



Department of Theatre

Student Handbook

Revised 11/20/23

PREFACE

This handbook is provided as a source of information and general guide to the Department of Theatre. Policies contained in this handbook are believed to be current at the time of writing but may be changed at any time. Any policy changes will be appropriately disseminated. The Department of Theatre disclaims liability for any errors or omissions.

This handbook is not intended to supersede any policy of Purdue University Fort Wayne and any real discrepancy between policies in this handbook and those in the *Undergraduate Catalog* are inadvertent. In the event that any policy in the handbook inadvertently contradicts official University policy as outlined in the *Catalog*, the *Catalog* takes precedence although the Department maintains the right to make changes in Departmental policy and curricula so long as those changes are permitted by University policy.

If you seek additional Department information including box office or current Faculty & Staff contact information, please visit us on the Department website.

ABOUT THE DEPARTMENT

MISSION STATEMENT

The mission of the Department of Theatre is to:

- Educate its students within a broad liberal arts framework in the art, craft, and discipline of theatre, through programs offering both classroom study and experiential production activities.
- Serve the university community through its productions and general education offerings.
- Provide culturally enriching activities to the greater northeast Indiana region.

VALUES

The Department of Theatre values:

- the pursuit of knowledge in an environment that encourages free and open inquiry, academic achievement, scholarship, and creativity.
- The cultivation of creativity.
- The highest academic, artistic, and ethical standards.
- Artistic and scholarly collaboration.
- Interdisciplinary inquiry and scholarship.
- The professional commitment, innovations, and accomplishments of faculty and staff.
- Partnership with the community to enhance cultural, creative, and intellectual life in the region.
- Diversity.

VISION

The Department of Theatre will be a regionally recognized university, known for its regional impact and the following:

- The excellence, value, and accessibility of its training programs.
- Exceptional academic curricula and facilities that foster unique teaching, learning, and student environments.
- The scholarly and creative accomplishments of its faculty, students, and staff.
- Its contributions to the quality of artistic and creative life of the region.

GOALS

The Department of Theatre seeks to ground students in skills and habits of mind that last for a lifetime of learning so they can achieve the following:

- Demonstrate an understanding of the creative process using the vocabulary of the appropriate discipline.
- Perform or create works of personal and collaborative expression and bring the works to fruition using applicable skills.
- Articulate a reflective and critical evaluation of one's own and others' efforts using written and/or oral communication.

EDUCATIONAL PHILOSOPHY

The program in theatre is specifically designed to combine classroom instruction with practical production experience, as both are integral to the student's development during the University educational process.

- Classroom experiences provide theoretical, historical, and critical examinations of the theatre as art, craft and discipline.
- Production experiences provide practical opportunities for exploring and applying the theories, concepts and standards investigated in the classroom.

BA THEATRE DEGREE REQUIREMENTS:

1: General Education Core Requirements - specific subjects that meet mandated learning outcomes (i.e., English, Psychology, etc.) 33 credits total.

2: Theatre Core Requirements (i.e., Acting, Stagecraft, etc.) 42 credits total.

3: Complete a Theatre Concentration. 18 credits.

In lieu of the concentration, students may

A: Complete a minor from another area of study; or

B: Complete the core coursework of another major, in order to finish the degree with a dual major. (If dropping the major or minor, the student must then complete a concentration after all.)

4: Open Electives Requirements. Comprised of 27 credits total in any combination of Theatre Department electives or general education electives from any University department.

BFA THEATRE DEGREE REQUIREMENTS:

1: General Education Core Requirements - specific subjects that meet mandated learning outcomes (i.e., English, Psychology, etc.) 33 credits total.

2: Combination of Theatre Core Courses and B.F.A. Concentrated Studies Courses. 87 credits total.

For more in-depth information, consult your Advisor and myBLUEprint.

FACILITIES

The Department's facilities include and office environments. As such, volume must be kept to an appropriate level and decorum must be maintained. If necessary, Faculty and Staff reserve the right to ask disruptive individuals to exit the premises.

WILLIAMS THEATRE:

WILLIAMS THEATRE (WT140)

The Williams Theatre is a Proscenium/Thrust Theatre used for performances, Departmental rehearsals, theatre and dance classes, and Departmental meetings.

- This is the Department's primary performance and rehearsal space, so it is not available for student rehearsals or meetings.
- Due to construction of sets and installation of lighting or sound, it is considered a construction zone and is off limits except during Departmental rehearsals, performances, or meetings. Passing through, loitering or rehearsing for class is prohibited.
- Cubes are provided as rehearsal furniture. Do not remove them from this room.
- Please clean up all trash and personal possessions and restore the room to the original configuration when done using (i.e., stack chairs and cubes, etc.).

DEPARTMENT OF THEATRE OFFICE (WT 128)

The office suite houses the Department Secretary, reception area, most faculty offices, Department conference room, and faculty mailboxes.

- Typically, open Mon – Fri, 8:00 am – 5:00 pm.
- It is a place of business and should be respected as such. Loitering is not permitted.

LOBBY

The Lobby can be used as additional rehearsal space on a first come first served basis.

- Since the lobby is the public entrance to our facility, laying or sleeping on the benches or the floor is prohibited.
- Keep the volume to an appropriate level.
- Avoid blocking hallways, restroom access, and rehearsing directly outside the Department of Theatre Office.
- The piano is strictly off limits. Do not move, play, or put anything on it.
- Please clean up all trash and personal possessions and restore the lobby to the original configuration when done using (i.e., stack chairs and cubes, etc.).

REHEARSAL HALL (WT 113)

The Rehearsal Hall is a multi-purpose space used for theatre and dance classes, meetings, and socials. It can also be reserved for use by the campus community or outside groups.

- Scheduled classes and Departmental needs take precedence over all other potential activities; however, students may reserve the room for rehearsals or meetings with the Department Secretary.
- The piano is strictly off limits except for rehearsals and learning repertoire. Do not move or put anything on it.
- Cubes are provided as rehearsal furniture. Do not remove them from this room.
- Please clean up all trash and personal possessions and restore the room to the original configuration when done using (i.e., stack chairs and cubes etc.)
- During inclement weather please remove your shoes before entering the classroom. A shelf is provided in the hallway.

GREEN ROOM (WT 118)

The Green Room is the Department's student lounge and contains vending machine and couches. Outside the Green Room are lockers.

- Although the Green Room is primarily used by theatre students, it is a University student lounge and is available for public use.
- While the Green Room is a place for breaks and casual conversation, keep the volume to an appropriate level since there are classes in session during the day, and rehearsals and performances in the evening.
- The Green Room is not a secure space. Please protect your valuables.
- The cleanliness of the Green Room is the responsibility of the students and the Student Theatre Organization.
- The Department reserves the right to close the Green Room as a student lounge, if it is not kept clean and orderly.
- Lockers are available to any students to check out for the year or use temporarily.

