

SOUTHERN UTAH UNIVERSITY

College of Performing and Visual Arts Theatre
Arts and Dance Department

Student Handbook

SUU CPVA TAD Student Handbook

2004-05 revision

Southern Utah University
College of Performing and Visual Arts
Theatre Arts and Dance Dept

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Introduction

Dear Student,

Welcome to the Department of Theatre Arts and Dance. The faculty and staff have prepared this handbook as a guide for students enrolled as Theatre Arts and Dance majors and/or participating in departmental productions, programs, and activities. It has been developed by the faculty and staff to create a clear understanding of the department's operating procedures, guidelines, and policies. It is the hope of the faculty and staff that this clarity will allow us to work together as a team with a collective understanding that furthers the educational and artistic goals of the theatre and dance program.

Mission Statement

The mission of the department of theatre arts and dance is to provide a nurturing and challenging educational environment which celebrates our history, propels us towards our future, and excels in practical application of theatrical and dance techniques. A rich diversity of theatrical disciplines, dance techniques and technologies combine with an ever-changing array of production opportunities and personalized mentoring by our entire faculty and staff. Central to our focus as a department is superior teaching; our classroom encompasses the studio, the stage, and the technical laboratory.

Program Goal Statement

The goal of the Department of Theatre Arts and Dance is to:

- Foster academic excellence through development of programs that meet national standards.
- Promote superior teaching and personalized mentorship in the classroom, studio, stage, and technical laboratory by quality personnel with expertise in their areas of teaching.
- Enhance the cultural and aesthetic experience of our campus, community and region through quality productions, leadership, and service learning.
- Embrace our standard of artistic excellence which is enhanced by our strong professional link with the internationally recognized Utah Shakespearean Festival.
- Promote widespread visibility through our active participation with the AC DFA, KCACTF, USITT, UR TA, ATHE and other professional/educational organizations.

Educational Goal Statement

- Provide students with broad practical skills in theatre/dance with adherence to national standards.
- Provide students with an historical and theoretical knowledge base necessary to sustain and forward theatre/dance as an art form.
- Prepare students for successful transfer to graduate or conservatory programs or pursue professional careers in the performing arts, education, or allied fields. Those seeking to become educators will have a strong practical knowledge of theatre/dance in education.
- Involve students in the creation and presentation of public performances in theatre and dance.

Intended Outcomes/Objectives

A successful student will:

- Develop visual and oral perceptions for theatre/dance performance.
- Understand basic production processes (i.e. performing, acting, choreographing, artistic direction, stage design, and the necessary technical operations related to production).
- Become familiar with the historical and cultural dimensions of theatre/ dance.
- Make informed assessments of quality in works of theatre/dance and other related art forms.
- Explore post-baccalaureate opportunities with faculty guidance starting a minimum of one year before graduation.
- Have the opportunity to: attend professional conferences, festivals, work with artists in residence, and/or guest artists.
- Function in a variety of artistic roles through the presentation of public performances.

Academics

Academic Degrees Offered

The Department of Theatre Arts and Dance offers the following Undergraduate Degrees:

Bachelor of Arts/Bachelor of Science

- Theatre Arts
 1. Acting/Directing Emphasis
 2. Design/Technical Theatre Emphasis
- Dance, Performance
- Dance Education

Minors

- Theatre Arts
- Dance Performance

Licensure

- Secondary Teaching License in Theatre Arts Education
- Secondary Teaching License in Dance Education

Departmental Admission Requirements

Theatre

If you are interested in becoming a theatre major, you must be accepted into both Southern Utah University (SUU) **and** sign a major with the Department of Theatre Arts & Dance. Applications for admission to SUU are available from the Admissions Office (435)586-7740. The Academic Advisor for the College of Performing & Visual Arts will sign you into your major (435)586-7814.

An audition/interview application form must be completed and returned to the department at least 1 week prior to the audition day. These forms are also available from the SUU Department of Theatre Arts & Dance (435)586-7746. NOTE: This application does not admit you to SUU, contact the Admissions Office (435)586-7740 for an SUU application.

Students who live an extended distance from Cedar City, UT may submit an audition video. Contact the Department of Theatre Arts & Dance directly for audition requirements and to verify if you qualify for this option (435)586-7746.

Advanced Placement: Students that meet certain criteria may receive advanced placement.

Dance

All students who desire to enter into the degree program in Dance Performance or Dance Education must audition for placement into major level classes. Two audition dates are offered and students may choose one that best fits in their schedule. They typically fall on Saturdays, one in January and one in February. Please contact the Department Secretary at (435) 586-7746 for exact information. The evaluation includes:

- Two technique classes (ballet and modern)
- A one-minute solo (choreographed by the student applicant)
- A brief interview with the faculty

Academic and Department Advisors

Each Theatre or Dance major has two advisors:

1. When you enter the Department, you are assigned a Faculty Advisor. He/she:

- Keeps you on track throughout your degree program.
- Meets with you every semester before you register for the next semester.

After you meet with your faculty advisor, you see:

2. Academic Advisor for CPVA (101A South Hall, 435-586-7814) he/she advises students on:

- General Education requirements
- Foreign language requirements
- Courses in your minor
- Elective courses not in your major
- Graduation papers

Faculty Information

The Theatre and Dance Department offices are located on the second floor of South Hall just north of the ramada at the corner of Dewey and 200 South. The Department Office phone # is (435) 586-7746 or you may find answers to many of your questions on our webpage at <http://www.suu.edu/pva/ta/>. Faculty office phone numbers and email addresses are available on the web at <http://www.suu.edu/general/directory/>

Assessment

Cumulative Portfolio

Every student will be required to accumulate an assessment portfolio during their course of study to be presented in their capstone oral defense. The portfolio will contain a sampling of the student's work to monitor growth, learning and certain necessary skills. All incoming freshmen and transfer students will be

given a set of criteria to include in their portfolio. Portfolios will be reviewed at each annual jury to ensure that documentation is being accumulated. Examples of documentation might include: qualitative analysis, critical writing, research, renderings, rehearsal journals, directing concepts, choreography concepts, journals and self assessment, etc.

