development
2025 Spring**

COURSE SYLLABUS

**University of Florida
School of Theatre and Dance**

COURSE INFORMATION

Course Days: Tuesday, Thursday
Course Time: Period 2 – 3 (8:30 AM - 10:25 AM)
Course Location: CON 217
Credit Hours: 3.00 Credits

INSTRUCTOR INFORMATION

Instructor: Leo Lei
Office Location: CON 209
Office Hours: Tuesdays and Thursdays 10:30AM – 12:30PM by Appointment
Phone: (352) 273-0510
Email: leiyu@ufl.edu

Instructor: Ryan Moore
Office Location: CON 230
Office Hours: Tuesday 11AM-1PM, Wednesday 1-3pm by Appointment Only
Phone: (352) 273-0516
Email: ryanmoore2@ufl.edu

Quote/Slogan: Get the job!!!

COURSE OBJECTIVES

Course Aim:

The focus of this course is to navigate and develop the tools and process of career development for the emerging professional theatre artist through classes and key assignments tailored to the student's main discipline.

Specific Learning Objectives:

By the end of this course, students will:

1. Develop and Create Professional Media for job seeking purposes.
2. Build Professional Job seeking, interviewing and interpersonal skills.
3. Learn financial skills specific to the industry of theatre.

COURSE MATERIALS

Required:

There are no assigned texts for this course. Supplemental materials will be distributed by instructors and/or guests as needed in hardcopy format or via Canvas.

Recommended:

The Business of Theatrical Design, Second Edition, James Moody, ISBN-13: 978-1621532408

Starting Your Career as a Theatrical Designer: Insights and Advice from Leading Broadway Designers, Michael J. Riha, ISBN-13: 978-1581159080

Show Case: Developing, Maintaining, and Presenting a Design-Tech Portfolio for Theatre and Allied Fields 2nd Edition, Rafael Jaen, ISBN-13: 978-0240819266

Technology:

- Computing device. Canvas will be used throughout the course. Students will need to have regular access to a laptop, computer, or tablet capable of supporting online platforms such as Wix.com.
- Cloud backup service, e.g. **OneDrive**, Google Drive, Dropbox, iCloud, etc.
- Thumb drive or portable hard drive.

Additional, Materials, Equipment or Skills:

Please be aware that some assignments in the course require the student to collect and acquire portfolio material. Depending on the source of these materials, this may be an additional expense. Additionally, some units will require the student to have a binder to collect and compile materials throughout the semester.

ASSIGNMENTS/EXAMS (Subject to Change)**Resume**

This assignment guides students in developing and refining professional resumes tailored to careers in theatre and the entertainment industry. Students focus on effectively showcasing their skills, experience, and achievements relevant to various roles in theatre. The project emphasizes proper formatting, industry-appropriate language, and strategies for highlighting unique technical expertise and creative contributions. Throughout the semester, students continually revise their resumes, culminating in a polished final version submitted at the end of the term.

Website

We will go through planning, template selecting, content creating and collecting, designing and finally publish your own portfolio website.

Stand Alone Portfolio

A website is not a portfolio. For a job interview it's best to have a small, focused selection of your best work to present. This must be completed for your mock interview. This should be in PowerPoint or another non-web-based format. Can be printed. You will be graded on neatness, labels, scale, storytelling, and general clarity of the portfolio. MAX 20 slides/pages.

City Report

This assignment will focus on the aspects of living in a particular city and research into various markets there.

Future/Career Plans

This assignment encourages students to create a detailed career plan outlining their goals for 1, 3, 5, and 10 years after graduation. Students will identify key milestones, skill development opportunities, and strategies for achieving their aspirations within theatre and the entertainment industry. The project emphasizes goal-setting, adaptability, and the integration of personal interests and professional ambitions, providing a roadmap for sustained growth and success in their chosen career paths.

Interview Project

For this assignment you will be asked to find 2-3 jobs you'd be interested in and send faculty a mock application and cover letter. The faculty will interview you for a selected job. You will be graded on your cover letter, application materials, knowledge of the company you are applying for, and professionalism and preparedness for the interview.

Photo Editing for Web Development

This assignment will involve a selection of photos gathered for your website for deployment on your website. Assignment will be graded on cropping, color, and level balancing.