CONFERENCE ROOM (WT 128b)

The Department has its own conference room. It is also used as a study room.

- The room is intended to have a study atmosphere; noise should be kept to a minimum.
- Scheduled classes and Departmental meetings take precedence over all other potential activities; however, students may reserve the room for meetings or study via the Department Secretary.
- Please clean up all trash and personal possessions and restore the room to the original configuration when done using.
- The Department reserves the right to bar students from using the Conference Room if it is not kept clean and orderly.

CALL BOARDS

There is both a physical Call Board and a Digital Callboard for disseminating Department news, policies and official production information (i.e.: audition notices, rehearsal calendars, sign-in sheets, news, educational opportunities, etc.). The physical Callboard is a series of bulletin boards outside of WT113. The Digital Callboard is accessible via Brightspace (all theatre majors are automatically added to it for access.) Notification settings should be updated to ensure that you are getting updates via email or text.

It is expected that every theatre major will check the Callboards routinely for updates.

Only authorized faculty, staff, and stage management may post, alter or remove items on these bulletin boards.

SCENE SHOP (WT 150)

The Scene Shop is typically open for set construction M-F 1pm-5pm. The Scene Shop is a work environment and all posted safety rules must be followed at all times. Please see the Technical Director for a complete explanation of Scene Shop policies and procedures. Please do not loiter or walk through the scene shop as it is a work area.

COSTUME SHOP (WT 110)

The Costume Shop is typically open for costume construction M-F 1pm-5pm. The Costume Shop is a work environment and all posted safety rules must be followed at all times. Please see the Costume Shop Supervisor for a complete explanation of Costume Shop policies and procedures. Please do not loiter or walk through the costume shop as it is a work area.

DRESSING ROOMS (WT 112 and WT 116)

The Dressing Rooms are used exclusively for classroom and production related activities. Any additional use of the Dressing Rooms must be approved by the Costume Shop Supervisor.

- Please hang up your costumes. Wardrobe personnel only hangs costumes after quick changes and maintenance.
- Please knock first, announce your name and purpose; enter only after being invited in. Wardrobe personnel (regardless of gender) need access to the dressing rooms and will announce their presence when entering.
- Headphones must be worn when using audio, including phones, computers, tablets etc. Silence all phone sounds and notifications. Please exit the room for telephone calls.
- When given a call by Stage Management, respond by saying, "Thank you."
- No food or beverages (except water in closed containers) in the dressing rooms or while in costume.
- Cast members need to focus and concentrate; keep volume to an appropriate level.
- This is a shared space. Please clean up all trash and personal possessions each night.
- The dressing rooms are not secure spaces; please protect your valuables.
- Stay in your assigned dressing room.
- Use of the dressing rooms outside of mainstage rehearsal and performances must be approved by the Costume Shop Supervisor at least 1 week prior to expected usage.

KETTLER HALL

STUDIO THEATRE (KT G32)

The Studio Theatre is a flexible Black Box Theatre used for performances, rehearsals, theatre and dance classes, and meetings. It can also be reserved for use by the campus community or outside groups.

- Scheduled classes and Departmental needs take precedence over all other potential activities; however, students may reserve the room for rehearsals or meetings with the Department Secretary.
- Cubes are provided as rehearsal furniture. Do not remove them from this room.
- Please clean up all trash and personal possessions and restore the room to the original configuration when done using (i.e., stack chairs and cubes etc.).

DOLNICK LEARNING CENTER

DN135

Located on the PFW North Campus, east of Ginsburg Hall, the Dolnick Learning Center is a multi-purpose space used for theatre and dance classes. It is also utilized by the campus community or outside groups.

- Scheduled classes and Departmental needs take precedence over all other potential activities.
- Barres and/or cubes are provided for classes. Do not remove them from this room.
- Please clean up all trash and personal possessions and restore the room to the original configuration when done using (i.e., stack chairs and cubes etc.)

MODULAR CLASSROOM BUILDING (MCB)

CLASSROOMS (various)

The Department utilizes various classrooms within MCB.

- Please clean up all trash and personal possessions and restore the room to the original configuration when done using (i.e., stack chairs and cubes etc.)

DESIGN LAB (MCB 135)

The Design Lab is a classroom for Design/Tech classes and serves as a studio with computers for design class work and Theatre Department productions.

- The Design Lab is NOT a University computer lab. For University labs, consult IT services.
- Hours of operation are when not utilized for a class and the building is open. Additional Department needs may affect hours, possibly without notice.
- Use of this room is permitted with access provided by the Theatre Dept. Secretary for a specific time.
- Use of the room through keypad access is for your individual entry only. Do not allow others entry into the room or to use the equipment.
- There is no printer associated with this classroom. Campus computer labs are available, if you need to print.
- Do not permanently save to the desktop, as it may be purged without notice. Save your work to a USB drive or to the cloud.
- The computers **may not** be used for gaming, web surfing, video calls, movies, YouTube or social media. Do not install anything on the computers.
- Loitering or socializing is not permitted, as this is a quiet area.
- Headphones must be worn when using audio including phones, computers, tablets etc. Silence all phone sounds and notifications. Please exit the room for telephone calls.
- The instructor station is off limits to students.
- Never cut on a table. The scene shop may be used for this purpose with permission. Do not glue or paint directly on the tabletop pad; please use a protective layer; there are wooden pads available in the room for this purpose.
- No sitting on or putting feet on the tables.
- Parallel rulers are very expensive; please treat accordingly. They should remain locked and stored at the top of the table when not in use.
- Do not rearrange the furniture.
- Do not leave any personal items, artwork or supplies in the room or taped to desks when exiting. There are lockers available for Theatre Dept. students on a first-come, first-served basis.
- Thoroughly clean up and dispose of all trash before exiting.
- In accordance with University policy, if your actions or the actions of an unsanctioned guest that you allow into the room result in damage to the room or equipment, repair or replacement fees will be charged to you and privileges will be revoked indefinitely.
- Use privileges may be revoked at any time.
- For technical issues, contact Rhonna Kananen at x10487 or IT Services at x16030.
- A free student version of Microsoft Office is available via go.pfw.edu; Vectorworks is available at: <https://www.vectorworks.net/en-US/education>.
- ***Absolutely no food or open beverage containers are permitted.***

STUDENT SERVICES

LOCKERS

ASSIGNED LOCKERS

Lockers outside the Greenroom (WT 118) are available for checkout by all majors.

