

BFA Design Technology & Production (DT&P) Portfolio/Yearly Review and Requirements

Goal of Portfolio

1. Showcase your class and production work from the past year to show the growth and development as a theatre artist. As well as beginning to curate your portfolio, this is a time for you to show the faculty the portfolio you intend to use for SETC, USITT, or other job interviews.
2. This process is a prerequisite for continuing in the program.
3. The composition of a review includes a minimum of two advisor members that should include the student's major academic faculty advisor and supervisors. It is appropriate for other faculty members to be part of the review if they have worked directly with the student on a production or class.

Required Materials

- All class work—everything from sketches, research, revisions, and final projects.
- Production work—if you designed or built a special project, include process and final photos.
- Final Updated Production Book- Please talk with your advisor for details.
 - ex) Stage Management: Prompt Book
 - Lighting Designer: Lighting Book
 - Master Electrician: ME Book
 - Costume Designer: Bible
- Updated Portfolios
- Bring at least 4 copies of your updated resume and updated cover letter.
- Evaluation letters from Summer Internship job.

Format:

- Hard copy and Digital
- Hardcopy Portfolio could include the following items:

1. In Lighting area
 - Lighting book that includes all of production information's such as scenery, costume, Final production photos, Research of productions Drafting, paper work, budget list, special rental list, rehearsal log, focus plan and Renderings if you have one
 - Resumes
 - Cover letter
 - Other classwork
 2. In Sound area
 - Drafting, Routing Paperwork, Shop Orders
 - Cue sheets, Design Concepts, Sample Cues (audio)
 - Resumes
 - Cover letter
 - Other classwork
 3. In Costume area
 - Renderings
 - Construction drawings, process photos, and finished piece photos of pieces you built
 - Paperwork (piece lists, garment breakdowns, check-in sheets)
 - Resumes
 - Cover letter
 - Other classwork
 4. In Scenery, Prop and Paining area
 - Drafting package, if you designed or TD'ed show
 - Paint elevations and photos of process and finished production pieces
 - Prop drawings and photos of process and finished pieces
 - Construction drawings, process photos, and finished piece photos of scenic pieces you built.
 - Resumes
 - Cover letter
 - Other classwork
- Display the process for all projects
 - Each student will have 15 minutes to present their portfolio, there will be 10 minutes of feedback from the faculty and staff.

- Everything should look cohesive

Other information and Requirements

- There will be a sign-up sheet for each area's portfolio review.
- Think of this as a job interview: dress appropriately; present your stuff with pride, and professional artistic aesthetic.
- BFA DT & P Program candidates are required to work for all theatre division main stage productions and assigned by DT & P Faculty.
- A student may be placed on Program Probation for failure to demonstrate continuous skill development and growth in ALL areas of the BFA DT & P Program.
- The members of the DT & P Faculty will provide the student with written information regarding specific areas and skills in question at the time of a student being placed on probation.
- Students are subject to dismissal from the BFA DT & P Program without being placed on program probation.
- BFA DT & P program candidates are expected to follow the GPS roadmap for the BFA DT & P Program unless exceptions are made by either the College or School advisor.
- If a BFA DT & P Program candidate fails a required DT & P theatre core class, the candidate will automatically be placed on program probation.
- BFA DT & P Program candidates are expected to matriculate in the BFA program by completing program requirements and Kent Core requirements. Failure of any course requires candidates to repeat courses and may interfere with program matriculation, which may result in program probation.
- BFA DT & P Program candidates must successfully complete all course work as determined by the course instructors and as outlined by the course syllabi and maintain a GPA of 2.5 in their major.

- BFA DT & P Program candidates on academic probation may not participate in School of Theatre and Dance productions. Students may be dropped from the program for failure to maintain a 2.0 GPA.
 - Juniors and Seniors should apply for at least 3 summer jobs by the end of Fall semester.
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TIPS FOR PREPARING YOUR PORTFOLIO (from URTA)

- **Be selective** in preparing your presentation. Portfolios should include the best examples of your work and design capabilities, as well as some of your process.
 - **Job Interviewers want to see your skills and abilities in design more than they want to see how well you can set up a nice portfolio.** They look for quality, not quantity.
- The portfolio should be organized and neat, but please no scrap booking! Portfolio materials should be clean and presented to their best advantage e.g., matted, mounted, etc. when appropriate
- Your work should speak for itself, but be prepared to answer questions about your process and to explain your design ideas. If asked about a production, assume that the person is familiar with the plots of most classic and current drama. Outline the plot if you have designed an obscure or new play, but only explain as much as is necessary to understand your design idea and/or choices.
- Identify work as a class project or realized production with play title, producer (organization or class), and date.
- Reflect your area of future concentration and interest in the portfolio you present. If you have a produced design, show examples of your process drawings and the development of the project to the finished product on-stage. Document the evolution of a complex technical project through a series of photographs.
- Use photos with accurate color development. Select photos that are not repetitive and show your work clearly. At least one full stage shot of a setting and full figure shots of characters in costume are expected.

- It is a good idea to have **examples of non-theater work reflecting your taste and abilities** e.g., graphic arts projects; life drawings; or examples of photography. It is not necessary to bring three-dimensional objects, but a well-built set model, costume, property or example of related craft work is acceptable. Photos of three-dimensional work may also be included.

SELF EVALUATION – STUDENTS NAME _____

This document should be turned in to your advisor prior to your portfolio review

1. Looking at the body of work you have done, what projects, production work are you most proud of and why?
2. What specific techniques within the work or works cited do you consider major improvements in any area.....communication, execution, process etc.
3. What if anything has changed about your attitude towards your work, assignments, art etc.
4. What would you like to concentrate on in the future to enhance your skills and experience at Kent.
5. Any other comments you wish to share about your work or where you think you are in your development as a practitioner.

PORTFOLIO REVIEW EVALUATION SHEET

HARD COPY or DIGITAL COPY (Please circle)

Student's Name:

GPA:

Kent Email Address:

Student's Resume - Please make notes on resume and give to advisor.

Score the Student in each category on a scale of 1 to 10, with 10 being the best score.

Presentation

1. Quality of the Presentation

Score 1-10

2. Personal Appearance (appropriate for the occasion, fit, accessorized, color choices, etc.)

Score 1-10

3. Verbalization (annunciated clearly, prepared in terms of content of statements etc.)

Score 1-10

4. Suggestion improvements to the portfolio

General Notes

1. General impression of the portfolio

Score 1-10

2. On performance during the semester (attitude, focus, participation, strength and weaknesses)

Recommendation: Admit to BFA Program
Continue in BFA
Continue in MFA Program

YES _____ NO _____
YES _____ NO _____
YES _____ NO _____

Total Score

Other
Recommendation:

Signature of Reviewer: _____ DATE: _____

Design, Technology and Production
 School of Theatre and Dance
 BFA / MFA Student Semester Assessment

Please circle the focusing area of the student.

Costume	Scenic	Prop/Painting	TD
Lighting	Sound	SM	Projection

Student Name	Semester/Year
Student ID	GPA
Reviewer	Expected Graduate Date

DT classes	Grading/Comments

Overall Collaboration & Communication	Score 1-5 * _____

Artistic Ability and Growth	Score 1-5 * _____

Technical Ability and Growth	Score 1-5 * _____

Professionalism in Class and Production assignment	Score 1-5 * _____

Performance as an employee (if applicable)	Score 1-5 * _____

* 5- Exceptional Work/4- Above Average/3- Average/2- Below Average Work/1- Unacceptable Work

