



DRAMA PORTFOLIO COURSE GUIDELINES

Updated September 2022

1. Only productions approved by the Department of Drama may be used for portfolio course credit.
2. Assignment of performance roles is based on an audition and applicable for credit in Drama 2600, 3600, and 4600 courses.
3. Assignment of other creative roles is based on production needs and approval by appropriate faculty member.
4. All portfolio course forms must be completed and signed by the student and faculty supervisor and be returned to the Portfolio Course Coordinator **no later than one day** from the beginning of the students' work on the production assignment. Late paperwork will not be accepted.
5. Upon receiving notification from the Portfolio Course Coordinator, Fine Arts Student Program Services will register the student in the appropriate portfolio course. Registration for portfolio courses will usually occur during the term the production or assignment takes place, but in cases where the notification is received after November 15 in a fall term or March 15 in a spring term, the course will be registered in the following spring or fall term, respectively.
6. Students are encouraged to register for a maximum of one portfolio course per term and generally are not permitted to work on a production in more than one capacity.
7. Portfolio course hours usually increase with portfolio course level, however, portfolio course hours are variable based on the role or position assigned and needs of the production or project. Portfolio course grades are based on successful completion of the project and not associated with any number of completed hours.
8. Students may be required to work or rehearse during holidays and reading breaks. It is the student's responsibility to attain the production and rehearsal schedules and ensure that they are able to fulfill all of the responsibilities of the position including work or rehearsal during holidays and reading breaks. Refusal or inability to meet the demands of the project will result in removal from the position and/or a failing course grade.
9. Student must have completed fifteen university courses prior to enrolling in level II and III portfolio courses including Drama 3600, and 4600.
10. Combined drama education degree students may not register for any drama portfolio course while in Professional Semester II (PS II) or Professional Semester III (PS III) due to education degree regulations and field placement scheduling conflicts.
11. In the event that the student is being directly supervised by a person who is not a faculty member (i.e. guest director, guest designer, etc.), the Department Chair will be responsible for assigning the final course grade based on recommendations from the non-faculty supervisor.
12. Final course grade determined in accordance with the grading scale adopted by the Department of Drama and supervising faculty.

Evaluation Criteria:

Preparation	25%
Commitment	25%
Creative Achievement	50%
Total	100%

Grading Scale:

A+	95 – 100%	B+	80 – 84%	C+	67 – 69%	D+	56 – 59%
A	90 – 94%	B	75 – 79%	C	64 – 66%	D	50 – 55%
A-	85 – 89%	B-	70 – 74%	C-	60 – 63%	F	0 – 49%



The University of Lethbridge Department of Drama
APPLICATION AND APPROVAL FOR PORTFOLIO COURSE CREDIT

Updated September, 2022

Name: _____ Email: _____
ID #: _____ Phone: _____

Course - If you have secured successful assignment to a production, check one course and confirm, if applicable, the additional required prerequisite(s).

[] Drama 2600 Portfolio in Dramatic Arts I
One mainstage or TheatreXtra production as an actor or creative team member.

[] Drama 3600 Portfolio in Dramatic Arts II
One mainstage or TheatreXtra production as an actor or creative team member.

Prerequisites: [] Completed 15 university-level courses

[] Drama 4600 Portfolio in Dramatic Arts III
One mainstage or TheatreXtra production as an actor or creative team member.

Prerequisites: [] Completed 15 university-level courses

Project 1

[] Mainstage Production [] TheatreXtra Production [] Term Assignment []

Production or Assignment Name: _____

Position: (i.e. actor) _____ Term: _____

I have read, understand, and agree to the information, policies, and procedures on the front of this form.

Student Signature: _____ Date: _____

Faculty Supervisor: _____

Signature: _____ Date: _____

Faculty signature not valid until all information and requirements verified.