- If you request a locker, the Department Secretary will assign you one at no charge.
- You must provide a combination lock and sign an agreement form putting the combination on file.
- The only lock permitted on your locker is the one detailed on the agreement. Unauthorized locks will be cut off and you will be assessed a fee of \$15.
- Locks and contents must be removed by the last day of the spring semester, or you will be assessed a \$15 cleaning fee.
- A hold may be placed on your account until fees are paid.

TEMPORARY LOCKERS

Lockers outside the Scene Shop office (WT 150) are reserved for working Scene Shop employees. Lockers outside the Costume Shop (WT 110) are reserved for working Costume Shop employees. Both sets are available on a first-come, first-served temporary basis.

- No locks shall remain on temporary lockers overnight. Overnight locks may be cut off and the contents disposed of. You will be assessed a fee of \$15.

STUDENT PROGRESS INTERVIEWS

The purpose of these interviews is to assess the student's development and outline goals for the future.

- Upon completion of 60 credit hours, the student will have a 15-minute, "Interim Assessment Interview," to provide thorough planning for the remainder of the student's course of study.
- In the student's last semester, a 30-minute, "Exit Assessment Interview," will focus on assessing the student's progress upon completion of the program and will include discussion/guidance concerning the student's future plans.
- Please dress professionally for these interviews.

STUDENT THEATRE ORGANIZATION (STO)

All Theatre Majors are welcomed and encouraged to participate in the Student Theatre Organization (STO), a University approved student organization with the ability to raise funds, schedule activities and provide services as outlined in its constitution. The STO typically meets regularly and sets its own schedule. Officers of the STO are elected each spring by majority vote of its membership. While the Department of Theatre and the STO may occasionally partner for projects and social events, the STO is not an official arm of the Department but rather a separate organization governed by Campus Student Life and Leadership.

ACADEMIC LIFE

UNIVERSITY POLICIES

The Purdue Fort Wayne Undergraduate Catalog is the authoritative source for current University policies and should be consulted, if there are questions about any policy or procedure.

MONDAY MEETINGS

During the academic year, there will be regularly scheduled meetings mandatory for all majors to discuss any pertinent topics, to disseminate information and to generally keep communication lines open and productive.

- Meetings will be held in the **Williams Theatre WT140 from 12pm-1:15pm on Mondays**.
- Typically, there are 3-5 meetings per semester. Check the Callboards for dates and topics.
- **Attendance is mandatory for all theatre majors.** Lack of attendance will affect Department standing and/or scholarship eligibility. Extenuating circumstances may be approved by the Chair with advance notice.
- Theatre minors and other interested individuals are welcome to attend.

ADVISING

All Theatre Majors will be assigned both an advisor from the University's centralized advising team and also a full-time faculty member as an advisor. The faculty member's role is specifically to advise on professional interests, whereas the centralized advisor helps to choose courses prior to registration. The roles of these two advisors will, in actuality, often overlap. It is not uncommon, in other words, for faculty advisors to serve as a second set of eyes on their advisee's course choices prior to registration.

- All new majors will be advised by the centralized advisor and the Chair for the first semester in the program.
- Upon completion of the first semester, the student will be reassigned to a new faculty advisor but will likely retain their centralized advisor.
- Each semester, the *Schedule of Classes* is published online for the upcoming semester. Students should check the *Schedule of Classes* for registration dates and times and use it to prepare a tentative schedule **before** meeting with their advisor.
- Students **must** schedule an appointment to meet with their advisor prior to registering for classes. Students may not register without meeting with their advisor. A hold is placed on a student's account until going through the advising process.
- The advisor will make recommendations and review the schedule.
- After this is completed, the advisor signs an advising form, the hold is removed, and the student may complete the registration process.
- Advisors are also available to discuss academic matters during non-registration times.
- Students must discuss with their advisors any schedule changes including drop/add.
- If on a Department scholarship and planning to drop below fifteen credits, students must meet with the Chair before dropping classes, as there is potential risk of loss of scholarship funding.

FOUR-YEAR PLAN

Incoming students are required to complete a state mandated four-year plan. Upon deciding on the degree course of study, a four-year plan will be placed in your file and on your myBLUEprint online record. The plan functions as a tool by which students learn the requirements of the degree semester-by-semester and plan how to finish in a timely manner. Typically, students are expected to enroll in a minimum of 15 and a maximum of 18 credits per semester, in order to finish in four years. Dropping required classes, taking less than 15 credits, or poor academic standing may affect your ability to adhere to the four-year plan.

The student must complete the degree requirements specified in the Undergraduate Catalog in effect at the time of regular admission to the University. If the student fails to complete all degree requirements within seven years from the date of admission, the Departmental Faculty may impose additional current requirements to ensure that the student is professionally competitive with other members of the graduating class.

ATTENDANCE

Theatre is a collaborative art form that requires consistent engagement in group classroom activities.

DEPARTMENT POLICY

- It is expected that students will attend every class meeting per the class syllabus. Please review the attendance policy on each syllabus closely; not all classes have the same policy.

SYLLABUS

Instructors will provide students with a course syllabus within the first week of classes for every Theatre course. This syllabus will provide clearly stated course requirements, expectations, learning outcomes, grading criteria, and established course policies. The syllabus spells out what is expected of a student and of the instructor of that course. It is the student's responsibility to resolve any questions about the course at the beginning of the semester. For courses not having a regular meeting time, it is the student's responsibility to obtain a syllabus from the instructor.

WRITING INITIATIVE

The Department of Theatre commits to including more writing in the overall curriculum of our course work. Most courses throughout the degree programs contain some writing elements that will be graded on all levels, including content, structure, ability to meet the learning goal(s) of the specific writing assignment, and grammar. In many cases, because the Department conceives of writing as an on-going process, students may be allowed/encouraged to re-write papers, in order to improve the writing quality and earn a higher grade on the assignment.

ACADEMIC STANDING

All Theatre Majors must complete all theatre courses and all General Education Core courses with a grade of C- or better and ***maintain a minimum grade point average at or above 2.0***. Students earning a D or F in a theatre course or General Education Core course must repeat the course in order for it to count towards graduation. Failure to maintain this standard will result in the student being placed on academic probation. Consult the current University Catalog for more information.

WHAT IS ACADEMIC PROBATION?

You are placed on probation and are so notified by the University whenever your fall or spring semester GPA or your cumulative GPA at the end of any fall or spring semester is less than a 2.0.

- If you are on academic probation and your cumulative GPA is less than 2.0 but your semester GPA is greater than or equal to 2.0, you will remain on probation.
- If you are on academic probation and your semester GPA is less than 2.0 but your cumulative GPA is greater than or equal to 2.0, you will remain on probation.
- An appropriate notation will be made on your academic record. Any grade change will require recalculation of your probation status.
- Academic standing will not be assessed in summer sessions.