Writing Effectiveness Sample

Each student entering the program must submit a non-fiction sample of their writing to their faculty advisor. A high standard is required of graduating seniors (see section on Capstone) and if you need additional training your advisor will direct you to the appropriate resources.

Capstone

- Each student will take Capstone I in their junior or senior year.
- The Capstone project for the course will be selected by the student and his/her advisor from a project already completed before the semester when Capstone I is taken or,
- Occurring during the semester when Capstone I is taken.

Since the Capstone course is designed to articulate and assess a student project, students are encouraged to take capstone in the semester immediately following their project.

Juries

Each semester the Theatre Arts & Dance Department holds juries during Final Exam Week. Most departmental classes (with the exception of General Education courses and those open to the general student population) hold final exams the week prior to Final Exam Week. You must schedule your jury through the department secretary. Juries are held in the Auditorium Black Box Theatre (AU 108) for Theatre Arts and the Auditorium Dance Studio (AU 109) for Dance; you appear before the entire faculty to discuss your semester. It is an opportunity for you to give faculty feedback, as well as the faculty's opportunity to give you feedback based on your cumulative portfolio. The jury schedule is as follows:

- Fall semester – Freshmen, Sophomores, First semester Transfer Students, Graduating Seniors
- Spring semester – Juniors, Seniors, First semester Transfer Students, Graduating Seniors

Departmental Graduation Requirements

Graduation with Honors

University Honors are awarded to students receiving their first baccalaureate degree. Honors are awarded on the basis of all semesters completed, and the student's final transcript remains the official record of any honors granted. At the time of graduation, a grade point average of at least 3.8 is required for the award of Summa Cum Laude; an average of at least 3.6 is required for the award of Magna Cum Laude. (These are based on cumulative GPA including transfer credits).

Additionally, a student seeking Departmental Honors must be recommended by a Theatre or Dance Faculty member, and supported by a consensus of the faculty, based on a combination of a consistently high GPA, service to the Department, and an extraordinary creative ethic in any Major or emphasis.

Departmental Communications

Mandatory Meetings

Each semester the Theatre Arts & Dance Department holds a Mandatory Majors Meeting, which all Theatre Arts and Dance Majors must attend. The meeting is typically held the Thursday of the first week of classes. At this meeting you will hear from faculty/staff, Clubs & Organization leaders, the Academic Advisor, and the Chair regarding topics including:

- Policies
- Changes in Policy
- New Additions to the Department
- Important Dates
- Production Crews
- Auditions
- Department Affiliations
- Student Organizations
- Q & A
- Cumulative Portfolio
- Juries

Information Sheets

At the beginning of each semester you will receive a packet of paperwork in one of your classes. This packet will contain the following:

- A Welcome Letter
- An Information Sheet
- A Crew Preference Sheet, with Schedule Request
- A Bio Form
- A Departmental Semester Calendar

It is your responsibility to review the materials and return the Information Sheet & Crew Preference Sheet with Schedule Request to your instructor at the end of that class period. The Welcome Letter does often have a lot of the same information from semester to semester but it also has new information, so be sure to review it each semester. The Information Sheet requests your personal information (e.g.-Mailing Address, Phone Number, Birthday, Who to Contact in the Event of an Emergency, etc.). It is then your decision as to whether you would like this information included in the Theatre Arts & Dance Majors Directory. It is reference information for the Department Secretary and Chairs. The Crew Preference Sheet with Schedule Request allows the Tech/Design faculty to assign you your Production Experience each semester. You will have until the end of the first week of classes to return the Bio Form to the Department Secretary. If your Bio Form is not received by 5pm on the first Friday of classes you will not have one printed in the program that semester. The calendar is for you to keep referencing what is going on in the department throughout the semester.

Callboard

The Theatre Arts & Dance Department has a Call Board located on the main floor of South Hall in the Northeast corridor. You should check the Call Board every day. On this Call Board you will find the following information:

- Crew Assignments
- Assistantship Awards
- Department Calendar
- Production Calendar
- Upcoming Events
- Map
- Information from Faculty
- Information from Departmental Clubs & Organizations
- Playreaders Notices
- Daily Calls for Mainstage Shows
- Fitting Schedules for Mainstage Shows
- Rehearsal Reports for Mainstage Shows
- Notices from Office Personnel regarding
- Mandatory Meetings
- Juries
- Scholarships
- Assistantships
- Updates
- Classroom/Instructor Changes
- Alternate Classroom Spaces
- Lost & Found

Email

Each student is given an SUUMAIL email account when he/she first registers; this account is valid as long as the student is at the university. It is your responsibility to check your SUUMAIL account daily, as it is an important resource for TAD faculty and staff to contact you.

University Policies

University Policy on Plagiarism

Plagiarism occurs when a person passes in another person's work as his or her own or borrows directly from another person's work without proper documentation. For example, academic dishonesty occurs whenever a student:

Buys a paper or other project, and then seeks to receive credit for the paper or project;

- Copies from another student's exam, either before, during, or after the exam; uses "crib notes" while taking an exam or uses information stored in a computer or calculator (if prohibited from doing so);
- Allows another person to take an exam in his or her place, or takes an exam for another person;
- Collaborates on take-home exams when such collaboration is forbidden;
- Copies the work of another person and attempts to receive credit for that work
- Fails to properly document source material in a paper or project.