Career Report/Interview/Presentation

For this assignment you will research (and interview if possible) someone at the height of a career path you intend to pursue. Report should include details of their career track, highlights of their work, what you like about their work, and your thoughts about following in similar footsteps. You will be required to reach out for an interview and documentation of that request is required. You will be graded on the depth of your research, your insight into their work, genuineness, and professionalism of the presentation.

Assignment	Points
RESUME	100
WEBSITE	200
PORTFOLIO	100
CITY REPORT	100
FUTURE PLANS & GOALS PROJECT	100
INTERVIEW PROJECT	100
PHOTO EDITING	50
ATTENDANCE & CLASS PARTICIPATION	150
Total Points Possible	1000

GRADING SCALE

Grade	Points
A	1000-930
A-	929-900
B+	899-870
B	869-830
B-	829-800
C+	799-770
C	769-730
C-	729-700
D+	699-670
D	669-600
F	599 & Below

COURSE EXPECTATIONS/POLICIES

- Students are expected to participate in class discussion and critical feedback of peers' projects.
- Students are expected to thoughtfully investigate critical feedback from instructor and peers.
- Students are expected to come to class with homework finished and with the required textbook. Students are expected to be respectful of others at all times.

Attendance Policy

Class attendance is required and is critically important to faculty and your peers. Commitment and punctuality are essential to demonstrating professionalism. Whether present or absent, students are responsible for all material covered in class. Tardiness is unacceptable and will result in a lowering of your final grade. Students who arrive to class more than five minutes late must be invited by the instructor to participate. Two late arrivals are equivalent to one absence. A commitment to regular attendance and full participation at all classes is expected from the students. The success or failure of the learning process depends on the personal energy and cooperation of all involved. Creative collaboration is at the core of all theatrical work.

Acceptable reasons for absence from or failure to engage in class include illness; Title IX-related situations; serious accidents or emergencies affecting the student, their roommates, or their family; special curricular requirements (e.g., judging trips, field trips, professional conferences); military obligation; severe weather conditions that prevent class participation; religious holidays; participation in official university activities (e.g., music performances, athletic competition, debate); and court-imposed legal obligations (e.g., jury duty or subpoena). Other reasons (e.g., a job interview or club activity) may be deemed acceptable if approved by the instructor.

For all planned absences, a student in a situation that allows an excused absence from a class, or any required class activity must inform the instructor as early as possible prior to the class. For all unplanned absences because of accidents or emergency situations, students should contact their instructor as soon as conditions permit.

Students will be permitted a reasonable amount of time to make up the material or activities covered during absence from class or inability to engage in class activities because of the reasons outlined above.

Absences (this applies to both unexcused absences):

Absence 1 = free

Absence 2 = lose 10% of overall grade, resulting in a maximum final grade of 90%

Absence 3 = lose 20% of overall grade, resulting in maximum final grade of 80%

Absence 4 = lose 30% of overall grade, resulting in maximum final grade of 70%

Absence 5 = lose 40% of overall grade, resulting in maximum final grade of 60%

Two Tardies = 1 absence

Students who accumulate 5 absences will be asked to withdraw from the class immediately. If this withdrawal is registered by institutional withdrawal deadline, the grade will be a "W"; if after deadline, the grade will be an "F".

Late Assignments/Make-Up Exams/Re-Submission of Work/Extra Credit

Assignments will not be accepted for full credit after 5pm on the date due. Assignments turned in late will be reduced by one letter grade (10% of the total points of the assignment) per day late. The instructor must approve all late assignments, make-up exams, and re-submission of work not later than one week after initial due date. The opportunity for extra credit may be given to the class near the end of the semester.

Making Appointments/Contacting the Instructor

Students may arrange appointments during office hours. Instructor is available during those office hours and by appointment. Questions related to grades, performance, attendance, and other individual concerns/issues are encouraged to be handled via a face-to-face appointment with the instructor.

Email Usage

Please use email as a form of communication with instructor to address appointment (instead of phone.) Email should be used to clarify assignment-related questions and to set appointments. Your instructor will use your UFL email address for all class communications. It is your responsibility to check that email address several times daily.

