

COURSE OUTLINE		
TERM: FALL 2019	COURSE NO ASAS 370	
INSTRUCTOR:	COURSE TITLE: The Actor's Business	
OFFICE: LOCAL: E-MAIL:	SECTION NO(S):	CREDITS: 1.5
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT: 2 lecture hours per week for 15 weeks.

COURSE PREREQUISITES: ASAS 261 and ACTR 200

CALENDAR DESCRIPTION: Students will learn the business of being an actor, from resume building and pitching a script, to union involvement and contracts.

COURSE NOTE: For Acting for Stage and Screen program students only.

REQUIRED TEXTS: Materials will be provided by the instructor.

COURSE STUDENT LEARNING OUTCOMES:

On successful completion of this course, students will be able to do the following:

- demonstrate creating a resume, a bio and letters of introduction to agents and theatre companies;
- apply the basics of taxes for the self-employed actor;
- differentiate between the film and theatre industry from union contracts to auditions;
- analyse the agents role in the entertainment profession;
- acquire the knowledge to create a business plan for entering the acting profession.

COURSE CONTENT:

Weeks	Content	Assignments
1 - 3	Introduction to resumes, photographs, reels, promotional packages, business letters, bios and learn how to research a Theatre season.	Produce a resume, a bio, work on promotional packages and start the Audition Research Assignment.
4 – 6	Taxes, Unions, and the Contracts. In Film – UBCP and ACTRA.	Gathering of receipts, study of Union documents and contracts.
7 - 9	The theatre world – the audition, callback, rehearsal schedules, union calls, and CAEA. Agents and Casting elements	Auditions – Generals vs. the specific audition. Union rules – the CAEA handbook. Guest speakers – Agents and CWB Audition Research assignment due.
10 - 13	Agent’s rules and regulations – protecting the actor. BC Government. Create the Actor’s Business Plan	Final resume, photograph, bios, pitch letters, Theatre projects and Tax project completed
14 - 15	Final Quiz	Business Plan due

EVALUATION PROFILE:	
Assignments (X 5)*	75%
Professionalism Reports (X2) (see below for details)**	25%
Total	100%

*ASSIGNMENTS	Week	%
1.Resume and Bio Assignment	1 - 3	10
2. Taxes	4 - 6	15
3. The Audition Research Assignment	7-9	15
4. The Actor’s Business Plan	10-13	20
5. Screen Business Quiz	14-15	15
TOTAL		75%

ASSIGNMENTS:

- Producing the resume and bio (10%): Students will prepare a resume of their work to date and write a bio for promotional purposes.
- Taxes (15%): Students will provide a month’s tally of expenses related to the acting profession.
- The Audition Research Assignment (15%): Students will research a theatre company and their season, write a letter of introduction and report on audition speeches that would fit those plays.
- The Actor’s Business Plan (20%): Students will create a business plan from graduation to three years post grad in a self-assessment project.
- Screen Actors Quiz (15%): Students will exhibit knowledge of the paperwork of the screen industry.

****PROFESSIONALISM REPORTS: (25%)**

1. Professionalism Report #1: (10%) Students will receive a mid-term progress report.
2. Professionalism Report #2: (15%) The end-of-term Professional Behaviour Reports are reviewed by Theatre Department audition committees.

Student evaluation is based on demonstrating professional behaviour as outlined in the Theatre Department *Standards for Professional Behaviour* in Program Operational Details (see below).

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand. The penalty for late assignments is a loss of 5% per day.

Missed Exams/Quizzes/Performances

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance

Students are expected to attend all classes and associated activities. Missing more than 10% of the classes may result in failing the course. Please consult with your instructor.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note-taking only. Any unauthorized use of electronic devices will result in a deduction of Professional Behaviour marks.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using their official Capilano University email; please check it regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing

aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

DEPARTMENT OR PROGRAM OPERATIONAL DETAILS

Theatre Department

Standards for Professional Behaviour

Professional behaviour is essential in employment situations in professional theatre, film, and television. Professional behaviour combined with professional craft skills are the essential

components that casting directors, directors, and producers consider when deciding to cast an actor. Acknowledging this, the Theatre Department fosters professional behaviour by evaluating each student according to these standards.

In classes where professional behaviour forms part of the mark, students will be given interim reports in order to adjust behaviour that needs improvement. Students should be aware that directors consider the actor's professional behaviour reputation when casting. These standards indicate the behaviour that is expected in class, in rehearsal and performance situations, and in all interactions in the Theatre Department environment.