University Disability Policy

Students with medical, psychological, learning, or other disabilities desiring academic adjustments, accommodations, or auxiliary aids must contact the Disability Support Center, Room 205D, Sharwan Smith Center, phone (435)865-8022. The Disability Support Center determines eligibility for and authorizes the provision of these services and aids.

University Process for Student Complaints Policy

A. Process for Student Complaints

1. If you should have a complaint concerning a faculty member, you are encouraged to first discuss the issue with that faculty member. This is usually the most appropriate and expedient way to resolve such matters. If you are unable to resolve the problem or, for some reason, feel you cannot take the matter directly to the faculty member, proceed to step 2.
2. Discuss the matter informally with the department chair in the department to which the faculty member belongs.
3. If the complaint is still not resolved, the department chair will ask you to draft a formal letter of complaint and submit it to him or her within 30 calendar days.
4. The department chair will send a copy of the letter to the faculty member and arrange a meeting consisting of you, the faculty member, and the department chair. If resolved at the department chair level, the chair will draft a letter outlining the resolution of the complaint to be signed by all parties.
5. If the complaint remains unresolved at the department chair level, the chair will transmit all documentation to the dean and arrange a meeting between you and the dean. The dean will investigate and, if possible, resolve the matter. If settled at the dean level, the same letter of resolution described in 4 above applies. Otherwise the dean will, if necessary, call all individuals involved to an informal hearing.
6. If the dean views that a formal hearing of your complaint is warranted, he or she will refer the matter to the Provost who will follow the procedure outlined in the University's statement of policy on "Academic Freedom, Professional Responsibility, and Tenure." This policy outlines the professional responsibility of faculty to students and outlines a due process procedure for complaints concerning a faculty member.

B. Students may elect to pursue such issues with the Vice President for Student Services if they believe the procedures listed above have not been adequately followed. The Vice President for Student Services will then work with the Provost to oversee the completion of the process as outlined.

C. Public denigration of faculty members through media such as newspapers and petitions is not an acceptable substitute for the steps outlined above. In fact, such actions will dilute the effectiveness of the procedures outlined in representing the best interest of all involved.

Grade Appeal Process

A student may request a change of grade for any of three reasons: (1) a clerical or computational error was made by the instructor in assigning the grade, (2) the instructor lost or damaged student work that had been completed and submitted as assigned, or (3) the instructor evaluated the student's work on the basis of different factors than were used to evaluate the work of the other students in the course.

The student will first discuss the request for change of grade with the instructor. If the matter cannot be resolved, the student may appeal to the department head. If resolution is still not reached, the student may appeal to the dean of the College. Appeal to the dean must be initiated within six months after the end of the course. If discussion with the dean does not resolve the matter, the dean will refer the appeal to the College Grade Committee. The College Grade Committee will rule on the matter within two months of the date of the appeal to the dean. (Refer to the University Policies and Procedures Manual for additional information.)

Other Student Handbook Policies

These may be found in the SUU Student Handbook:

Drug –Free School and Communities Act
Notification of Rights
Intellectual Property Policy
Student Responsibilities and Rights

University Sexual Harassment Policy

It is a violation of policy for any member of the University community to engage in sexual harassment. It is a violation of policy for any member of the University community to take action against an individual for reporting sexual harassment. According to guidelines issued by the Equal Employment Opportunity Commission and followed by the Office of Civil Rights of the United States Department of Education, sexual harassment in the academic community may involve unwelcome sexual advances, request for sexual favors, and other intimidating verbal or written communications or physical conduct of a sexual or sexually offensive nature. Sexual harassment takes various forms; inappropriate sexually related remarks or behavior;

inappropriate and offensive sexual advances without explicit threats or promises of rewards; solicitation of sexual activities or other sex-linked behavior by promise of reward; coercion of sexual activity by threat of punishment; and sexual assault. Students who believe they have been a victim of sexual harassment may obtain a copy of the Sexual Harassment Policy Statement and Procedures from the Vice President for Student Services, Sharwan Smith Center 206, (435) 586-7710.

The Department of Theatre Arts and Dance follows the University policy on sexual harassment, and advises students that, like athletics, the nature of both arts may sometimes involve more bodily contact than in other classes. If the student is uncomfortable with such contact, he/she should inform the teacher immediately.

Subject Matter, Course Content & Values

To study Theatre & Dance is to study the human condition. The department respects SUU's policy on academic freedom and reserves the right to address controversial issues as they relate to the art forms.

Departmental Absence Policy

Students, who miss more than three classes in classes meeting three times a week; two in classes meeting two times a week, shall have their grade lowered by 1/3 of a letter grade with an additional 1/3 for every additional absence. Absences may be excused only at the discretion of the instructor. Certain studio-based courses may require an absence policy of greater penalty than stated above. This is enforced at the discretion of the instructor and published in their syllabus.

Any student missing more than 25% of class meetings cannot receive a passing grade in departmental courses.

Students who are habitually late to courses may be subject to final grade lowering at the discretion of the instructor.

Departmental Probation Policy

The Department of Theatre and Dance reserves the right to place students on departmental probation based on performance and/or adherence to University/Departmental policy. Students placed on departmental probation may not participate in departmental productions (including Stage II) until they have satisfied their probationary status. Students remaining on probationary status for two consecutive semesters are advised to pursue another major.

Departmental Employment

The Department of Theatre and Dance offers some part-time employment opportunities for full time students. Student Assistants work in various capacities throughout the department primarily assisting with production. These assistantships are offered on a semester-by-semester basis usually near the end of the previous semester. Students who would like to apply for an assistantship should fill out the appropriate form and return it to the department office during the application period. Assistantships are determined based on talent and ability as well as departmental and student needs.