Use of Unauthorized Electronic Devices in the Classroom

Cell phones, MP3 players, and other personal communication or entertainment devices are to be silenced or turned off, and not used or displayed during the class period. Laptops cannot be used during class for anything other than class-related content. This will be strictly enforced. If the instructor is forced to make repeated attempts to any individual student or group of students to restrict usage of these devices for reasons unrelated to class content, these students class participation grade will be diminished.

Emergency Class Cancellation

If an emergency arises in which class must be cancelled, a note will be posted on the classroom door informing students of the cancellation and related information. If a cancellation notice is not posted, students are expected to remain in the classroom until dismissed by a college representative. In the event of severe weather, students should listen to local radio/television announcements for information or check the Santa Fe University website: <http://santafeuniversity.edu>. If the college is open, students are expected to attend class.

UF POLICIES

University honesty Policy UF students are bound by The Honor Pledge that states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<https://www.dso.ufl.edu/scer/process/studentconducthonor-code/>) specifies the number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

PLAGIARISM

Plagiarism is a violation of the UF honor code. A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to: 1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution. 2. Submitting a document or assignment, which in whole or in part is identical or substantially identical to a document or assignment not authored by the student. Students shall not use unauthorized materials or resources in an academic activity. Unauthorized materials or resources include any paper or project authored by the student (or another student) and presented by the student for the satisfaction of any academic requirement if the student previously submitted substantially the same paper or project to satisfy an academic requirement and did not receive express authorization to resubmit the paper or project.

Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Campus Resources

Health and Wellness

U Matter, We Care

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392- 1575 so that a team member can reach out to the student. Counseling and Wellness Center <http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies. Sexual Assault Recovery Services (SARS) Student Health Care Center, 392-1161.

<http://www.police.ufl.edu/>

Academic Resources

- E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.
- Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <http://www.crc.ufl.edu/>
- Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>
- Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>
- Student Complaints Campus: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf
- On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaint-process>

COURSE CALENDAR

Note: This calendar is an important guide and could be subject to change. All students are responsible for following the schedule and due dates of assignments outlined here, as well as any updates communicated in class or via email by instructor. Your instructor will use your UFL email address for all class communications. It is your responsibility to check that email address several times daily.

WEEK	TUESDAY	THURSDAY	ASSIGNMENT/DUE
Week 1 1/14, 1/16	Introductions, Syllabus Overview, Required Materials.	Resume	Resume Draft
Week 2 1/21, 1/23	Resume AI as a resource	Cover Letter	Cover Letter
Week 3 1/28, 1/30	Introduction to Basic Website	Gather Website Materials	Website Project
Week 4 2/4, 2/6	Photo Editing	Photo Editing	Photo Project
Week 5 2/11, 2/13	-Knowing and Presenting Yourself -Job Search	-Job Search -City Report	City Report
Week 6 2/18, 2/20	Begin Roughing in Website	Conversations with Alums/Grads	Website Template
Week 7 2/25, 2/27	Stand-alone Portfolios	Stand-alone Portfolios	Portfolio Project
Week 8 3/4, 3/6	Time, priority management Calendar Self-care, stress management	Conversations with Faculty/Grads	
Week 9 3/11, 3/13	Social Media/Branding (Guest)	Write Career Report	Career Report
Fall Break NO CLASSES			
Week 10 3/25, 3/27	Career Planning	City Report Presentation	
Week 11 4/1, 4/3	Graduate Schools	Conversations with Professionals TBD (Jeff, networking)	
Week 12 4/8, 4/10	Art of the Interview	Career Planning Presentation	Research Companies for Mock Interviews
Week 13 4/15, 4/17	Equity / SDC / IATSE Contracts, Taxes, W2, 1099, and LLCs, and Deductions	Career Report- Present in Class	
Week 14 4/22	Mock Interviews	READING DAY-NO CLASS	
	FINAL PRESENTATION (if needed) Final Exam: 5/02/2025 @ 12:30 PM - 2:30 PM		Publish Website Due Final Resume Due

DISCLAIMER: This syllabus represents the Instructor's current plans and objectives. As the semester progresses, those plans may need to change to enhance the class learning opportunity. Unexpected circumstances could cause class to be cancelled and the instructor will rework the syllabus as necessary. Such changes, communicated clearly, are not unusual and should be expected.