- You are removed from probation at the end of the first subsequent fall or spring semester in which BOTH your semester and cumulative GPA are greater than or equal to 2.0.
- A student who wishes to appeal an academic probation standing should contact the academic department of their major for guidance in the appeal process.
- Any student on academic probation will lose their Theatre scholarship in the subsequent term and may only be reconsidered for a Theatre scholarship, if the GPA recovers to good academic standing and the student submits a favorably viewed/awarded scholarship letter the next time that they come due for submission and faculty consideration (typically spring term).

STUDENTS ON PROBATION: WHAT'S NEXT?

Your ability to regain good academic standing is vital to your success, attainment of your goals, and ultimate graduation. Purdue Fort Wayne is committed to providing you with the tools necessary to be successful. In order to provide students with the best opportunity to regain good academic standing, students on probation will be restricted from participating in Departmental or outside productions. See the Production Probation policy. Students will also be asked to meet with either the Chair, their advisors or both for progress check ins.

ACADEMIC HONESTY

The Department will not tolerate any level of academic dishonesty, including plagiarism, cheating, or falsifying work, and will follow the University academic honesty guidelines. Consult the current University Catalog for more information.

POLICY

Academic honesty is expected of all students. You are responsible for knowing how to maintain academic honesty and for abstaining from cheating, the appearance of cheating, and permitting or assisting in another's cheating. Your instructor is responsible for fostering intellectual honesty, as well as the intellectual development of students, and for applying methods of teaching, examination, and assignments that discourage student dishonesty. If necessary, your instructor will explain clearly any specialized meanings of cheating and plagiarism, as they apply to a specific course. Your instructor will thoroughly investigate signs of academic dishonesty, take appropriate actions, and report such activity properly to prevent repeated offenses and to ensure equity.

PROCEDURES

An instructor who has evidence or suspicion of cheating will initiate a formal investigative process through the Dean of Students office. During an informal conference within 10 business days of discovering the alleged cheating, your instructor will inform you of charges and evidence and allow you to present a defense. Your instructor will make an initial determination after this conference. You may be assigned a grade of Incomplete (I) if the matter cannot be fully resolved before course grades are due in the registrar's office.

REPORTING

During the period in which you are permitted to drop courses, the instructor will inform the registrar promptly of any allegation of cheating, so that you cannot withdraw from the course. The instructor who makes an initial finding that academic dishonesty has been practiced will impose an academic sanction. Then, within 10 business days, the instructor will supply a written report to you, the Department Chair, the Dean or Director of your college/school or division, and the Dean of Students. The report will summarize the evidence and penalties assessed.

PENALTY

The following details the penalties for academic dishonesty (cheating, plagiarism or any other form of academic dishonesty) within the Department of Theatre. Not only can offenses result in failing grades on assignments and courses, but records of offenses are kept in students' files and may result in long-term consequences, such as the inability to receive positive and supportive references when seeking employment and/or graduate school recommendations in the future.

FIRST OFFENSE: If dishonesty is admitted or proven, the student receives a grade of 0% on the assignment and a record of the offence is entered into the student's file. At graduation, if the student has subsequently maintained a clean record since the offence, the record of academic dishonesty is removed from the file.

SECOND OFFENSE: If dishonesty is admitted or proven a second time, the student receives a failing grade for the course in question and a second record of academic dishonesty is entered into the student's file. In this instance, regardless of whether or not the student maintains a clean record, the evidence of dishonesty will be retained indefinitely in the student's file.

THIRD OFFENSE: If dishonestly is admitted or proven a third time, the student is dismissed from the Department of Theatre altogether for a period of one year. At the end of that dismissal period, the student may request a hearing to re-enter the program and complete his/her degree. Permission to re-enter may or may not be granted, depending on the outcome of the hearing. All offences will remain in the student's permanent file, if two or greater offences have been proven or admitted.

APPEAL.

If your course grade is affected by the penalty, you have the right to appeal the penalty imposed by an instructor in accordance with the grade appeals policy.

GRADE APPEALS

If a student believes that a grade was assigned as a result of prejudice, caprice, or other improper condition such as mechanical error, the student may file a grade appeal following the University process in place. Consult the current University Catalog for more information.

POLICY

The grade appeals policy applies to all students enrolled at Purdue Fort Wayne. It can be used by any student who has evidence or believes that evidence exists to show that a course grade was assigned, or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error. In appealing, the student must support in writing the allegation that an improper decision has been made and must specify the remedy sought. The student should seek the assistance of the dean of students in pursuing the appeal. During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; he or she may advise the student but may not speak for the student during the meetings. Grades may be changed only by a University authority upon the decision of the grade appeals subcommittee or by the instructor any time prior to the decision of the grade appeals subcommittee.

APPEAL DEADLINES

An appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned. A final decision at each step must be reported within 30 calendar days of the filing of an appeal at that step, provided that this deadline falls within the regular academic year (fall or spring semester). If

the deadline falls during the summer, the decision must be reported within 30 calendar days of the start of the fall semester. Each successive step in the appeals procedure must be initiated within three calendar weeks of the completion of the prior step.

STEPS IN THE PROCESS OF A GRADE APPEAL

STEP 1. COURSE INSTRUCTOR: The student makes an appointment with his or her instructor to discuss the matter. If the instructor is unavailable, the Department or Program Chair shall authorize an extension of time or allow the student to proceed to Step 2. If the Chair is unavailable, the Dean of the college or school shall authorize the extension.

STEP 2. COLLEGE/SCHOOL/DEPARTMENT/PROGRAM: If the matter has not been resolved at Step 1, the student makes an appointment with the Chair of the Department or program offering the course, who may make an informal attempt to resolve the appeal. If the appeal is not resolved informally, the chair will direct the student procedurally in making an appeal to the college, school, department, or program committee. Only one committee shall hear the appeal in Step 2. The student filing an appeal shall have the opportunity to be heard in person by the committee.

STEP 3. GRADE APPEALS SUBCOMMITTEE: If the matter has not been resolved at Step 2, the student makes an appointment with the Dean of Students, who will direct the student procedurally in submitting the case to the grade appeals subcommittee.

COLLEGE/SCHOOL/DEPARTMENT/PROGRAM APPEALS PROCEDURE

Each college, school, department or program will establish appeals procedures that provide for a committee of three or more faculty members responsible for hearing grade appeals related to courses listed or administered by that college/school/department/program if those appeals have not been satisfactorily resolved between the student and the instructor or informally by the Department Chair. The procedures established by each college, school, department or program shall provide for each case to be heard by only one such committee. The procedure shall provide the opportunity for the student to be heard in person and for the decision to be reported in writing to the student and the instructor. A copy of each unit's procedures will be given to the Vice Chancellor for Academic Affairs, to the Dean of students, and to students, upon request.