Departmental Scholarships

New and transfer scholarship recipients are determined during the spring placement audition process. Returning students must complete the departmental scholarship application process at the end of each spring semester to be considered for an award the following year. Scholarships are awarded on an annual basis only. After completion of the returning student application process, the faculty will determine eligibility and awards based on GPA, need, departmental performance and service. Students selected to receive scholarships will be notified by April 15th. In order to qualify for a theatre or dance scholarship, students must be full-time theatre majors in good standing. Students on scholarship must maintain a 3.0 accumulative grade point average. It is strongly advised that students apply for general scholarships (ie: leadership, academic, etc.) offered by SUU. Departmental scholarships must be renewed each year through the audition process.

Complimentary Ticket Policy

Each TAD major is encouraged to see the Mainstage productions for free at the final dress rehearsal. Students will be required to pay the student price on regular performance nights. We regret that complimentary tickets are not available for friends and family.

Outside Work/Non-Departmental Participation

Students involved in other theatre or dance productions outside of the department, on or off campus, are requested to fill out a form endorsing their participation. This form is to be included in the student's file. The Department of Theatre Arts and Dance supports the students desire to extend their experiences beyond the departmental level, but, at the same time, wants to insure that students do not become over-committed to outside projects thus, adversely affecting their coursework. The information on students outside work allows the department to monitor student development and promote student success.

Students who want to be excused from departmental obligations to work on outside projects (including USF) must complete an Outside Projects Form signed by all current theatre instructors, faculty advisor, assistantship supervisor, and the chair or associate chair (dependent upon discipline).

Early Departure/Late Arrivals

Students involved in production contracts that overlap the school year may petition the department to excuse them from Theatre and Dance classes for the duration of their contracts. Students are expected to be responsible for any material covered and any assignments missed during this period. Forms are available in the department office.

Students are reminded of the following departmental policy. Any student missing more than 25% of class meetings cannot receive a passing grade in departmental courses.

Student Travel Approval

All students are responsible for following the University, College of Performing and Visual Arts and Departmental travel policies. In order for a student /group to receive University, CPVA or Departmental funds, the following procedures must be followed.

- A TAD faculty/staff member must be responsible for the group and be able to accompany the group on their trip.
- A TAD faculty/staff member must recommend student travel in writing in a timely fashion, state a tentative itinerary, and list the proposed dates with an itemized estimate of cost.
- The department chair will approve/disapprove the request based on budgetary and artistic considerations.
- If utilizing a University vehicle, all SUU Motor Pool regulations must be adhered to.
- All requests for outside funding must be approved by the department chair.
- All student senate bills must be approved by the Department Chair(s) 10 days prior to submission to the Student Senate.
- All monies raised from student fundraisers must be deposited in a departmental account according to CPVA student travel policy.
- All students must be active participants in the event attended if University funds are being utilized
- All students are required to provide a written report to the Faculty/Staff travel supervisor no later than 7 days after returning from the event. The Faculty/Staff supervisor will provide criteria for the report based on the educational value of event participation.

Resources

Department Library

The Department has a small library of scripts and theatre-related books which circulate by permission of the Department Secretary. Look here first if you need a scene, a monologue, a theatre history text.

University Library Information

- Most of the books, periodicals, videos and DVDs, CDs, and CD-ROMs are kept at the library, which is open 7 days a week.

- Each year, the faculty order about \$8000 worth of new materials in Theatre and Dance which they think will be useful to students, focusing on current publications in design, technical theatre, choreography, books of scenes and monologues, and musical theatre.
- The Library also subscribes to a number of “proprietary databases” which are not available on the Web, and have articles and plays for downloading which will be of use in researching and directing. These are available 24/7 from on and off campus computers.
- If you can’t find what you’re looking for ask the departmental acquisitions representative, he/she may be able to point you in the right direction.
- The Librarians are all skilled at finding material on the Web, and there are WiFi hotspots at several locations in the library, not to mention an increasing number of computer terminals for student use, both in the library, and in other buildings.

Facilities

Location

The Southern Utah University Theatre Arts and Dance Facilities are located in several different areas on the campus. The Auditorium Theatre building is located on the northeast corner of the campus on the corner of University Street and 300 West. Immediately across the street (300 West) to the east is the Randall L. Jones Theatre. South of the Centrum, near the heart of campus, is the Multipurpose Building which houses the Dance Studios on the west side. Department and Faculty offices are located in the new South Hall building adjacent to the corner of 200 South and Dewey Streets.

Safety

First –Aid Boxes are available in all studios and shops. Please inform the department secretary or shop supervisor of any items that need to be replenished. Students who need further medical attention should go to the University Wellness Center located in the Sharwan Smith Center, 166. In a life threatening emergency students are directed to call 9-911. Students involved in an accident should fill out an accident report form available from the shop supervisors and/or the department secretary.

Smoking, Eating, Drinking

Smoking is not allowed in any SUU Buildings at any time. Food and beverages are not allowed in rehearsal spaces, shops, studios and theatres. Water, in a container with a twist off lid, is allowed in rehearsal spaces, shops, studios and theatres.

Student use of Spaces

Registered students may utilize University facilities for rehearsals, performances and meetings as long as they adhere to the guidelines for use of each space.

Guidelines for the use of Specific Spaces

The Auditorium Theatre is a multi-use space and is primarily reserved for departmental Mainstage productions. The Auditorium Theatre also functions as a classroom for the Design/Technology classes and Rehearsal/Performance laboratories. Use of the Auditorium Theatre should be cleared with the Technical Director and Department Chair prior to any planning.

The Randall L. Jones Theatre is a multi-use space and is primarily reserved for Utah Shakespearean Festival Productions and Departmental Mainstage Productions. Use of the RJT should be cleared with the Technical Director and Department Chair as well as the USF Facilities Manager prior to any planning.

