

**TRACY HIGH SCHOOL  
PERFORMING  
ARTS MAGNET  
CERTIFICATE  
PORTFOLIO**

**COLLEGE ENTRANCE  
REQUIREMENTS:**

**RESEARCH PROJECT**



# Tracy High School Performing Arts Magnet

## Certificate Portfolio: Objectives, Requirements, & Contract

The Certificate Portfolio is a required research project for all PAM Certificate candidates. The portfolio requires the certificate candidate to research and develop a viable performance plan regarding the content, knowledge, and skills that are required to successfully audition into a competitive collegiate performing arts program or perhaps a professional opportunity in their performing arts career. Potential PAM Diploma candidates will find this portfolio purposefully essential for their Senior Recital/Performance.

Administrative requirements from preparation, to research, and to completion are outline below. **Candidates must receive a satisfactory evaluation on every requirement by the respective deadline to receive The Performing Arts Magnet Certificate.** All Certificate certificates will be distributed at the awards ceremony; the Certificate graduation cord will be distributed at the awards ceremony of the Certificate candidate's graduating year.

- 1) Carefully study the administrative requirements and schedule for completing this Certificate requirement. Carefully consider the necessary effort, time, and commitment to complete the research, planning, preparation and performance. Indicate your understanding and agreement by returning the signed contract, **DUE BY Thursday, April 14, 2022.**
- 2) **Portfolio Requirement:** The portfolio is a comprehensive record of appropriate, competitive, and required materials and preparation for a performance college's entrance audition. The completed portfolio is due by the recital day: **FRIDAY, October 14, 2022.** The portfolio will be a three-ring binder containing the following components:
  - Copy of this signed Certificate Portfolio contract. (Original is given to your advisor.)
  - This Certificate Portfolio Syllabus
  - Research Journal: Find and list 4-6 potential performance schools' audition requirements.
  - Research Journal: List all potential audition material required/accepted from these schools.
  - Research Journal: From the list of accepted works, select and obtain at least three Performance Selections (music scores, scripts, staging, set designs, photos, etc.) that you AND YOUR ADVISOR believe are realistically achievable for your performance ability. Your advisor must approve your selections.
  - Research Journal: Write an essay reviewing the technical and stylistic elements of your three approved selections. Check with your advisor for all pathway specific criteria.
  - Research Journal: List and compare multiple recordings of each performance selection.
  - Research Journal: Evidence of contacting a performance college's professor for audition and preparatory advice.
  - Professional Resume (1 page max, Head Shot recommended)
  - Research Bibliography
- 3) **Final Draft:** If any requirements need correction after the recital-day-due-date, the Certificate candidate will complete and return the final draft by **Friday, November 4, 2022.**

**By signing below, I affirm that I understand and agree to the Certificate Portfolio requirements. Furthermore, by signing below I also affirm that I understand and agree that failure to meet any requirement by its respective deadline will disqualify me as a certificate candidate from earning The Performing Arts Magnet Certificate.**

**Candidate Name (print):** \_\_\_\_\_ **Pathway:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PAM Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return Completed Form to D110**

# Performing Arts Magnet

## Certificate Portfolio: Research Descriptions

The completed **Portfolio** is due on the same date as PAM Diploma Recitals. The **Portfolio** will include:

1. The Senior Recital/Performance Contract (2 copies: 1 for the Portfolio & 1 for your advisor)
2. Research Journal (Colleges, Audition Lists/Comparisons, Recording Lists/Comparisons, Historical Context)
3. A copy of the Performance Selections and Artifacts (music scores, scripts, staging, set designs, photos, etc.)
4. College Professor Contact (including a copy of the professional letter of request)
5. Professional Resume (1 page max, Head Shot recommended for all, but required for theatre)
6. Reflective Essay
7. Research Bibliography

