

Carnegie Mellon University

School of Drama

ADVANCED TOPICS IN STAGE MANAGEMENT II: CAREER STRATEGIES

COURSE SYLLABUS - SPRING 2016, MINI 3

* COURSE INFORMATION:

Instructor:	Molly McCarter
Course Number:	DRA 54475/54723
Course Credit:	PTM Core Course, 3 units
Course Meeting:	M/W 3p-4:20p
Office Hours:	By Appointment
Email:	mollyem@andrew.cmu.edu

* COURSE DESCRIPTION:

This course is designed to address the transition from academic to professional life. It is focused on developing long term strategies to support career longevity for the Stage & Production Manager

* LEARNING OBJECTIVES:

- Develop strategies to manage work/life balance
- Understand and employ long term goal setting
- Develop career management skills in hiring and interviewing, negotiations and other soft skills

* CLASS STRUCTURE:

This course is largely based on discussion. Your active participation is necessary for our success. On occasion there will be reading and/or assignments to complete in advance. These will be factored into your participation grade.

All reading and assignments will be managed through blackboard. Please check there for due dates and scheduling.

* ASSIGNMENTS:

Job Application Packets: Over the mini you will be asked to prepare 4 application packets. At least 2 should be for actual applications. The other two can also be for postings you find or in preparation of sending out a cold resume. These must be submitted via blackboard and we will review them in the following class.

Assignments: There will be two assignments over the semester (Personal Goal Planning & Relocation and Budgeting). These should be submitted via blackboard.

Mock Interviews: You will schedule a phone interview with an outside professional and participate in class interviews utilizing skills learned during the semester.

Readings: There will be assigned readings, managed via blackboard, through out the semester. Please be prepared to discuss these readings in class. There will be a reading quiz after every reading. These will be posted 48 hours prior to the class and must be completed before the start of class.

*** PARTICIPATION**

Your participation is what drives this class. It is designed to be an exploration of topics that are relevant to the transition you are currently experiencing and preparing for. The success of your experience in this class hinges on your active and substantive participation. You will be given two participation grades in this course that will count for 25% of your grade.

*** GRADING:**

Your grade in this course will be assessed by the following percentages:

- Application Packets - 25%
- Assignments - 20%
- Mock Interviews - 20%
- Reading Quizzes - 10%
- Participation - 25%
- (attendance, punctuality & involvement)

Grading for this course will be ABCDR as shown in the School of Drama handbook. For this course, the SOD Conservatory grading scale is as follows:

100% - 93%	A
92% - 84%	B
83% - 74%	C
73% - 65%	D
64% and Below	R

*** COURSE POLICIES: THIS COURSE OPERATES ON A 1-2-1 POLICY**

1 ABSENCE: You are allowed 1 absences from this class for any reason. After your 1 absences each additional absence will drop your grade one 1/2 letter grade (or 5 puts of your total 100). There are no additional absences allowed except in case of extreme emergency with documentation.

2 TARDIES: You have a 3 minute window to get to class on time. After that it will count as a tardy. 2 Tardies equal one Absence and will be calculated as such.

1 EXTENSION: Scheduling can be difficult, but it can be anticipated. You are afforded 1 extension. It must be requested at least 48 hours prior to the due date/time. Any request made after 5p on Friday will be considered submitted at 9am on Monday. If you miss a deadline other than under these circumstances you have one week to submit the work for a 20 point reduction. If the work is not submitted within the week you will receive a 0.

TECHNOLOGY: Please review the "Classroom Conduct" portion of your School of Drama handbook. Students are required to silence all phones and other technology. Please put cell phones away during class. Any student disrupting class may be required to leave.

Students are allowed to bring to class and utilize laptop computers to help with note taking. However, class time is not an appropriate time to be using computers for other functions, nor should this be an excuse for lack of engagement. Students who abuse the laptop privilege or who are distracted from participation, will be instructed to leave their computers at home.

COLLABORATION/CHEATING: This course falls under the University policy on cheating and collaboration. That policy is available on the web at: <http://www.cmu.edu/policies/documents/Academic%20Integrity.htm> Please review this policy.

Note that submitting anyone else's work (in full or in part) as your own and that collaborating on any assignment or exam without express direction to do so may be considered cheating under the University policy.

For the purpose of this course, you may not collaborate on any project without receiving specific instructions to do so from the instructor. When given, such instructions will apply to the current assignment only. Without additional instructions you must assume that future assignments must be completed independently.

Cheating and collaboration on assignments is a serious issue and can result in significant action. Please make an effort to stay informed of the specific instructions for each assignment.

Advanced Topics in Stage Management II: Career Strategies
Course Schedule
Spring 2016

January

Monday	Wednesday
11 Class Intro & Syllabus	13 Research & Cover Letters
18 MLK Day No Class	20 Personal Goal Setting
	<i>DUE: Mock Application</i>
25 Interview Skills & Prep	27 CV's & Non theatre Career choices Neogtiationg
<i>DUE: Job Application #1</i>	

February

Monday	Wednesday
1 Soft Skills	3 Emotional Intelligence
<i>DUE: Job Application #2</i>	
8 Relocation & Personal Budgeting	10 Networking & Not Burging Bridges
<i>DUE: Job Application #3</i>	
15 Professionalism & Being out of your depth	17 The Life/Work Balance Myth
<i>DUE: Reloc. & Budget</i>	
22 Road Scholar 101	24 Mock Interviews
<i>DUE: Job Application #4</i>	
29 Mock Interviews	2 Wrap Up
<i>DUE: Interview Summary</i>	

Reading quizzes are on Blackboard

All work must be submitted via blackboard

Bring a copy of every application's cover letter to class

The Mock Application must be scheduled with your assigned professional on their schedule by the deadline

EXTREMELY SUBJECT TO CHANGE