Auditorium 108 (The Black Box) is a multi-use space and is the primary rehearsal and performance space for Stage II and other student productions. AUD 108 also serves as a classroom for Acting/Directing Classes and other departmental functions throughout the year. Students may utilize AUD 108 for rehearsals for classroom projects on a first-come-first-serve-basis (after departmental and Stage II needs have been met) by signing up on the sheet outside the door. Any other use of AUD 108 should be cleared with the Technical Director prior to any planning.

Any student registered in any TA Acting or Directing class may reserve time in this space for classroom project rehearsals. All students must follow these guidelines:

- Rehearsals may not conflict with Classes or Mainstage rehearsals.
- No student may reserve more than 4 hours per week.
- Rehearsal Blocks must be in less than 2 hour blocks
- Rehearsals must end promptly at 10pm.
- Students are expected to return the room to order and cleanup after themselves.
- No alteration of the space (including but not limited to: tape on floor, items on walls, lighting, sound or special effects) is allowed without approval of the Technical Director.
- Department supported Capstone projects and Stage II productions may reserve up to 10 hours per week for rehearsal and up to 20 hours during the week of tech/performances.

Any complaints regarding student usage or non-compliance with these guidelines may result in the revoking of these privileges. Students are encouraged to remember that the use of this space is a privilege and should be treated with the respect it deserves.

Additionally, any of the rehearsal cubes or furniture removed from the space for alternative rehearsals must be returned at the end of those rehearsals.

Auditorium 109

This is a multi-use space primarily reserved for dance classes and rehearsals that require hard-soled or tap shoes and Mainstage productions. Rehearsals are scheduled through the department secretary.

Absolutely NO street shoes are allowed. Students in street shoes must utilize the carpet for rehearsal and must roll out the carpet in the space before taping for blocking (no tape is allowed on the floor). Following rehearsal the carpet must be restored.

Multipurpose Building Dance Studios

Rehearsals or projects can only be scheduled between 8:00 AM to 10:00 PM. Due to the need to inform campus security of approved activities in the space a Schedule Request Form must be obtained from the department secretary and cleared with the Department Chair.

Student Choreographers must use their own sound system.

If furniture or large props are necessary for rehearsal, prior written permission from the Technical Director must be approved. Items should be equipped with proper skid protectors or padding to protect the floor.

The dance studio is a sacred place and proper decorum must be observed. Please leave all personal items in the boxes provided or secured in the locker room. The department is not responsible for lost or stolen items.

Footwear requirements:

- MC116A – absolutely no shoes allowed.
- MC116 – ballet shoes, sandal-sole, and non-sneaker jazz shoes are allowed.

Failure to comply with the policies and procedures for the dance studios may result in the withdrawal of permission to use the facilities.

Scene Shop Guidelines

The SUU TAD Scene Shop is located adjacent to the Auditorium Theatre facilitating use of the stage space for construction of departmental scenery. The Scene Shop is the primary facility for construction of sets and properties for departmental productions. Any use of the shop space and equipment must be approved by the Technical Director. Outside projects are not allowed. The Scene Shop is open from 1pm to 5pm Monday through Friday while classes are in session. Additional work calls outside of these hours should be approved by the Technical Director prior to the call. Students should treat all equipment and facilities with respect and use all equipment appropriately and safely.

Properties Guidelines

The Properties Shop is located in the basement of the Auditorium Theatre. The use of departmental properties is limited to support of Mainstage, Capstone and Stage II productions. In exceptional circumstances properties may be checked out in support of classroom directing and acting scenes. In these cases, arrangements for check-out and return of the prop must be made with the departmental properties

coordinator at least 24 hours in advance. The user is responsible for full replacement of any lost or broken props.

Lighting and Audio Guidelines

The departmental lighting and sound equipment is to be used in support of Mainstage, Capstone, Stage II and department supported classroom projects. The electric shop is located in the basement of the Auditorium Theatre. The sound booth is located in the balcony area of the Auditorium Theatre. Access to, and use of the equipment and supplies in these areas is limited and must be obtained through the Department Technical Director or Faculty Lighting Designer, and through the student assistant in charge of the area. Any and all equipment that is used outside of the perimeters of departmental supported productions must be returned in working order.

Costume Shop Guidelines

The Costume Shop is located in the basement of the Auditorium Theatre just beyond the green room. Normal production hours are 1:00 PM – 5:00 PM Monday through Friday. In special cases production hours will be adjusted to accommodate production work, i.e. maintenance and prep crew. The Costume Shop will not be considered open unless a member of the Costume Shop staff is present. Costume staff includes the Faculty Costume Designer, Costume Shop Manager and/or Student Assistants.

The Costume Shop will serve all productions and practical classroom instruction and therefore the following will apply;

- No tools, supplies, and or equipment may be removed from the shop unless approved by the Faculty Costume Designer or Costume Shop Manager.
- No tools, supplies, and or equipment may be used for personal projects without the permission of the Faculty Costume Designer or Costume Shop Manager.
- The Shop is off limits to anyone wishing to use the shop after hours without permission from the Faculty Costume Designer or Costume Shop Manager.

Design Studio Guidelines

The Design Studio is located in Auditorium 111 between the Black Box and the 109 Dance Studio. The Studio allows students to work on class and departmental projects in the design and technical areas. Access to the area is controlled by keys checked out through the department. There is a \$10.00 charge for each key checked out that will be refunded upon the student's return of the key. Materials and supplies allocated for classroom work must not be used for personal projects and must remain in the studio. Students may leave their personal supplies and materials in the studio at their own risk. Work in the space is limited to the hours that the building is open and should end at 10:00 pm. In exceptional cases students may work past 10:00 pm but must obtain written permission from the Faculty Supervisor. It is the student's responsibility to clean up after they have worked in the Studio and to secure the room when they leave. At the end of each semester, the area will be cleaned and items left in the space will, at the discretion of the department, be thrown out.