### Research Journal

- Review all Certificate Requirements and due dates; discuss this with your parent(s)/guardian(s).
- Sign, Copy, and Return the original contact.
- Through your high school Counseling Center, teachers, family, community, or internet, identify four to six potential post-secondary institutions at which you would consider studying performance. Include this search and its results in your prose.
- Identify and list the entrance and audition requirements of these four to six colleges/institutions. Listing the school and the required works, comparing and contrasting works for consideration.
- (Music only) Compare multiple recordings of each potential selection. List these recordings (minimum 15-20 different selections).
- Choose three accepted performance selections that you feel are a good representation of your performance capacity. Consult your advisor for final approval of these selections.
- Obtain a physical copy of these three approved selections for your review, trial, and practice.
- Once you have chosen your performance selections, you will identify briefly in writing the validity, collegiate source, and historical significance of each selection. List your resources.
- Document and compare at least two different recordings for every final performance selection.
- Present all final and comprehensive research materials and selection comparisons in essay form (minimum 500 words).
- Include a source Bibliography
- Make at least one contact with a college's performance professor, **POLITELY AND PROFESSIONALLY** asking for their preparatory advice. Document this interaction/communication and their advice. Consider using the provided prompt (next page). *Note: Diploma Candidates need a professor's performance approval before they can perform and complete their Senior Recital/Performance; not only may you benefit from this professor's advice, but you need to rely on them one day for your PAM Diploma too.*
- Create a Resume. On one page only, list your most striking performance, academic, professional, and personal achievements. Theatre candidates include a head shot photo as well.
- **COMMUNICATION ADVICE:** Prepare many strategic questions for your professor before you initiate your communication. If you imagine that you may one day pursue a PAM Diploma by completing a Senior Recital, consider asking the professor if they'd consider evaluating your progress at that time.
- **PERFORMANCE ADVICE:** Some major auditions happen as early as the fall of your senior year. Some competitive performance selections need many months (even years) of dedicated practice, preparation, training, and guidance; so, do not delay your preparation, while your competition is taking advantage of their time!
- **PLANNING ADVICE:** Contact any (possible) accompanists or collaborative performers early. [Do not underestimate the general population's ability to be fickle. Do not underestimate the high level of difficulty that often arises in coordinating other people for your audition. Do not underestimate the added performance preparations that are needed when multiple people are collaborating.] Music, it is the student's responsibility to hire and coordinate their own piano accompaniment.
- **ESSAY ADVICE:** The only background you will give us is **why** you selected the pieces you did, **where** you found them, and a **very** brief history about the composer/author and the performance significance of the work itself. For example, an academic description should not say "I like this piece because..."; instead, it must be something to the effect of, "...this is a piece in the standard repertoire for [performance type], and is a standard audition piece for [college program]." Personal history, off-topic-personal-interests, and editorials are not allowed.

# Performing Arts Magnet

## *Certificate Portfolio: Request a College Professor's Guidance*

In a professional manner, all Certificate candidates will contact a collegiate level performance professor for audition and preparation guidance. It is highly suggested that candidates use a format that is similar to this prompt (below). Include a copy of the communication in your final portfolio.

[Your Last Name], [Your First Name]  
[Street Address]  
[City, ST ZIP Code]  
[phone number]  
[email]

[Date]

[Professor's Name]  
[Title]  
[College/University Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Professor's Name]:

In your own words, start by stating that you are an ambitious student at Tracy High School and a proud and dedicated member of our unique Performing Arts Magnet. Then, state your business, requesting their professional advice of your senior recital performance and their advice on the level of your post-secondary preparations.

In a new paragraph, describe how you are working hard to prepare for performance study after high school and to complete requirements for one of the highest awards from our academy, the Performing Arts Magnet Certificate. Describe how this accomplishment is intended to represent your preparations for further performance study in college and/or your professional future. If you one day intend to complete the Diploma, then also describe how your final step will be to perform and pass that future senior recital, a twenty to thirty minute presentation of college audition material and a short introductory speech. Then describe how it will be a requirement that your recital is reviewed by a college professor in your performance pathway prior to the final, public performance. Here is your opportunity to respectfully request their time.

With respect, professionalism, and energetic curiosity, ask them for their guidance and advice. "What are the most important preparations that I, as a high school student, could do to become a competitive candidate for acceptance into your performance program?" In advance you should have prepared many critical and strategic questions. Great topics to discuss should at least include their competitive expectations on academic requirements, program dedication, prior training, scholarship opportunities, majors offered at their institution, professional placement of graduates, and above all their AUDITION REQUIREMENTS. You may not get to ask them everything, but you should be respectfully and opportunistically prepared, so that you don't find yourself searching for words or purpose, wasting their time and your (& our) reputation(s).

In a final paragraph, this your chance to summarize the request for a valuable professional connection with someone who may have 'keys-of-opportunity' to your future! Be respectful and grateful in your request. Be professionally flattering, describing your respect and admiration for the professor's position and their institution; show an interest in applying and auditioning to attend their program. Mention that out of respect for their time and profession, you and your parents are interested in a conversation about their schedule and rates (yes, that's right, they might charge you for their time like in a private lesson).

Again, thank them for their time and consideration.

Sincerely,

*[Your Signature]*

[Your Last Name], [Your First Name]  
[Title: Student, Tracy High School Performing Arts Magnet Certificate Candidate]

Sincerely,

*[Your Parent's Signature]*

[Your Parent's Last Name], [Your Parent's First Name]  
[Title: Candidate's Parent]

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