DEPARTMENT APPEALS PROCEDURE: If a department committee is needed to hear the appeal, the Department Chair will oversee formation of an ad hoc committee to hear the appeal:

1. Each VPA department will establish a committee of three departmental faculty members, appointed by the Department Chair, responsible for hearing grade appeals related to courses listed or administered by that department if those appeals have not been satisfactorily resolved between the student and the instructor or by the Department Chair. It is comprised of three (3) faculty members from the Department, one of whom serves as committee chair. The instructor involved does not sit on this committee, nor does the Department Chair. Each case shall be heard by only one such committee.
2. Within one week of the committee chair's name being forwarded by the Department Chair to both parties to the appeal, the Department Grade Appeal Committee Chair is to receive from both the student and the instructor written statements on their positions regarding the grade in appeal, not to exceed three pages. The committee chair prepares and forwards copies of the statements to the other committee members.
3. Within one week of the Department Grade Appeal Committee Chair's receiving the written statements from the student and instructor, the committee members meet with the student in person to hear the appeal. Directly after that meeting, the committee discusses the merits of the appeal.
4. Within one week of the committee deliberations, the committee chair informs the

- Department Chair, the student and the instructor of the outcome in writing.
5. If the student is not satisfied with the outcome of the Department Grade Appeals Committee hearing, the student may make an appointment with the Dean of Students, who will direct the student as to how to properly submit the case to the University Grade Appeals Subcommittee.

GRADE APPEALS SUBCOMMITTEE

This subcommittee shall consist of nine members elected from among the Voting Faculty according to procedures specified in the Bylaws of the Senate. Before hearing the details of a case, the subcommittee will decide by majority vote whether to consider the appeal and will report its decision in writing within 30 calendar days. The bases for a decision to consider an appeal may include (but not be limited to) a finding that (1) improper procedures have been followed by University employees at earlier steps of the appeal; (2) new information is present; or (3) the instructor has declined to accept the college, school, department, or program committee's recommendation. No member of the subcommittee may take part in an appeal involving a course or instructor from the member's department or program. Members should also recuse themselves from cases in which they have potential conflicts of interest, personal involvement, schedules that will interfere with hearing the appeal in a timely manner, or other disqualifying causes. From those members remaining, the chair will elect the five-person hearing panel. The panel members will elect a chair, who will be responsible for arrangements related to the case. If the case is to be heard, the hearing will take place within 30 days of the decision to hear the appeal, or within 30 days of the start of the fall semester, whichever is applicable. Each member of the panel will vote on whether the appeal is valid, and if so, on what remedy should be provided. If the panel, by majority vote, finds in favor of changing a grade, the chair shall report this finding to the registrar and to the parties listed below. The decision of the panel is binding on all parties and may not be appealed.

REPORTING OF SUBCOMMITTEE AND PANEL DECISIONS

The subcommittee and each panel shall report its finding and actions to the student; the college, school, department, or program from which the appeal came; the instructor; the Chair Department; the Dean or Director of the student's school or division; the Dean of Students; and (in the case of a panel decision) the Chair of the grade appeals subcommittee.

ANTI-HARASSMENT & NON-DISCRIMINATION

The major goal of this policy is to prevent harassment and discrimination within the Purdue Fort Wayne community. The University believes that harassment and discrimination are repugnant and inimical to our most basic values. Purdue Fort Wayne is committed to maintaining an environment that recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect; and encourages its members to strive to reach their potential. The most effective way to work toward preventing harassment and discrimination is through education that emphasizes respect for every individual.

It is essential that Purdue Fort Wayne demonstrate its intellectual and ethical leadership by reaffirming its strong position against harassment and discrimination in all forms. All members of the University community must be able to pursue their goals, educational needs, and working lives without intimidation or injury generated by intolerance, harassment and discrimination. Freedom of thought and expression are the lifeblood of our academic and artistic community and require an atmosphere of mutual respect among diverse persons, groups and ideas. The maintenance of mutually respectful behavior is a precondition for the vigorous exchange of ideas, and it is the policy of the University and the Department to promote such behavior in all forms of expression and conduct.

The University and the Department reaffirm their commitment to freedom of speech as guaranteed by the First Amendment to the United States Constitution. Accordingly, any form of speech or conduct that is protected by the First Amendment is not subject to this policy. The University and the Department reaffirm their commitment to academic freedom, which is essential to the University's educational mission and is critical to diversity and intellectual life.

This policy addresses harassment and discrimination in all forms, covering those with legally protected status for reasons of race, gender, religion, color, age, national origin, sexual orientation, ancestry, or disability.

DEPARTMENT POLICY: In the Department of Theatre, this includes all manner of unwanted, demoralizing, abusive and/or negative attention, including direct face-to-face contact, written contact, and gossip to affect another person(s) and use of social media that can be construed as unwanted, negative attention targeted at a specific person or persons. Such negative behavior will be addressed by the Theatre Faculty and Chair of Department, reported to the Dean of Students and, if necessary, the Purdue Fort Wayne police, and, if left un-remedied after a plan of action is imposed, may result in dismissal from the Theatre program.

DEPARTMENT DECORUM STATEMENT

Our art invites us to imagine and make representations of the entire range of human behaviors from friendship, to hatred, to romance. This means that we foster a certain degree of vulnerability, and we may open ourselves physically and emotionally to each other in the stimulus and response work of the acting process. Despite this openness, however, it is important to maintain a high level of respect and professionalism, requiring us to observe strict physical and emotional boundaries. Touching, kissing or other staged intimacies may only be explored with the clear consent of all scene partners and within the context of the work in classes or rehearsals. That being the case, if this process were to make a student in the Department uncomfortable during rehearsals or class, direct your concerns to your director or instructor immediately.

Sometimes, the closeness of rehearsal or class bleeds into our daily lives and our interactions within the community. A new-found familiarity with scene partners or peers does not infer a suspension of the rules in any other circumstance. It is important to remember that when scene work ends everyone must continue to respect the physical and emotional boundaries of everyone else in all situations. Furthermore, the Department does not condone any type of sexual harassment and expects its students to behave in full accordance with University rules and the law.

As aforementioned, Theatre deals with all manner of human social life. Therefore, coursework in the Department of Theatre often involves students being assigned the reading of plays, performance of dramatic literary characters or technical and/or design work that express beliefs and opinions the students may not hold as their own. Sometimes, this material may even be offensive or triggering to them personally. Students may also be assigned to work with members of their classes on projects, such as scene work, which requires outside in-pairs or group study and rehearsal. While the general expectation is that students will come to both the wide array of dramatic literary subject material and the expectation to work with classmates with a level of maturity and professionalism that allows for critical distancing and a focus on learning goals exclusively, should any individual students have concerns about their discomfort with certain texts or team members, they may bring their concerns to the course instructor.