Green Room Guidelines

The Green Rooms used by the Department are located in the Auditorium Theatre basement adjacent to the Costume Shop, and in the Randall L. Jones Theatre adjacent to the Stage Door and the SL entry door.

These areas are used by students in production as a space to relax and prepare to go onstage. Common courtesy should be maintained and it is the individual's responsibility to keep the areas clean.

Production Information

Practicum

Theatre Majors and Minors are required to take Practicum courses to fulfill the requirements to graduate within their major. Practicum courses are intended to give students a practical intensive study of a particular aspect of technical theatre. Typically these practical exercises take the form of a specific assignment on a particular production and require a minimum of 60 hours of participation per credit hour. Students who want to enroll in Practicum courses must first have a production assignment and permission of instructor. Design and Production Staff Applications are available in the TAD offices.

Production Experience

All Theatre and Dance Majors are required to participate in departmental productions each semester thus gaining valuable production experience outside of the traditional classroom. This experience may take many forms. The following are some examples:

- American Character (spring semester)
- Dance Ensemble
- Rehearsal and Performance
- Practicum
- Orchesis (fall semester)

Additionally, some classes require a laboratory component that may offer production experience. Among those classes are:

- Stagecraft
- Costume Construction
- Production Management
- Make-up
- Lighting Design

Majors who are not enrolled in at least one course that involves production experience are still required to participate in a minimum of 30 (Theatre Arts Majors) or 15 (Dance Majors) hours per semester in sanctioned departmental endeavors.

Rehearsal and Performance

All students cast in Mainstage Theatre Productions are required to register for Rehearsal and Performance credit. Mainstage Theatre productions are considered academic training and part of

program curriculum. Rehearsal and Performance credit ranges from 1-3 credits based on contact hours. Please consult with your departmental advisor for the appropriate level of course enrollment. Exceptions may be made at the discretion of the Department Chair(s). Student directors and/or students cast in student directing projects may register for Rehearsal and Performance credit with the approval of the department advisor and the Chair(s). Grading for Rehearsal and Performance will be assessed on an evaluation by the director of the production based on rehearsal discipline, growth, professionalism and adherence to rehearsal guidelines and expectations.

Rehearsal Clothing

All majors must supply the following rehearsal clothes:

Acting/Directing

- Women: rehearsal full skirt, character shoes, jazz or ballet shoes, movement clothes for class
- Men: Hard-soled shoes, rehearsal jacket, jazz or ballet shoes, movement clothes for class

Dance

- Women: rehearsal full skirt, character shoes, jazz shoes, tap shoes
- Men: jazz shoes, tap shoes, ballet shoes

Make-up

All performers are required to provide their own make-up. The basic and professional make-up kits can be order from the following, The WIZZ on Main Street, or Ben-Nye and Kryolan catalogues located in the Costume shop.

Costume Policies

MEASUREMENTS: If measurements have not been taken in a year or an actor/dancer is new to the department it will be necessary to request measurements from an actor/dancer. The Designer and Costume Shop Manager will determine who will need to come in for measurements and schedule a time with the stage manager. This time will be posted on the call board in South Hall. Should a scheduling problem arise, the actor/dancer should immediately report it to the stage manager so a new time can be scheduled. Wear the appropriate undergarments as it will save embarrassment later on. Make sure that if you have long hair, unless told otherwise, wear it up and off the shoulders.

FITTINGS: Though different for the measurements, a fitting is the process of trying on clothing and or a mockup of potential clothing the actor/dancer might be wearing. The Designer and Costume Shop Manager will determine who will need to come in for a fitting. This time will be posted on the call board in South Hall. Should a scheduling problem arise, the actor/dancer should immediately report it to the stage manager so a new time can be scheduled. Wear the appropriate undergarments as it will save embarrassment later on. Make sure that if you have long hair, unless otherwise told, wear it up and off the shoulders.

ARRIVAL TIME: All actors/dancers must arrive at their measurement or fitting on time. Arriving late or missing your scheduled time will cause back ups and delays.

PERFORMANCES:

- To avoid staining costumes actors/dancers should provide a robe, smock or old shirt to wear as cover during application of make-up.
- While not on stage but in costume actors/dancers must refrain from eating, drinking, smoking or physical activity (rough housing).
- To avoid damage or discoloration to costumes, avoid wearing colognes or perfumes while in costume.

DRESSING ROOMS: During dress rehearsal and the run of the production, each actor/dancer is responsible for keeping the dressing room neat and clean. If a problem arises with your costume immediately inform the Costume Crew Chief. Each dressing room will have a “Costume Repair Sheet” attached to the dressing door for incidence of repairs that do not need immediate attention.

Rehearsal Costumes

MAINSTAGE PRODUCTIONS: Upon request of the Director, rehearsal costumes will be made available for Mainstage productions. Requests for rehearsal clothing will be addressed based on availability. Be aware that stock is limited and rehearsal clothing may not be available.

STUDENT DIRECTED SHOWS AND DIRECTING PROJECTS: For student directed shows and/or directing projects, and classroom scene projects, rehearsal costumes will be handled on an individual basis and at the discretion of the Costume Shop Manager and/or Faculty Costume Designer. Be aware that stock is limited and rehearsal clothing may not be available.

Auditions/Casting Policy

THEATRE: All Acting/Directing Theatre Arts Majors are **required** to audition for every Mainstage production.

Auditions for Mainstage productions are open to all SUU students, faculty, staff and members of the community. Preference will be given to Theatre Arts majors. Occasionally a guest artist or faculty member may be cast. This gives the students the experience of working with these gifted professionals. Casting is based on look, talent, experience and appropriateness for the role.