The desired behaviours are described below as "outcomes" which are followed by a list of criteria against which the student's behaviour will be measured.

1. Outcome: Creative Integrity

Measurement Criteria: The student demonstrates

- exploration by showing a willingness to do exercises or take direction designed to increase the boundaries of known skills.
- commitment by participating in rigorous rehearsal and performance activities without sacrificing class and studio work.
- self-motivation by integrating and applying knowledge from all disciplines studied to the tasks at hand (e.g., skills learned in Acting class are applied to show rehearsal, skills learned in Movement and Voice classes are applied to Acting class)
- inspiration by bringing new ideas personal work and to the ensemble

2. Outcome: Good Work habits

Measurement Criteria: The student demonstrates

- punctuality
- regular attendance
- proper attire for the following:
 - **acting classes:** clothing that makes the body neutral: dark-coloured or grey stretchy pants, and dark or grey non-logo t-shirts or sweatshirts. Clothing must cover the entire body.
 - **movement, voice, and dance classes:** dance wear
 - **all studio classes:** footwear is dance or rehearsal shoes
 - **not allowed in studio courses:** jeans, skirts, revealing clothing, outdoor footwear, and jewelry (unless part of a required costume)
 - **tech classes:** work clothes that can be covered with dirt, dust or paint; sturdy shoes; work gloves.
- good personal hygiene
- preparation for the task by arriving with expected equipment/material
- effective listening skills
- effective note taking and rehearsal notation

3. Outcome: The Ability to work in hierarchal situations

Students must work in both hierarchal and collaborative situations and must develop the discretion to know the difference.

Measurement Criteria: The student demonstrates

- respect for authority
- appropriate response to direction
- respect for the work of others in supporting positions
- appropriate contribution to the work
- knowledge and use of the proper chain of authority

4. Outcome: Ability to Work in ensemble groups

Measurement Criteria: The student demonstrates

- reinforcement of others by verbally or nonverbally encouraging and supporting others and giving recognition for contribution
- openness and acceptance of others' ideas
- team work by using constructive means to overcome differences of opinion by searching for common ideas and compromising one's own opinion to complete the task
- active participation by contributing to group work
- peer development by reflecting on the work of others and offering sensitive, constructive observation and challenges when called upon
- leadership by proposing goals and tasks, initiating discussion and keeping the group focused and also leadership by example
- sensitivity to stigmas, multiculturalism, gender
- positive contribution to the energy of the ensemble

5. Outcome: Successful Time Management

Measurement Criteria: The student

- reads and follows schedules
- meets rehearsal deadlines such as line memorization
- has an organized approach to accomplishing tasks
- accomplishes tasks, assignments and projects on time
- respects the time of others by attending scheduled appointments, meetings, and rehearsals
- responds positively under high pressure demands

6. Outcome: Self-awareness, Self-care, Self-learning

Measurement Criteria: The student demonstrates

- a reflective practice which allows the student to be aware of the student's own competence
- an awareness of internal and external factors in one's personal life and how they can affect professional performance
- responsibility toward physical well being
- self-motivation to identify gaps in one's own knowledge, skills and abilities, and to request assistance from the appropriate member of the department
- the ability to accept, evaluate and respond appropriately to professional criticism

7. Outcome: Ethical standards

Measurement Criteria: The student demonstrates

- honesty
- accountability
- integrity
- commitment
- respect for co-workers
- respect for privacy, confidentiality

8. Outcome: Compliance with Safety Regulations and Respect of Work Space, Equipment & Materials

This refers to technical equipment associated with theatre and film production as well as classroom materials, masks, costumes, set pieces and properties. It also refers to the Performing Arts Theatre, shop spaces and Rehearsal Hall, The Arbutus Studio, and their immediate environments.

Measurement Criteria: The student demonstrates

- compliance with all safety regulations in the workplace
- respect for equipment
 - by gaining permission to use restricted equipment
 - by learning the safe operation of equipment
 - by following directions when instructed on the use of equipment & materials
 - by respecting its value
 - by locking up appropriate equipment
 - by returning all borrowed materials
- respect for the work spaces
 - by helping to keep the workspace safe and clean
 - by following department policies on food and beverages

Food and beverages are not allowed in the Performing Arts Theatre, in the rehearsal hall or Arbutus Studio. Water bottles are permitted. Occasionally, with permission of a stage manager, other beverages in closed containers may be allowed in rehearsals. These spaces are not to be used as lunchrooms.