



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

THEA 252 Professional Preparation  
1 credits (CRN 60293, 60296)  
Varied times

INSTRUCTOR: Taurie Kinoshita

OFFICE: Palanakila 225 (I'm always in 225 or 224, just knock!)

(Do not go to Palanakila 138, it's too small to rehearse in!)

OFFICE HOURS ((times students may drop in for help):

Tuesdays and Thursdays 4:30pm – 6:30pm or by appointment

TELEPHONE: (808) 779 – 3456

Please text ANYtime! Don't be shy, I'm here to help!

Texts receive the fastest response!

Emails and phone calls are ok too, but may take up to 36 hours for a response.

EMAIL: [taurie@hawaii.edu](mailto:taurie@hawaii.edu)

EFFECTIVE DATE: Spring 2025

## WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

*Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai'i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide the Ko'olau region of O'ahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.*

## CATALOG DESCRIPTION

**Professional Preparation:** An introduction into the professional-business-promotion-audition side of performance. Gather the materials needed to embark on a successful career and practice professional etiquette.

Repeatable up to 3 credits. 3 credits required for AA Concentration in Theatre Certificate.

## STUDENT LEARNING OUTCOMES

As a result of taking this course, students can expect to attain the following outcomes:

1. Research and contact casting directors, agents, companies and studios.
2. Generate self-promotional materials..
3. Prepare slates, monologues and other audition pieces.

4. Demonstrate professional performance practices.

## COURSE CONTENT

### *Concepts or Topics*

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Practice and understand Professional Etiquette.</li> <li>2. Learn the business side of performance.</li> </ol> | <ol style="list-style-type: none"> <li>3. Explore opportunities for the future and learn how to access and evaluate information.</li> <li>4. Be prepared to embark on a career in the performing arts.</li> </ol> |
|--|---|

### *Skills or Competencies—Students will:*

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Develop discipline – Punctuality and Preparedness for a multitude of circumstances.</li> <li>2. Learn to adapt quickly to changing contexts.</li> <li>3. Creative problem solve promotional or social situations.</li> <li>4. Adjust to solve problems positively and quickly without emotional or personal issues – things will change often.</li> <li>5. Practice auditioning.</li> </ol> | <ol style="list-style-type: none"> <li>6. Effectively and clearly express yourself—especially at meetings, interviews, and in emails to agents.</li> <li>7. Adapt to the rapidly changing environment of a theatrical production.</li> <li>8. Generate the minimum 4 audition pieces you need to have in your proverbial back pocket.</li> <li>9. Learn to be proactive about your career.</li> </ol> |
|---|---|

## COURSE TASKS AND GRADING

1. PARTICIPATE actively and positively in every class you are scheduled for – arrive early, focus and be prepared to engage.
2. Exhibit Professionalism and Courtesy.
3. Work on at least 2 audition pieces and types of auditions.
4. Generate promotional materials.

### *Points Available*

• Participation	70	
• (Professional Etiquette and Behavior at all times)		
• <u>Performance and generation of materials</u>	<u>30</u>	
TOTAL POINTS		100

### *Grades Available*

A = 90 or above | B = 80-89 | C = 70-79 | D = 60-69 | F = 59 or below

*CR/NC Option:* You must have the official CR/NC form signed by the instructor. You must receive a C or higher to receive credit for the course.

\*\*\*Note: in conservatory performance training, students either pass or fail. This class is similar: it is impossible to translate what happens at rehearsals and performances into a “point system.” Please know that as long as you ***show up and behave professionally***, you will not only perform well, gain immense confidence, have a wonderful show, achieve an invaluable experience, garner my undying loyalty, but your excellence will also be reflected in your final grade.

**Remember, once you agree to the schedule, you cannot miss—under any circumstances.** In theatre there is a saying: the only excuse is death, and even then you need three weeks notice.

## LEARNING RESOURCES

*No Required Text:* Handouts and video links made available by Instructor

## ADDITIONAL INFORMATION

*In General:*

**The only two things you need to do for this class are:**

- 1.) Show up (do not miss a set rehearsal or performance for any reason)**
- 2.) Behave professionally.**

**Professional behavior is:**

**Taurie’s TOP TEN HABITS OF HIGHLY EFFECTIVE PERFORMERS  
(or “How to be a DREAM ACTOR and Get Continual Work”)**

1.) Be nice! Its easy to be professional when everything’s going well. It’s only when things go to shit that you find out who the real professionals are. Behave professionally in every situation. Two weeks before opening, the stage manager is killed by an elephant, the lights keep going out in the middle of rehearsal because of an earthquake, whatever. Always be nice, don’t complain or mutter under your breath, stay calm and positive and just do your job. Always behave professionally--which means being ready to work at all times, being positive, polite, encouraging others, inspiring the rest of the cast and crew with your shining example and promoting a sense of ensemble and solidarity. Never act like a Diva or treat the rest of the cast or crew rudely in any way. After all, you’re all out there together (and \*tip, if you treat a costume designer rudely, watch out!)