Auditions are held in a professional manner which includes proper dress, thorough preparation of audition material, resumes and headshots. Typical auditions consist of a prepared monologue not to exceed 1 ½ minutes. Typical callbacks consist of cold readings from the script. Students are expected to have read the script before auditioning (except musicals). Scripts are ordinarily available in the secretary’s office two weeks prior to the audition (except musicals).

- Acting and Directing students on scholarships or assistantships must obtain consent from the department chair to be involved with any outside activities that conflict with the Mainstage production process.
- Students will not be excused from Mainstage rehearsals or performances for Stage II or Student Directing Projects.

- Mainstage productions take priority over all other productions.

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DANCE: Auditions for the Mainstage Student Dance Concert occur within the first 2 to 3 weeks of school. The Saturday date when student choreographers audition dancers for their pieces is printed on the department calendar that is distributed at the beginning of the fall semester along with the date that faculty select the pieces to be produced in the concert.

Auditions for the Mainstage Faculty Dance Concert occur within the first class meeting of DANC 4300, Dance Ensemble, within the first week of fall semester. The faculty members audition for their pieces, post their dancers, and then the student dancers enroll for Dance Ensemble (DANC 4300) in both fall and spring semesters. Audition date and tentative rehearsal schedule for guest choreographers will be posted on the TAD Callboard no less than two weeks prior to the audition date.

Auditions for Mainstage productions follow an open casting policy. Casting preference will be given to dance majors. Occasionally a guest artist or faculty member may be cast. This gives students the experience of working with gifted professionals. Casting in certain works of choreography may require attendance in specific technique classes, i.e. American Character and Tap IV. Mainstage productions take priority over other productions.

All non-major participants and community members will be required to sign an agreement in which they agree to adhere to the behavior expectations established by the dance program. These behaviors include being on time for all rehearsals, being prepared, and being respectful of other cast members, the choreographer, and the rehearsal space.

Rehearsal Policy

As is true in the professional world of theatre and dance, if the director or choreographer believes that a cast member's participation in a production is unsatisfactory, it is his/her right to replace the person. A professional attitude and commitment to productions are expected at all times. Students must be drug and alcohol free. All rehearsal begins promptly at the scheduled time and all areas must be cleaned up and readied for their next use following each rehearsal. Rehearsal Policy

All students cast in Theatre Mainstage Productions are expected to adhere to the following policies and procedures:

- Students must provide proper rehearsal clothing. (See below)
- Students must check the callboard everyday for rehearsal calls.
- Students are expected to arrive at rehearsal/performance calls 10 minutes prior to the call and immediately begin preparing for rehearsal/performance. If you experience any conflicts, you must notify the stage manager immediately.
- Students are expected to bring their script and 2 pencils to every rehearsal and record all blocking.
- Once a portion of the production has been blocked, students are expected to be memorized by the next rehearsal of the blocked material. Students must meet all memorization deadlines. Failure to do so inhibits the progress of the entire production.

- Students are expected to demonstrate professional behavior with respect for all persons at all times during rehearsal/performance including all members of the production company.
- Students are expected to document all notes given by the director and/or stage manager in writing to avoid repetition of notes.

Photo Call Policy

The primary purpose of photo calls is to provide photographic records of the directorial, costume, stage design and choreographic highlights of all productions presented by The College of Performing and Visual Arts. There will be a two hour limitation for photos to be taken.

The stage manager will be responsible for adhering to the time limitation. The stage manager will note this time in the stage managers book as a “Photo Call” for that performance.

During a scheduled production meeting at least 24 hours prior to photo call, the director, stage manager, all designers and all choreographers will submit a list of scene and or dance segments to be taken to insure an accurate and suitable acceptable record of each production presented by The College of Performing and Visual Arts.

Strike

Immediately following the final performance of all departmental productions the entire company for that particular production will participate in striking the technical elements of the production and restoring the theatre to repertory status.

Student Organizations

Alpha Psi Omega

- The Department is a member of the national Theatre Honor Society, Alpha Psi Omega, and our cast (chapter) name is Alpha Delta Chi.
- Eligible students (3.25 GPA and a sufficient number of “points” acquired performing, designing, or otherwise serving the art and craft of theatre) are pledged twice a year.
- Members of the organization undertake service projects such as mentoring freshmen, coaching scenes and auditions, working with the High School Shakespeare Competition, sponsoring Theatre Saturday (workshops for high school students) and other projects.

Masque Club

Masque Club is a service organization chartered through the Theatre Arts & Dance Department at SUU. Masque Club strives for successful fundraisers throughout the academic year. The money collected is given out in scholarships each spring. Some of the activities Masque Club sponsors are concessions at Theatre Arts & Dance Department productions, Improv Sports, High School Shakespeare Competition concessions & dance, USF Tent of Terror Midway. There is a nominal fee to join Masque Club.

Orchesis

Orchesis is a modern dance organization on campus. Its purpose is to:

- Provide a creative outlet for student choreography.
- Provide SUU students with a greater opportunity for performance and community outreach.
- Promote dance on the SUU campus and in the surrounding area.
- Assist in directing the fall semester student performed and choreographed dance concert.
- Participate in service projects and fund raising activities.
- Serve as a social component to the University experience.

Stage II

Stage II is the student production organization tied to the Department of Theatre and Dance. The goal of Stage II is to provide the student with the opportunity to explore their craft outside of the confines major department productions. Students interested in participation in Stage II performance and production work should communicate their interest to the Stage II Student Board who set and produce the Stage II season.

Other Organizations and Affiliations

ACDF

The American College Dance Festival Association's primary focus is to support and promote the wealth of talent and creativity that is prominent throughout college and university dance departments. ACDF's sponsorship of regional and national dance festivals provides the venue for students to engage in three days of workshops, lecture demonstrations and master classes taught by instructors from around the region and country. The festivals also provide the unique opportunity for students and faculty to have their dance works adjudicated by a panel of nationally recognized dance professionals in an open and constructive forum. Culminating with the presentation of pieces selected for their exemplary artistic quality. The festivals are the primary means for college and university dance programs to perform outside their own academic setting and be exposed to the diversity of the national college dance world. Each year we take three dances to be presented at the festival and an average of fifteen students.

