	NEW COURSE PROPOSAL Undergraduate Programs	UUPC Approval _9/8/25_ UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
FLORIDA ATLANTIC UNIVERSITY	**Department** **College** (*To obtain a course number, contact **erudolph@fau.edu***)	

Prefix **Number** 　　　　L	(*L = Lab Course; C = Combined Lecture/Lab; add if appropriate*) **Lab**　　L **Code**	**Type of Course**	**Course Title**

Credits (*See Definition of a Credit Hour*)	**Grading** (*Select One Option*) **Regular**	**Course Description** (*Syllabus must be attached; see Template and Guidelines*)
Effective Date (*TERM & YEAR*)	**Sat/UnSat**	

Prerequisites, with minimum grade*	**Corequisites**	**Registration Controls** (*Major, College, Level*)

***Default minimum passing grade is D-.** Prereqs., Coreqs. & Reg. Controls are enforced for all sections of course*

WAC/Gordon Rule Course 　　**Yes**　　　　　**No** WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal. See WAC Guidelines.	**Intellectual Foundations Program (General Education) Requirement** (*Select One Option*) General Education criteria must be indicated in the syllabus and approval attached to the proposal. See Intellectual Foundations Guidelines.

Minimum qualifications to teach course

Faculty Contact/Email/Phone	**List/Attach comments from departments affected by new course**

Approved by		***Date***
Department Chair	*Thomas M Frank*	April 4, 2025
College Curriculum Chair	*Robin Larson*	08/25/2025
College Dean		08/25/2025
UUPC Chair	*Korey Sorge*	9/8/25
Undergraduate Studies Dean	*Dan Meeroff*	9/8/25
UFS President		
Provost		

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

TPA 4293L
Portfolio Development

Term 20XX
WF 9:30-10:50
LOCATION IN PERSON
3 CREDIT HOURS

K. APRIL SOROKO
Associate Professor – Scenic Design
Office: AL 176
ksoroko@fau.edu
Office Hours: by appt.- call or email 305-458-9260

COURSE DESCRIPTION:

Guides students through creating physical and digital portfolios and content. Through personalized mentoring, students develop and explore self-branding techniques. The course covers resume styles, portfolio layouts, photo formatting, and web design, equipping students with essential tools for entering their chosen profession confidently.

STUDENT LEARNING OUTCOMES:

- Students will be able to identify best practices in resume building.
- Students will be able to select and alter photos and choose fonts in order to create attractive and compelling layouts for portfolio pages.
- Students will learn the standard practices for cover letters.
- Students will be able to create a web-based representative portfolio of their work.

GRADE:

1. RESUMES and COVER LETTERS		20%
2. HARDCOPY PORTFOLIO		30%
3. WEB PORTFOLIO		30%
4. BUSINESS CARD DESIGN		20%
	TOTAL	100%

Grade	Points
A	96-100
A-	92-95
B+	88-91
B	84-87
B-	80-83
C+	76-79
C	72-75
C-	68-71
D	64-67
D-	60-63
F	0-59
W (Withdrawn)	
I (Incomplete)	

LATE WORK AND MAKEUP QUIZZES:

- A late Midterm Project will be penalized one letter grade for every day late.
- If the Final Project is submitted late, and the student has a satisfactory record prior to that project, the student will be given an **Incomplete (I)**.
- **I**ncomplete grades will not be given unless an **excused absence** coincides with the presentation of the Final Project.
- A Midterm Project may be made up in the case of an **excused absence only**. Please speak to me prior to an anticipated absence, or immediately after an absence regarding make up work, during my office hours.
- Extra credit is only acceptable if all projects have been submitted on time, **not** to make up for work missed.
- Students with **excused** (documented) absences may request to make up missed quizzes. Arrangements to make up a missed quiz must be made no later than a week after returning to class. Make-up quizzes will be given during my office hours only.

CANVAS:

According to the departmental printing policy, you must print out your own syllabi and any other handouts that are posted on CANVAS. CANVAS will be used actively as part of the communication tools between the instructors and the students. Please make sure to update your email address, so you can receive all Blackboard messages.

CELL PHONES, LAP TOPS:

Silence your cell phone before class. An audible call or text during class will affect your grade, the same way a tardy does. Laptops are not to be used in class except when specifically permitted for a project.

FAU POLICY ON THE USE OF ELECTRONIC DEVICES:

University policy on the use of electronic devices states*: In order to enhance and maintain a productive atmosphere for education, personal communication devices, such as cellular telephones and pagers, are to be disabled in class sessions*.

- **This class policy**: In addition to adhering to University policy, any personal electronic device used in this class must be cleared with the instructor prior to use. Electronic devices, cleared for use in this class, may only be used for the purpose of **taking notes**. Any other use of electronic devices is in violation of class policy and will be **regarded as an absence**.