2.) Solve problems, don’t make them. Be proactive, don’t wait for the director to tell you every single thing, do some work on your own. Come in with ideas. If the director doesn’t use or want to hear your ideas, at least you are ready to work and have thought about your part. If something goes wrong try to fix it: you were given blocking for a scene which demands a chair, don’t be a Diva and wait for the poor stage manager to set it, save time and set it yourself. If you were

given difficult blocking and are having trouble performing it, find a way to do it. If you don't understand something, try to figure it out on your own (of course, if you can't figure it out, ask!) If you notice new vocabulary in the text, look it up. Work on your role so you have something to show the director. If s/he does not like what you have, you're still way ahead of the game!

3.) Take Notes. Most people work better if they write their notes down and review them. Very few people are able to remember a note without writing it down. Whether you write your notes down or not, take them. Nod, show the director you've processed what they're saying and do the note. Don't try to make an excuse for yourself "Oh, I wouldn't have done it that way but I kept screwing up the line so..." Don't talk back (even to defend yourself or agree with the note) just smile and nod. If a director says "Louder! Volume!" it is not for his or her health, it is because however loud you think you were being, you weren't being loud enough. Take the note. Take the note every time.

4.) Don't be late or miss a rehearsal. Where I come from, there is a saying "In theatre, there's no excuse for missing a rehearsal except death, and even then you need to give three weeks notice."

5.) Don't give notes to other actors. Yes, theatre is a communal art form. What actors do, what a cast and crew does, they do together. So often people sincerely think they're helping out by giving another actor a note. Maybe the other actor will appreciate your note. Probably, she or he will be secretly offended and possibly you may work against the overall show by suggesting something which is not part of the director's vision of the show. Unless you're working with a group-led company, give the note (if you feel its necessary) to the director. The director can then decide whether or not s/he will pass it on to the other actor.

6.) Think about what you're doing. Think about both your role and the effect of your actions. Having a bad day? Leave it outside. When you walk into a rehearsal, all you should be thinking about is rehearsing, not how mad you are at the guy who cut you off in traffic and how you can't wait to take it out on Susie who's been mean to you in rehearsal recently. If you have a question, ask (most directors love getting questions from actors.) Also, if you are playing a waitress you probably don't need to do research, you could just use your imagination. If you're playing a holocaust victim, you definitely should do research.... (Actor's are artists. Not uber-marionettes. Make sure you've thought about all your acting choices!)

7.) Get off book. Once you know the off book date, aim to be solidly memorized one day before hand. Some directors prefer you come into rehearsal off book on the first day. Others prefer you get off book after each scene is blocked (so you can practice lines with the blocking.) You can't listen or act or do anything until you're off book. Make sure you know your lines so thoroughly, you could peel a carrot or tie you shoes and speak them. If you are solid off book, then when an audience is watching, you won't be reaching or stumbling for your lines, you'll be able to connect with them, and the other characters onstage, while you are completely free and in character. (Also, when something goes wrong, you will be able to cover and adjust much quicker.)

8.) Know your costumes and your space. Try to rehearse as soon as possible, in clothes similar to the ones you'll be wearing onstage. Most women make the mistake of wearing trousers to rehearsal everyday, then, when its time to put on their full skirted dress with a train, they're less prepared. If you have a chance, try to familiarize yourself with the space (know how loud you have to speak to fill auditorium you're performing in.)

9.) Adapt and adjust. Props change, blocking changes, things change in theatre. Most directors try to “set” the play early enough that you can practice running through it without major notes. However, if something is really wrong and the director needs to change it, don’t complain, just adjust. The prop you’ve been using up until preview just broke and the replacement prop sucks? Find a way to make it work. (When I played \_\_\_\_, the entire blocking of acts 4 and 5 changed the night before we opened. I was mad and freaked out. However, I did not express my fright to anyone except my husband, in private. At rehearsal I just smiled and made it work.)

