

Student Portfolio Review Information

- ◆ Students interested in designing, assistant designing, stage managing, or other upper division practicum MUST submit a portfolio for consideration in the spring.

- ◆ ALL students must fill out and turn in a hard copy of the Portfolio Submission Form to the theatre office, PAC 217, to be included in the portfolio reviews. This document is available online through the departmental website.
<http://www.csuchico.edu/thea/resources/index.shtml>

Criteria & Format

Freshman & Sophomores – Portfolio Submission

- Submit to the theatre office the following materials.
 - Introduction Letter & Resume
 - Traditional Paper or Digital portfolio (**.PDF format only for digital submissions!!**)
 - This should include classroom and practical work. Students should consider a Power Point or Keynote presentation format. Both of which can easily be converted into PDF.
 - **** All digital portfolios must be a self contained, SINGLE DOCUMENT burned to a CD, DVD, or placed on clean flash drive properly labeled for submission.**
 - Faculty will have (2) weeks to review these materials. Comments sheets will be available in the office at the end of this period.

Juniors & Seniors – Interview & Portfolio Presentation

- In-person interview and portfolio presentation
 - Students will be able to set up in the space beginning at 1pm.
 - Each student have available to them a 3'x6' table with a back board for pinning up materials.
 - Students will provide (10) copies of their resume and introduction letter at their station.
 - If students have developed a web site or other digital presentation, they are encouraged to bring their laptops and have it available for reviewers. Power will be provided.
 - The students will attend these stations for a (3) hour period during which the faculty may review their materials, give comment, and ask questions. This time period will also be open to other students to view their work.
 - Faculty will fill out a critique sheet which will be given back to the student after the event.
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Portfolio Materials Information

- The Introduction Letter should describe your current involvement in the department and state what you would like to do in the future.
- All Resumes will contain the following information and be contained on one page:
 - Name
 - Current contact information
 - Expected graduation date and degree expected
 - List of all production experiences (CSU & outside venues).
 - Please list all production experience in reverse chronological order.
 - Other applicable skills
 - Software proficiencies, workshops, CPR certifications, equipment proficiencies, etc.
 - Awards / Scholarships / Achievements
 - Related Organizational and volunteer affiliations
 - Three references

****The resume format may differ from one student to another, but all must be clear, organized, and include the information above.**

- Portfolios should include all relevant classroom and practical production work. Everything needs to be cleanly presented and labeled clearly. This presentation is as much about you as the materials, so the portfolio should reflect your attitude and interests. Your portfolio may be in one of the following formats:
 - Traditional hardcopy portfolio
 - Designers should include pictures of classroom and realized projects as well as cleanly formatted preliminary sketches and research.
 - Stage Managers may prepare a sample production book for their portfolio.
 - Dramaturges should present writing and research samples.
 - Web Based Portfolio; (Must be compatible to both Mac & PC)
 - PDF portfolio (Convert all Power Point, Keynote, or similar presentations into this form.)
- The goal of the yearly submissions is to give students feedback on their materials, identify strengths and weaknesses, and allow the faculty to place them in future production positions.
- **If you have any questions please contact Daniel Schindler, dschindler@csuchico.edu, PAC 248, x4053.**