ATTENDANCE POLICY:
CLASS PARTICIPATION AND ATTENDANCE:
- At FAU attendance is mandatory!
- The University policy regarding attendance will be followed. (See below)
- If you are absent, it is assumed that it is for a good reason. You are, however**,** *not excused from class.*
- The only absences that are deemed "excused" are those due to religious observance, obligatory academic events (fieldtrips, participation in sports events, debates etc.), emergency medical treatment and hospitalization or participation in a funeral due to a personal tragedy.

- Religious observance and obligatory participation in academic events will require prior notification whenever possible*. **Previously scheduled medical/dental/veterinary etc. appointments are not excused.**
- In order that an absence be deemed "excused" it must be **documented**. Documentation means that an instructor must be provided with *an official letter, from an official source on official stationary; not an email or a fax.*
- *The third (3rd) unexcused absences will lower your final grade by one letter grade.*
- *Every additional absence will lower your final grade by another letter grade.*
- *Three tardies, will equal one absence.*
- Chronic absences or tardies will result in a *"recommendation to withdraw."*

University Policy on Absences and Incompletes: Students will not be penalized for absences due to participation in University-approved activities, but proof of involvement must be provided. Reasonable accommodation will be made for student absences due to religious observance(s). Also, note that grades of Incomplete ("I") are reserved only for students who are passing the course but have not completed all the required work because of exceptional circumstances. Incompletes should be pre-arranged with the instructor before the end of the term.

- **Attendance Policy of the Department of Theatre & Dance:** Three absences will lower your final grade by one letter. Each subsequent absence will lower your final grade by one letter. Five absences will result in automatic failure. Three tardies equals one absence. If you arrive to class after roll is taken, it is your responsibility to check in at the end of class to make sure your attendance is recorded. See University policies in the FAU Student Handbook http://www.fau.edu/handbook/

ACCOMODATIONS FOR STUDENTS WITH DIABILITIES:

In compliance with the FAU policy and equal access laws, I am available to discuss appropriate academic accommodations that may be required for students with disabilities. Requests for academic accommodations are to be made during the first two weeks of the semester, so arrangements can be made.

In compliance with the Americans with Disabilities Act (ADA), students who, due to a disability, require special accommodation to properly execute course work must register with the Office for Students with Disabilities (OSD) -- in Boca Raton, SU 133 (561-2973880); in Davie, LA 240 (954-236-1222); in Jupiter, SR 110 (561-799-8010) -- and follow all OSD procedures.

Artificial Intelligence Preamble

FAU recognizes the value of generative AI in facilitating learning. However, output generated by artificial intelligence (AI), such as written words, computations, code, artwork, images, music, etc., for example, is drawn from previously published materials and is not your own original work.

FAU students are not permitted to use AI for any course work unless explicitly allowed to do so by the instructor of the class for a specific assignment. [Policy 12.16 Artificial Intelligence]

Class policies related to AI use are decided by the individual faculty. Some faculty may permit the use of AI in some assignments but not others, and some faculty may prohibit the use of AI in their course entirely. In the case that an instructor permits the use of AI for some assignments, the assignment instructions will indicate when and how the use of AI is permitted in that specific assignment. It is the student's responsibility to comply with the instructor's expectations for each assignment in each course. When AI is authorized, the student is also responsible and accountable for the content of the work. AI may generate inaccurate, false, or exaggerated information. Users should approach any generated content with skepticism and review any information generated by AI before using generated content as-is.

If you are unclear about whether or not the use of AI is permitted, ask your instructor before starting the assignment.

Failure to comply with the requirements related to the use of AI may constitute a violation of the

Florida Atlantic Code of Academic Integrity, Regulation 4.001.

Proper Citation: If the use of AI is permitted for a specific assignment, then use of the AI tool must be properly documented and cited. For more information on how to properly cite the use of AI tools, visit https://fau.edu/ai/citation

AI Language Specific to this Class

AI Prohibited. The use of AI to assist in work assigned in this specific course is prohibited.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to http://www.fau.edu/counseling/

The FAU Code of Academic Integrity: Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see the Code of Academic Integrity in the University Regulations at http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf.

- **Departmental policy regarding the Code of Academic Integrity**: Any plagiarism will result in automatic failure and further action as outlined in the University Catalog.
- **This class policy**: In addition to adhering to Departmental and University policies, any work submitted for credit, in this class, determined to be accomplished dishonestly, will be submitted to the Dean of the College for review, with the recommendation that the citation become part of the student's permanent record.