10.) Remember that theatre is not brain surgery, no one is gonna die if you fuck up. Historically, actors were beggars and prostitutes, we performed because we truly loved it, not for glory or profit. This is what you love, take pride in doing it and perform to the best of your abilities. You’re not working at McDonalds, you’re doing what you love. So if you make a mistake, don’t let it happen again, learn from it, keep going and don’t let it get you down. Remember, you’re a performer—not a heart surgeon, so have a good laugh at yourself and you’ll be less likely to keep fucking up. And an extra commandment: if something goes wrong, COVER!!!!

### Non-Censorship Warning

Life is not all happiness, sunshine and rainbows. Theatre reflects life. Therefore, sometimes in this class, we will discuss or explore R-rated topics (such as all of history, Shakespeare, or nearly every theatrical masterpiece ever written.) Since this is college, and not high school, this is normal: education often involves learning about unfamiliar concepts or ideas you are personally opposed to. If anything comes up that you personally dislike, look at it as an opportunity to practice putting aside your own emotions and work on objective critical thinking—another crucial life skill = theatre skill! Actors must seek to understand the character they are playing without judging the character. Historically, censorship is fundamental to oppression. Censorship inhibits education, and destroys tolerance and democracy because it stops people from speaking freely. Our country protects freedom of speech and artists for very good reasons. If you cannot handle R-rated subjects (war, crime, adult language and situations), let me know ASAP so I can do everything possible to help!

\*\*\*\*NO LGBTQ impersonations or characterizations are allowed (unless you identify as LGBTQ.) We must be free to explore; however, since this is, ultimately, a class, we must ensure that everyone feels safe! We are free with all other topics, but this one is off limits for people outside of the group.

### *The Beautiful Paradox of Theatre which makes it The Most Useful Life Skill (Theatre Skills = Life Skills) :*

Theatre is a paradox. Actors rehearse, but they need to act as if they are experiencing something for the first time. Actors care about the audience liking the show—but when they are onstage, they have to not care and just go for it.

#### **In Theatre and life and this class:**

- Be honest, yet be civilized and polite. (Theatre is a Social Art Form, communication is crucial—but communicating with respect and professionalism is equally crucial.)
- Play creatively and have fun, yet follow directions precisely.
- Be proactive and try and solve problems imaginatively, but please ask questions!

*Windward Community College is an equal opportunity, affirmative action institution.*

- If you don't understand a different viewpoint or idea, try and find a similarity in your own life. (Understanding other perspectives is vital for theatre—and life.)
- Performance is biological, physical. Like a marathon runner who runs every day, actors are athletes of the heart. If you practice your hardest every class, you will get better. (Just like the marathon runner who practices: even if she doesn't finish the race with her best time, because she has worked so hard, she cannot run badly—she will run a good time. If you practice, your body will not let you perform badly—it becomes ingrained. “As ye rehearse, so shall ye perform.”)
- The only difference between people who are good at what they do, and people who aren't, is *the people who are good at what they do keep getting better and keep improving*. There's always more to learn—keep learning and never feel bad about not knowing something. *A mistake is an opportunity to learn!* You're here in college to make wonderful mistakes and learn from them and improve continuously. (The philosopher Socrates was considered the wisest man in Athens because he was the only man who admitted he knew nothing!)

### **FINAL CAVEAT EMPTOR:**

If at any time during the semester you have any questions, criticisms or suggestions, it is your responsibility to inform the instructor so that your suggestion can be evaluated and acted upon. I am here to help, so let me know if there is a problem in-class that is affecting your ability to work. Also, in life, those of us who show up and express ourselves often find the world is fairly easy to shape to our will, and our destinies are ours to command.

### *Helpful Resources:*

I encourage you to ask me questions about the class and to ask for clarification at any time. Please ask for help even though you are not sure you need it!!!

One of the best resources on campus is the **TRiO Student Support Services (SSS)** office, which provides tutoring and a range of other opportunities to eligible students. The contact number for TRiO SSS is 235-7487.

### **Ka Piko Services**

[Ka Piko Services](#) provides FREE academic and technical support to all WCC students. Our services are available both in-person and virtually (via Zoom). Our goals are to help students succeed academically and to become independent lifelong learners. We are staffed by friendly and knowledgeable peers who are ready to assist you!

- **Ka Piko Math Lab** provides assistance for all math courses offered at WCC, helping to improve students' understanding of important concepts and problem solving processes.
- **Ka Piko Writing Lab** provides assistance with any and all aspects of the writing process, including: brainstorming, research, MLA formatting and citations, drafting, and revising.
- **Ka Piko Student Tech. Support** can assist students with Google@UH, Lualima, MyUH, UH accounts, and can provide best-effort support for problems or questions with personal computers and other smart devices.