However, certain ground rules apply:

- The student is expected to bring their concerns to the instructor before work on the text or assignment of teams/partners has begun.
- The student is expected to bring their concerns to the instructor discreetly outside of class time and never to interrupt a course session to do so.

While faculty are expected generally to be accommodating and sensitive to a student's vulnerabilities, if the student were to bring their concerns about a text to be worked on/studied or a team member assignment after the work has commenced, it is within the rights of the instructor to refuse the student's request for an alternative accommodation. Furthermore, refusal to work with certain students as a team member must be assessed by the faculty member carefully, to avoid discrimination against either party.

UNIVERSITY POLICY

It is the policy of Purdue Fort Wayne to maintain the campus as a place of work and study for faculty, staff, and students free from all forms of harassment and discrimination. In providing an educational and work climate that is positive and harassment free, faculty, staff, and students should be aware that harassment and discrimination in the workplace or educational environment is unacceptable conduct and will not be tolerated. Questions and concerns regarding University policy and practice or protection against harassment and discrimination should be directed to the affirmative action officer of the University.

STUDENT EVALUATION OF INSTRUCTION

A student evaluation of the course and instructor will be given in each course during week 14 or 15 of the semester. The evaluation is a valuable tool in improving and maintaining a high level of quality teaching in the Department. Faculty and administration are especially interested in the current strengths of the courses and feedback about areas that need improvement. Students are asked to fill out responses with objectivity, honesty and candor.

- A computer tabulates the multiple-choice responses.
- The instructor receives responses only after the semester is completed.

DATES & DEADLINES

GRADUATION

Application for Graduating Students should work closely with their academic advisors about completion of degree requirements. It is the student's responsibility to apply for graduation in a timely manner. Contact the registrar to apply for graduation.

DEADLINES FOR APPLICATION:

- Fall Commencement: June 1
- Spring Commencement: November 1
- Summer Commencement: February 1

WITHDRAWAL

For current policy and each semester's dates related to registration, including dropping and adding classes, and withdrawing from school, refer to the registrar's web page.

WITH FULL REFUND: The last day to withdraw from a class and receive a full refund is the Friday of the first week of classes of each semester. Students who withdraw after this date will receive only a partial refund of tuition paid according to the fee schedule printed in each semester's Schedule of Classes.

WITHOUT GRADE PENALTY (PARTIAL WITHDRAWAL): The last day to withdraw from a class or classes without grade penalty is usually the Friday of the ninth week of the semester. After this date, students may withdraw from classes without grade penalty only in the case of extreme extenuating circumstances and only upon the recommendation of the

academic advisor, the Chair of the Department, and approval of the registrar. Students are encouraged to carefully assess their status in each class by the end of the ninth week to determine the appropriate course of action. This is also the last day to withdraw from school (full withdrawal) without grade penalty.

SCHOLARSHIPS

The Department of Theatre offers a variety of scholarships for new and returning theatre majors. Monetary values of individual scholarships vary from year to year. Renewal of scholarships is not guaranteed from year-to-year, however. To be eligible, returning students must meet these requirements:

- Must be full-time students, generally expected to be taking 15 credits per term/completing 30 credits per academic year; however, in some pre-approved cases, taking 12 credits per semester can be allowed on a case-by-case basis.
- Scholarships are renewable for only 4 years typically; 30 credits per year are required to graduate in 4 years. In some cases, students taking more than 4 years to graduate may apply for scholarship consideration beyond their fourth year. When doing so, it is expected that they will address why they have needed more than four years to complete their degree in that year's scholarship letter for renewal. The faculty will review the overall progression of the academic record carefully as part of the decision-making process.
- Good academic standing. Consult the scholarship description (below) for the GPA requirement of each award.
- Have fulfilled the basic requirements and responsibilities of the program, including:
 - Required attendance at Department Meetings.
 - Required load-in and strike attendance.
 - Maintain or exceed audition/performance requirements.
 - Maintain or exceed crew responsibilities/tech requirements.
 - Strive to become a model theatre major in attitude and endeavor.

SCHOLARSHIP RECIPIENT REQUIREMENTS

Everyone awarded a scholarship is **required** to:

- Send a thank you letter to the Donor of the scholarship.
 - Attend any scholarship reception they receive an invitation to attend.
- This is not optional. Please contact the Chair with any questions.

APPLICATION GUIDELINES

- The scholarship application deadline is typically on or near the end of March. The deadline will be announced, in advance, each year. **Applications and letters must be submitted by the deadline. Late consideration will not be granted under any circumstances.**
- All students are required to complete the on-line Purdue Fort Wayne Common Scholarship Application to be considered.
- For renewable scholarships, **every year, the student must:**
 - Complete the Purdue Fort Wayne Common Scholarship Application (if requested).
 - Complete the FAFSA.
 - Submit a letter of application.
 - Submit a theatrical resume (if requested).
 - See the scholarship descriptions below for additional requirements.
- Determination of scholarship award and amount is made by the Theatre Faculty.

APPLICATION LETTER FORMAT

Application Letters should be:

- Addressed to the Department of Theatre Faculty.

- Typed and submitted in a formal business format.
- Free of spelling and grammatical errors.
- The body of the letter should express who you are, where you are in the program, your contributions to the Theatre program, why you feel you deserve the scholarship and finally, discuss your financial need.
- See the Chair or Department Secretary for a template.

SCHOLARSHIP DESCRIPTIONS

Below are the scholarships available and the documents necessary for application. Students should contact the University Office of Financial Aid for information concerning additional scholarship opportunities.

THEATRE DEPARTMENT SCHOLARSHIP – Criteria: Student must be a theatre major with a minimum cumulative GPA of 2.5. The primary criteria are scholarship and involvement. New students must arrange an audition with the Theatre Department.

THE AUER FOUNDATION SCHOLARSHIP - Criteria: Student must be a theatre major with a minimum cumulative GPA of 3.0. The primary criteria are scholarship and involvement. Students must arrange an audition or interview with the Theatre Department for consideration for this substantial scholarship.

DAN BUTLER THEATRE SCHOLARSHIP – Criteria: Student must be a theatre major with a minimum cumulative GPA of 2.5. Recipient must be enrolled full time. When applying for The Dan Butler Scholarship, a second copy of the theatrical resume, a headshot and an additional letter addressed directly to “Dan Butler c/o Department of Theatre Faculty” should be included. The Department will forward letters to him.