Philosophy

To better help students develop as scholars and artists, the faculty of the department of Theatre and Dance have adopted the following syllabi requirements. Staring with the Spring 2023 term, every course outside of IFP courses must contain the appropriate material from the following three sections:

Content Warnings

Minimum requirement for the syllabus:

As we move forward through this course, the material covered in class will be varied and will examine all kinds of subject matter. Theatre has always presented challenging material.   Students are responsible for all material required in a class. If a student encounters sensitive subjects or distressing material, the following resources are suggested:

- Seek professional help while working on challenging boundaries to grow as a scholar and artist. CAPS is an on-campus psychological help system that we encourage all students to reach out to for help: 561-297-CAPS (2277)
- Contact SAS (https://www.fau.edu/sas/) for an official accommodation
- Talk to the professor (email, office hours, before/after class)

Optional language that may be added:

The professor has identified that this course may contain the following content that students may wish to consider prior to the close of drop/add that could be disturbing to an individual:

- *Enumerate course concern items here*

Intimacy

The Department defines intimacy as "any physical act that would not reasonably be performed in a public space." Examples of items that would be considered public acts include touching in non-groin or breast areas, hugging, hand holding, and kisses on the lips or cheeks.

In the classroom: Intimate activities would not normally occur. If they are part of a classroom experience or activity an intimacy coordinator may be provided to ensure student safety and academic integrity.

Touching

The instructor would choose one of these two to include, based on your course. Course policies can be more expansive than listed.

Classes with no touching expectations:
As an intellectual discipline within the University, Theatre and Dance has kinesthetic and tactile components that need to be addressed to insure a positive learning environment. There is no physical contact in this course between the teacher and the student, nor between the students and each other.

Classes with touching expectations:
Instructor/Student interactions: As an intellectual discipline within the University, Theatre and Dance has kinesthetic and tactile components that need to be addressed to insure a positive learning environment. There is physical contact in this course between the teacher and the student as well as between the students and each other. This physical contact is never intended to be sexual in nature nor demean the student and is used solely for the purpose of adjusting body position for clarity and physical understanding in dance, acting, painting, makeup, design, and tool use for production. This information will be listed in the syllabus. You will have a brief discussion on physical boundaries and permissions between the student and the instructor on the first day of class. Touch will never be in the groin or breast area and if your physical boundaries have changed since being established, it is your responsibility to inform the instructor prior to the start of that lesson. Some classes may have a more detailed touch policy.
Student/Student interactions: Within the storytelling disciplines, touch happens between student performers and this touch must also be established with consent between the students prior to the engagement of the scene, dance, or movement composition. The students first establish the physical boundaries of the type of touch that will be permitted between each other. This touch is for the specific scene or exercise in class, and it is understood that consent prior to the touch must be reestablished each time. It is understood that as the student you may revoke your consent from an established scene or movement composition. If this is the case, please inform both the scene partner and the instructor prior to the start of class so that the totality of this new situation is understood to maintain an environment that supports your learning and creative exploration.

Suggested Text(s):
N/A

SUPPLIES: Computer with internet, hardcopy portfolio with extra black sheets if required.

*** THE 4830 COURSE OUTLINE – Fall 2024 ***

WEEK ONE   **REVIEW SYLLABUS and** Discuss CALENDAR
                                  Look for resume layout examples you like

WEEK THREE   **DUE: Preliminary resume and cover letter**
                                  Start choosing photos (and organizing them on
                                  Google Drive) of work for the hardcopy and web
                                  portfolio- think about the realized production photos,
                                  class projects, and in-shop production projects you
                                  want to highlight. Collect your best work first.

WEEK FIVE	Discuss, in class, hardcopy portfolio and start choosing projects use in portfolio- consider how many pages for each project. Upload photos into our folder on Google Drive. (Number the pages) LECTURE- using Pages or Microsoft Publisher to create printable portfolio pages
WEEK SEVEN	**DUE: At least 3 shows laid out for printing for hardcopy portfolio.** ASSIGNMENT: Start researching WIX to create website
WEEK NINE	**DUE: At least another 2-3 pages of production work photos or class projects for portfolio. Make sure to upload all pages onto the Google Drive folder for backup.** ASSIGNMENT: Start the Wix website- choose background color and fonts. Start thinking about layout of your home page.
WEEK ELEVEN	**DUE: Website homepage ideas and hardcopy resume**
WEEK THIRTEEN	Presentations of preliminary portfolio pages- let's plan on a 2 hour class to get through all of this. **ASSIGNMENT: Design a business card that ties in with your website fonts/colors.**
WEEK FOURTEEN	Keep working on the hardcopy portfolio and web portfolio.

** FINAL PROJECT PRESENTATIONS (FINAL EXAM PERIOD) – TBD