For Office Use Grade: _____

Administrative Signature: _____ Date: _____

Project 2 (if applicable)

[] Mainstage Production [] TheatreXtra Production [] Term Assignment []

Production or Assignment Name: _____

Position: (i.e. actor) _____ Term: _____

I have read, understand, and agree to the information, policies, and procedures on the front of this form.

Student Signature: _____ Date: _____

Faculty Supervisor: _____

Signature: _____ Date: _____

Faculty signature not valid until all information and requirements verified.

For Office Use Grade: _____

Administrative Signature: _____ Date: _____



The University of Lethbridge Department of Drama
PORTFOLIO COURSE FOIP CONSENT FORM
Updated September, 2022

Agreement

I, _____, hereby agree that in accordance with Section 35 (below) of the Alberta Freedom of Information and Protection of Privacy Act that the Department of Drama may:

- Use my contact information to reach me.
• Share my contact information with the Department of Drama Faculty, Theatre Staff, and Production Teams.
• Photograph me and/or my creative work; make recordings of my voice; and make combined audio-visual recordings of me, my voice, and/or my creative work during the production or assignment.
• Use the photographs and/or recordings of me and my work on the University of Lethbridge website, print materials, and electronic media for the purpose of promoting the University of Lethbridge, Faculty of Fine Arts, and Department of Drama programs and events.

Section 35 of the Alberta Freedom of Information and Protection of Privacy Act (FOIP): provides that, if a public body uses an individual's personal information to make a decision that directly affects the individual, the public body must

- make every reasonable effort to ensure that the information is accurate and complete; and
• retain the personal information for at least one year after using it so that the individual has an opportunity to obtain access to it.

Course Information

Course: Drama []2600 []3600 []4600

Production or Assignment Name: _____

Position: (i.e. actor): _____ Term: _____

This form and personal information including email address and phone number will be retained and disposed of in accordance with approved records retention and disposal schedules of the University of Lethbridge.

Student Name: _____

Student Signature: _____ Date: _____

Protection of Privacy

If the information contained in the above authorization is personal information governed by the Alberta Freedom of Information and Protection of Privacy Act, such personal information on this form is collected under the authorization of Section 33(c) of that Act and is protected under Part 2 of that Act. Such personal information will be used for the purposes stated and for the purpose of managing the consent for disclosure of personal information process. Direct any questions about this collection to: Director, Governance (403) 329-2201.



The University of Lethbridge Department of Drama
PORTFOLIO COURSE REGISTRATION AND CONTACT SHEET CONSENT FORM
Updated September, 2022

I, _____, give permission to the University of Lethbridge Faculty of Fine Arts Student Program Services to register me for the indicated course. I also agree that the Department of Drama may publish my email address, phone number, and course schedule for any production or assignment I am involved in on a production contact sheet. I understand that all contact sheets will be available to the Department of Drama Faculty, Theatre Staff, and Production Teams for the entire academic year, Fall Term 20 _____ – Spring Term 20 _____ (i.e. 2019).

Contact Information

Name: _____
 Student ID #: _____
 Email: _____ (university email address only)
 Phone: _____

Course Information

Course: Drama 2600 3600 4600
 Production or Assignment Name: _____
 Position: (i.e. actor): _____ Term: _____

Schedule Information: (if applicable)

Enrolled in any evening courses? Yes* No *Course(s): _____
 Enrolled in Drama 3100? Yes No

If yes, list class meeting days and times including required course meetings or events outside of standard weekly hours:

Do you have any potential scheduling conflicts during the production and performance processes? If so, please explain:

Note: You are solely responsible for notifying your direct project supervisor of AND for resolving ALL scheduling conflicts. Absences are excused for emergencies and required course conflicts ONLY. Some production work CAN NOT be missed even due to course conflicts. Please see the Portfolio Course Coordinator for more information.

Do you have any health concerns that may affect your participation in any way? If so, please explain: (voluntary)

Student Name: _____
 Student Signature: _____ Date: _____