IONE AUER ARTS SCHOLARSHIP – Criteria: Students must be enrolled full time and be pursuing a degree in Visual and Performing Arts. The student must demonstrate a talent for the arts as determined by the Dean and Faculty of the college. Preference will be given to incoming students.

SAMUEL S. AND BRONNICA W. WEINBERG SCHOLARSHIP FUND IN MEMORY OF GERTRUDE WEIGLER BRATEMAN – Criteria: Students must be pursuing a degree in the School of Visual and Performing Arts at Purdue Fort Wayne and must be enrolled full time. The award is equally divided among the School of Music, the Department of Theatre and Department of Art and Design.

WATERFIELD FOUNDATION SCHOLARSHIP – Criteria: Students must be making satisfactory academic progress and be majoring in Art, Music, or Theatre. This award is equally divided among the School of Music, the Department of Theatre and the Department of Art and Design.

O. FRANKLIN KENWORTHY SCHOLARSHIP – Criteria: Student must be a theatre major with a minimum cumulative GPA of 2.75. The primary criteria are scholarship and involvement.

WITHERS SCHOLARS GRANT – Criteria: Student must be majoring in elementary education, history, political science, English communication, theatre or library science. The student must have junior, senior, or graduate class standing at Purdue Fort Wayne the year of the award. The student must have a minimum cumulative GPA of 3.0. The student must enroll full time each semester of the award (12-15 credit hours). Further information is available on the web site of the Department of History.

EDWARD D. AND IONE AUER FOUNDATION SCHOLARSHIP – Criteria: Students must reside in one of the following Indiana counties: Adams, Allen, DeKalb, Huntington, Kosciusko, Lagrange, Nobel, Steuben, Wabash, Wells or Whitley and there will be a preference given to those residing in Allen County. Students must have and maintain a minimum cumulative GPA of 3.0, and preference is given to students with financial need.

TOLAN SCHOLARSHIP – Criteria: Student must be a theatre major with a minimum cumulative GPA of 2.5. The primary criteria are scholarship and involvement.

FRASER FAMILY SCHOLARSHIP – Criteria: Student must be a theatre major with a minimum cumulative GPA of 2.5. The primary criteria are scholarship and involvement.

PRODUCTION POLICIES

PRODUCTION PARTICIPATION REQUIREMENT

Department production participation is a necessary and key component of a student's theatre career at Purdue Fort Wayne. There are many ways to get involved within the theatre department: performing, crew assignments, directing or design assignments, or production work through a class or student employment. **As a major, we expect that you will be involved in Department productions and hope you will take pride in our Department's collaborative efforts.**

- **All majors in their first two semesters are required to audition for every Department production, regardless of concentration.**
- **Furthermore, all majors pursuing either a BFA in Musical Theatre or the Musical Theatre or Acting concentration are required to audition for every Department production.**
- **All theatre majors, regardless of concentration or degree plan of study are expected to volunteer when crew positions are available.**

Students should remember, however, that participation is a privilege and not a right.

OUTSIDE PRODUCTIONS

We strive to provide you with a well-rounded theatre education; as such, any available time during the academic year will be spent participating in productions *within* the Department as a member of the cast or crew. During the academic year, students wishing to participate in productions *outside* of the Department as part of the cast, production team or crew, must:

- Fill out the Outside Production Request Form which is accessible via the Digital Call Board.

Submissions will be considered if all of the following are true:

1. You routinely participate, onstage, backstage or as an usher, on Department productions and are making significant progress on your degree requirements.
2. As required, you have auditioned for but were not cast in all Department production(s) open to you that occur at the same time as the outside production.
3. All applicable production team or backstage crew positions that occur at the same time as the outside production(s) have been filled.
4. You are not in your first two semesters as a major.
5. You are not on academic probation.
6. Your academic studies will not be adversely affected by your participation in the outside production.
7. Submission is received no less than 30 days prior to the first date of involvement of the outside production. Submissions will not be considered during academic recesses or between spring finals and the first day of fall classes.

Submission process:

1. Submission does not guarantee approval. Submissions will be considered by the faculty, and you will be notified by the Chair of the decision. Please allow up to 30 days for processing.
2. Participation in an outside production without faculty approval may affect future casting decisions, scholarship award decisions, and/or letters of recommendation. Repeated violations could result in dismissal from the Department of Theatre.

PRODUCTION PROBATION

At any time, the Faculty may determine that a student is denied the opportunity to participate in Department productions. Additionally, students who are on University academic probation cannot be cast in any Departmental production, advance directing project or studio showcase for the semester in which they are on probation. (Auditioning is still necessary if required by your concentration or degree plan of study; the student will “opt out” of casting however.) Students wishing to Direct, Assistant Direct, Design, Associate Design, Assistant Design, or Stage Manager would also be subject to this policy (unless it is required for, a class.) With faculty permission, students on academic probation *may* be able to participate in crew assignments (incl. ASM) or ushering.

AUDITIONS

AUDITION REQUIREMENTS

- All majors in their first two semesters, all BFA students, and all declared acting or musical theatre concentration student are required to audition for every Department mainstage production.
- It is expected that if someone who auditioned is offered a role in a Department production, they must accept that role.
- Those who are chosen to be the Stage Manager will be exempt from the audition requirement for that production.

CASTING OPT-OUT

If you are required to audition for Department productions and you know in advance you could not accept a role, you may be able to opt-out of accepting a role. Auditioning is still required but you will not be cast.

- Fill out the Casting Opt-Out Request Form which is accessible via the Digital Call Board.

Process for Casting Opt-Out

1. If you know in advance that you could not accept a role, you can apply to opt-out of accepting a role. Auditioning is still required but you will not be cast.
2. Appropriate reasons to opt-out may include work, academic (incl. academic probation) or family commitments.
3. While permission to participate in productions outside our Department is sometimes granted, it is not typical or encouraged. Before submitting a Casting Opt-Out request so that you may participate in an outside production, you must submit an Outside Production Participation Request and be approved.
4. Failure to attend required auditions (regardless of if you have submitted the opt-out request) may affect future casting decisions, scholarship award decisions, and/or letters of recommendation.
5. Submission does not guarantee approval. The Chair will email you if your opt-out is approved. **Bring a copy of the approval email to auditions with you.** Please allow 5 days prior to auditions for processing.

PERUSAL SCRIPTS

Perusal scripts are available for check-out from the Department Secretary prior to auditions.

- Scripts are available for a 24-hour loan only.
- A \$5.00 deposit is required for each script. The deposit will be refunded upon the prompt return of the script.
- If the script is not returned or returned late, the deposit will not be refunded and will be applied to the Student Theatre Organization account.

