

**CORE 302- Welcome to the real world:  
TFMS PROFESSIONAL DEVELOPMENT SEMINAR  
SPRING 2019**

**INSTRUCTORS:** Leah Mazur

**EMAIL:** lcmazur@smcm.edu

**OFFICE HOURS** 9:00AM-10:30AM- M, T **OR BY APPOINTMENT**

**Course Objectives:** The goal of this course is to introduce students to the various tools required for job, graduate school, and internship application as well as for auditioning and freelancing in the fields of theater, film, and media. Additionally, it will introduce students to various life mechanics for success in these fields. During the half-semester, students will generate a resume, business card, website, social media presence, cover letter, personal statement, as well as other materials required by each TFMS area (performance, design/technology, film/video, media practices, dance). Life mechanics to be addressed include: "side hustles," filing taxes as a freelance artist, grant-writing, acquiring union membership, and budgeting on a non-fixed income.

This course is meant to send upper-class students into their junior summer with the resources to apply for internships, auditions, graduate school interviews, and design portfolio presentations.

**Learning Objectives:** At the end of CORE 302, students will be able to:

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**Course Structure:** This course meets once a week on **Wednesday from 9:00-12:00**, Montgomery Hall 111.

**You are also required to attend the Arts and Letters Alumni networking event the afternoon of Friday, April 5. The event will be held in DPC from 3:30-5:00.**

**Attendance Policy:** This class will be conducted in a professional manner. Students should be developing professional habits. There will be **two** free absences given, as specified by the student handbook.

**Any further absence will result in the loss of 1/4 a letter grade.** Unexcused Tardiness in excess of 20 minutes will result in loss of 10 points from overall grade.

If class is missed, it is the student's responsibility to make arrangements to gather notes, make up work, ETC.

**Text:** There is no required text for this class.

**Course Materials:**

<b>Grading:</b>	Class Participation, Attendance:	<u>          %</u>
	Website:	<u>          %</u>
	Personal Statement:	<u>          %</u>
	Cover Letter	<u>          %</u>
	Business Cards:	<u>          %</u>
	Workshop/Skype Sessions:	<u>          %</u>
	Arts & Letters Alumni Event	<u>          %</u>
	Final Mock Interview/Audition:	<u>          %</u>

**Academic Integrity:** If work submitted is determined not to be a student's own work, or if completed with unauthorized assistance, the student will receive no credit for the work and it will not be made up. **You are responsible for knowing the policies concerning academic misconduct (cheating, plagiarism, disruption of class, etc.)**

**Blackboard & Email:** **Check your email, Google classroom feed, and blackboard often. Announcements/information are important to your success in this class.**

**Final:** The final will be comprised of a mock audition/interview with a panel of professors at SMCM. Throughout this process, students will experience audition/interview procedures relevant to their respective field of study.

**Changes to syllabus:** Circumstances may cause changes to this syllabus. The instructors will be as fair as possible in this regard.

**Academic Accessibility:** SMCM is committed to providing access to the educational experience of students with disabilities and health conditions that impact

learning. If you have received a letter from the Office of Student Support Services (OS3), which outlines the academic accommodations to which you are entitled, please schedule a meeting with me to review that letter and discuss how your learning needs intersect with the course expectations. If you suspect that you have a learning need that could benefit from academic accommodations, you should contact the Office of Student Support Services, who can help you learn more about how to proceed in this instance as well.

## COURSE OUTLINE

This is an outline, as stated in the course syllabus; this is subject to change in any case of unforeseen circumstances.

### WEEK ONE:

3/4

Introduction, syllabus, Resume, Cover Letter, Website Overview

**-Building a 5-Year Plan:** We've all heard of them, but are they really worth it? In our first session, we'll be honest about where we all want to be in five years and put the pen to paper to develop a solid, goal-oriented road map to our destination. Throughout this process, we will also cover potential side-hustles and contingency plans for when (not if) things don't go our way.

### WEEK TWO:

3/11

**NO CLASS:: SPRING BREAK:: NO CLASS:: SPRING BREAK::**

### WEEK THREE:

3/18

**Graduate School Prep:** Is grad school right for you? Can you work without a graduate degree? What's the difference between an MFA and a PhD? In this session we consider the differences in each degree track and the process for admission to grad school.

-MAs/MFAs/Ph.D.s Explained

-Taking the GRE

**-Potential Skype Session**

**-BEGIN- Personal Statement & Grad School Rolodex**

### WEEK FOUR:

3/25

**Your Resources:** Curious as to where to find job postings and grants? In this session we will cover the various websites, publications, and databases that include up-to-date information about auditions, design work, grants, etc.

**CHECK- IN: Resume, Cover Letter, Website, Business Cards, Headshots**

### WEEK FIVE:

4/1

**Working the Crowd:** Today is dedicated to networking sessions in preparation for the Arts and Letters Alumni Event this Friday. "How do I shake hands when holding a drink and a plate of food? What's an elevator pitch and why do I care? Irish goodbye? How do I leave a conversation without seeming awkward? How to I schmooze people who could potentially help me in my search for an internship/work?"  
Never fear, for today, we will answer these questions and lay your social anxiety to rest.

**WEEK SIX:**

4/8

**Life Mechanics:** In this session we will look at the nitty-gritty of pounding the pavement as a working professional before, during, and after graduate school.  
-Is joining USA, AEA, or SAG-AFTRA worth it to you yet? What do those acronyms mean, anyway?  
-Have a cool idea? Need money? There's a grant (and maybe an app) for that!  
-Wait: I *still* need health insurance? I have to pay TAXES?! Where do those come from?!

-Potential Skype Session

-DUE- Personal Statement & Grad School Rolodex

**WEEK SEVEN:**

4/15

**Alternative Plans:** Not keen on heading to Broadway or LA? We'll take a look at various "alternative" markets for performance, design, and film as well as the ways to use your TFMS skills in non-traditional venues.

-CHECK IN: Website

-DUE: Resume, Cover Letter, and Headshot

**WEEK EIGHT:**

4/22

**Interview-Ready:** What does professional dress in your field look like? Do things like hair, tattoos, and makeup matter in an interview setting? In preparation for your final panel, today will be devoted to looking and feeling your best heading into interviews, mixers, and networking events. Be sure to come with at least one outfit you feel professional and put-together in.

-Potential Skype Session

-CHECK IN: Website

-DUE: Business Cards

**WEEK NINE:**

4/29

-Potential Skype Session

-CHECK IN- Final panel prep

**FINAL:**

DATE TO BE ANNOUNCED

PANEL SESSIONS