KCACTF

Through state, regional, and national festivals, Kennedy Center American College Theatre Festival participants celebrate the creative process; see one another's work, and share experiences and insights within the community of theater artists. The KCACTF honors excellence of overall production and offers student artists' individual recognition through awards and scholarships in playwriting, acting, criticism, directing, and design.

U/RTA/UPTA

Each year, the department may or may not choose to sponsor students to attend University /Resident Theatre Auditions/United Professional Theatre Auditions. The department will sponsor only students who represent the highest commitment to their studies and quality in their work.

USITT

The United States Institute for Theatre Technology is the national organization for support of professional and educational design and technology in the United States. Each year the department sponsors student attendance at the nation convention in various locations in the U.S. The convention allows for the student to have the opportunity to attend workshops in their areas of interest, network, see the work of professional, educational and student designers and technicians, and make contacts for graduate school and job placement in their fields. Those wishing to attend with support of the University, College and the Department must plan well ahead of the convention. Financial support for registration and membership may be subsidized but the student will still be responsible for a part of the financial cost of the convention.

101 plays you should read before you graduate

(Compiled by Christine Frezza, 01.05)

* = essential

GREEK AND ROMAN

- Aeschylus Oresteia (*Agamemnon, Choephoroi, Eumenides)
- Sophocles *Oedipus Rex/Oedipus at Colonus/*Antigone
- Euripides *Medea/The Bacchae
- Aristophanes *Lysistrata/The Birds
- Plautus *The Menaechmi

ANCIENT ASIAN

- Anonymous Love Letter from the Licensed Quarter

MEDIEVAL

- Anonymous *Second Shepherd's Play
- Anonymous *Everyman
- Anonymous Gammer Gurton's Needle
- Nicholas Udall Ralph Roister Doister
- Sackville & Norton *Gorboduc

ENGLISH RENAISSANCE

- Thomas Dekker Shoemaker's Holiday
- Christopher Marlowe *Tragical History of Dr. Faustus
- Thomas Kyd Spanish Tragedy
- William Shakespeare *Hamlet/Othello/Macbeth
- William Shakespeare *Much Ado About Nothing/Taming of the Shrew
- William Shakespeare *Romeo and Juliet/Midsummer Night's Dream/Tempest
- William Shakespeare *King Lear/Julius Caesar/Richard III/Henry V
- Ben Jonson Volpone
- John Webster Duchess of Malfi

RENAISSANCE ITALY AND SPAIN

- Claudio Monteverdi *Orfeo
- Niccolo Machiavelli *The Mandrake
- Calderon *Life is a Dream
- Lope de Vega *Justice Not Revenge

SEVENTEENTH CENTURY FRANCE AND ENGLAND

- Corneille The Cid
- Racine *Phaedra
- Moliere *Tartuffe/Imaginary Invalid
- William Wycherley *The Country Wife
- William Congreve Way of the World

EIGHTEENTH CENTURY

- Colley Cibber Love's Last Shift
- John Gay *Beggar's Opera
- Richard Sheridan *The School for Scandal/The Rivals
- George Lillo *The London Merchant
- Carlos Goldoni Mistress of the Inn
- Oliver Goldsmith *She Stoops to Conquer

NINETEENTH CENTURY

- Johann Schiller Maria Stuart
- Gotthold Lessing Miss Sara Sampson
- Georg Buchner *Woyzeck
- Henrik Ibsen *Hedda Gabler/Doll's House
- Anton Chekhov *Cherry Orchard
- Emile Zola Therese Raquin
- Arthur Schnitzler La Ronde
- August Strindberg *Miss Julie/Ghost Sonata
- Oscar Wilder *The Importance of Being Earnest
- George Bernard Shaw *Major Barbara
- W. S. Gilbert Pirates of Penzance/Mikado

EARLY TWENTIETH CENTURY

- Luigi Pirandello *Six Characters in Search of an Author
- Garcia Lorca Blood Wedding
- Samuel Beckett *Waiting for Godot/Happy Days
- Bertold Brecht *Mother Courage/Caucasian Chalk Circle
- Karel Capek R.U.R.
- John Synge *Playboy of the Western World
- Noel Coward Blithe Spirit
- Eugene Ionesco *Rhinoceros/Bald Soprano
- Jean Genet The Maids
- Jean Paul Sartre No Exit

MODERN

- Eugene O'Neill *Long Day's Journey Into Night
- Tennessee Williams *The Glass Menagerie/Orpheus Descending
- Arthur Miller *Death of a Salesman/Crucible
- Harold Pinter The Caretaker
- Oscar Hammerstein Oklahoma
- Leonard Bernstein West Side Story
- Shapiro & McDermot Hair
- Thornton Wilder *Our Town
- Lillian Hellman *Little Foxes
- Samuel Beckett Waiting for Godot

CONTEMPORARY

- Beth Henley *Crimes of the Heart
- Arthur Kopit Indians
- Brian Friel Translations
- Tom Stoppard *Rosencrantz and Guildenstern are Dead
- Sam Shepard *Buried Child/True West
- Stephen Sondheim Company/Into the Woods
- August Wilson The Piano Lesson
- Marsha Norman *Night, Mother
- David Mamet Glengarry Glen Ross/Oleana
- Arthur Miller Three Tall Women
- David Hwang *M. Butterfly
- Tina Howe Painting Churches
- Tony Kushner *Angels in America
- Edward Albee Goat
- Yasmina Rezik Art