- **Success Connection Workshops**, weekly student success workshops, are also available.

Visit the Ka Piko webpage at [go.hawaii.edu/A42](http://go.hawaii.edu/A42) for more information about our services, to learn how to connect with our tutors and tech assistants, or to RSVP for a Success Connection Workshop. Contact the Ka Piko Coordinator, Scott Sutherland, at [scottjks@hawaii.edu](mailto:scottjks@hawaii.edu) if you have any questions.

### *Texting and communication:*

Communicating with students is my top priority. To that end, please text if you need to reach me urgently. Texting is the best way to reach me and my preferred method of communication. If you text me, it will take me up to two hours to respond—usually, though, I can respond instantly. Emails and calls are great too! However, due to working non-stop on theatre 7 days a week, emails and calls can take up to 48 hours for a response. If you do email, please try and use your school account! Please don't be shy and consider texting! 808-779-3456

Please check your hawaii.edu account on a regular basis. I will send email announcements to that account only. Instructions on forwarding your hawaii.edu account are here: [http://windward.hawaii.edu/technology/Forwarding\\_UH\\_GMail.pdf](http://windward.hawaii.edu/technology/Forwarding_UH_GMail.pdf).

Please write grammatically correct emails, using complete words and full sentences (no shorthand, such as “where r u now”). Start with a greeting (Aloha Bob, Dear Mr. Smith, or Hi Lance), and end with a signature (Thank you, Sincerely, or just your name). Get in the habit of writing professionally. This will benefit you greatly in life.

## **DISABILITIES ACCOMMODATIONS**

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Go to Hale ‘Ākoakoa 213 or <https://windward.hawaii.edu/services-for-students/disabilities-services/> for more information.

## **SEX DISCRIMINATION AND GENDER-BASED VIOLENCE RESOURCES (TITLE IX)**

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Jojo Miller, Confidential Advocate  
 Phone: (808) 348-0663  
 Email: [advocate@hawaii.edu](mailto:advocate@hawaii.edu)  
 Office: Hale Kāko‘o 110

Desrae Kahale, Mental Health Counselor & Confidential Resource  
 Phone: (808) 235-7393  
 Email: [dkahale3@hawaii.edu](mailto:dkahale3@hawaii.edu)  
 Office: Hale Kāko‘o 101

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University’s Title IX resources and the University’s Policy, Interim EP 1.204, go to [manoa.hawaii.edu/titleix/](http://manoa.hawaii.edu/titleix/)

“Never forget the beginner’s mind” -- Zeami

*“Movies will make you famous; Television will make you rich; But theatre will make you good.”*  
 -- Terrence Mann

*(Art must) “Axe the frozen sea within us”* -Kafka

**“If you are not going forwards, you are going backwards”**  
 -Stanislavsky

“There is no maxim, wisdom, joy, tragedy not found in theatre” “Theatre should instruct, inspire, entertain” “Abbinya – ‘to carry/performance’- performance is carrying meaning to the audience” –Natyasastra 11:16 and 30:31

**“The opposite of courage is seeing the right thing and not doing it”**  
**-Socrates (and Confucius)**

“Theatre is a form of knowledge; it should and can also be a means of transforming society. Theatre can help us build our future, rather than just waiting for it.”  
 - Augusto Boal

“An actor is a sculptor who carves in snow” –Edwin Booth

“Hard work beats talent when talent doesn’t work hard.”  
 – Tim Notke (and Sydney Ishikawa)



“There is no true praise without criticism” – Beaumarchais

### Instructor Bio

**Taurie Kinoshita** (director, writer, drag queen wannabe) was raised in Honolulu, but spent four years in England, teaching at E 15 Acting School, University of Essex, considered one of the top three acting conservatories in the UK. Taurie has directed over 120 critically acclaimed productions in NYC, London and Honolulu. She holds a BA in Theatre and a Master of Fine Arts in directing Western Theatre.

Taurie was awarded the Lucie Bentley Award for Excellence in Acting, the Inouye Award for Excellence in Playwriting, honored with five Po'okelas for directing by the Hawaii State Theatre Council and Best New London, Camden Company in 2010.

Taurie is chair of the Play Development Committee at Kumu Kahua Theatre, Education Director for Hawaii Shakespeare Festival and received the Kennedy Center American College Theatre Festival Award for Excellence in Theatre Education, the Francis Davis Award for Excellence in Undergraduate Teaching, the Meritorious Lecturer Award, and the Kennedy Center Gold Medallion (perhaps the highest educational theatre award in the nation.)