CASTING POLICIES

To provide an understanding of the guidelines and criteria used for casting by Directors of productions in the Department of Theatre, the Faculty has outlined the following:

- The Department of Theatre does not discriminate based on age, ethnicity, gender, or physical capability when casting roles provided those traits do not define the character or play.
- Ratio of students/non-students in any one cast. The Department of Theatre asks that no less than 55% of the acting company of a show be Purdue Fort Wayne students.
- Every effort is made to give students priority. ("Student" refers to anyone enrolled in class or classes in any school or departments of Purdue Fort Wayne). Any Director, of course, wants the best person for the role. If the Director feels it is a choice between a student and a non-student and the student is capable, based on what is seen at auditions and displayed in the classroom, then the student will receive the role.
- Students should remember that participation is a privilege and not a right.
- Casting in the Department of Theatre is not capricious. A great deal of time and thought are put into the choices made by the directors. Students are encouraged to make an appointment to talk to Directors after auditions to receive feedback.
- There are instances when a role will be pre-cast. When this occurs, it is always announced prior to auditions. Normally, this occurs when a guest artist is sought to fulfill a role. Please note, however, if one is asked to audition for a role, it does not mean that that actor will be cast in that role.
- Theatre majors will be given the opportunity to audition for a specific role whenever possible but must accept any role as cast.
- If you are cast, do not cut your hair, dye your hair or change your appearance without the permission of the Costume Designer and Director.

ACADEMIC CREDIT: Students who are offered a minor or major role *may* be able to receive academic credit. Consult your Faculty Advisor.

PRODUCTION PROCESS

STAGE MANAGEMENT

For information regarding stage management and production policies, consult the Department of Theatre Stage Manager Manual which can be obtained from the Production Coordinator.

REHEARSALS

Department productions typically rehearse in the evenings, five days a week, three hours per day, (i.e., 7:00 – 10:00). Some productions may require additional rehearsals due to the demands of the project, which will be announced prior to auditions for that production.

- Rehearsals should end prior to 10:30 p.m.; during tech week, rehearsals should end no later than 11:30 p.m.
- If the Director (incl. Music Director or Choreographer) deems it necessary, students may be asked to stay later or arrive early for additional rehearsal time. While attempts will be made to avoid it, your focus and patience is appreciated.
- Department productions typically rehearse for 5-6 weeks prior to technical rehearsals. Technical rehearsals typically begin the Saturday prior to opening. A detailed rehearsal schedule will be provided at the beginning of the rehearsal process of each production; however, schedules may need to be adjusted to accommodate the needs of production.
- Actor and crew call time for tech and performance is typically 1 ½ hours prior to curtain.
- It is the actor's responsibility to follow the schedule, be punctual and prepared for the evening's work. Failure to follow the stated expectations and procedures may result in being removed from the production.

REHEARSAL/PERFORMANCE RULES AND ETIQUETTE

- Please be respectful of others and have a positive attitude. Everyone has a role to play and each person contributes something unique to the whole; no one person should be thought of as more important than any other.
- Please be quiet during rehearsal or backstage during rehearsals/performances.
- Always use pencils in scripts; do not use ink.
- Do not chew gum or eat while in rehearsal.
- Rehearsal and performance absences are only excused by the Directing Team. If you are unable to attend, also inform your Stage Manager immediately. (Remember: missing either class or rehearsal and then attending the opposite is bad form and should be avoided.)
- Please be punctual. "On time" means you are warmed up and prepared at your call time. Arrive 5-10 minutes early for all rehearsals, performances and costume fittings.
- When you arrive for rehearsal, check in with the Stage Manager. Please sign in on the physical call board during Tech/Dress and Performances
- Be prepared for rehearsal by having a pencil, script/libretto, appropriate dance attire/footwear and familiarize yourself with the material on the day's schedule.
- Memorize your lines, lyrics, notes and choreography as soon as possible and by the required deadlines.
- Use rehearsal downtime productively by reviewing your lines, blocking or choreography.
- After rehearsal, be prepared to take notes from the Directing and/or Stage Management teams. Please have a physical notepad to record these notes.
- Graciously accept notes when they are given. If questions arise, discuss outside of the notes process.
- Do not give notes to fellow performers. Address issues with the Director.
- Please actively listen to the Directing and Stage Management teams for direction and/or instructions.
- Check your email daily for important information from the Directing and Stage Management teams.
- When the backstage calls are made (i.e., "places") please acknowledge by saying "thank you".
- Hang up your costumes during and after each rehearsal/performance.
- Do not eat, drink or smoke in costume.
- Do not handle props that are not yours.
- Do not attend rehearsal or a performance under the influence of controlled substances.
- Personal use of electronic devices during rehearsals or performances is prohibited.
- Abide by all production processes, and Department and university policies.

COSTUME FITTINGS

Costume fittings are scheduled via email and posted on the digital callboard for a specific time and date.

- It is the actor's responsibility to meet all scheduled fittings, be punctual, follow proper hygiene procedures and to wear appropriate undergarments.
- If you're running late or need to reschedule an appointment, please call the Costume Shop Supervisor directly at 260-481-6557. Do not send emails, texts or social media messages as these types of communication may not be received in a timely manner.

ELECTRONIC DEVICES

The use by cast or crew of electronic devices (including phones, tablets and computers) during rehearsal or performance, in the rehearsal hall or backstage spaces is prohibited unless it is pertinent to the job or has been cleared ahead of time by the Director. Focus should remain on the production at all times. Devices should be put on silent and stored away.

PHOTOGRAPHY / VIDEO

To respect the privacy of all, **taking photographs or video in the rehearsal hall, backstage spaces and dressing rooms for personal use or posting on social media is prohibited***.

- The rehearsal process needs to occur in a safe space where vulnerabilities can occur without the threat of exposure.
- The unfinished, in-progress or finished work of the Designers is their intellectual property and permission must be granted to take photos or video of it.
- Videotaping may occur by the Department for archival purposes or by the Director for staging purposes. Permission *may* also be granted to the stage manager or dance captain for documenting choreography. Such videos should never be shared publicly on social media.
- The Department Chair, in consultation with the Faculty, will coordinate all authorized production photo/video opportunities for use on social media and will provide authorized publicity production photos and archival production photos for personal use or posting on social media. ***With advance notice and permissions, the Department Chair, in consultation with Department Faculty *may* set aside a time for the students to take photos/video for social media; students not wishing to be photographed can opt out.**
- Certainly, cast and crew will want to commemorate their experiences of being in the production and they are welcome to... outside of rehearsals and in public spaces only; not on set, in rehearsal rooms or dressing rooms.
- Designers are permitted to photograph their finished work for portfolio purposes only.

SOCIAL MEDIA

No unauthorized (see above), offensive or inappropriate pictures or comments should be posted online.

- The posting of negative comments regarding the Department or productions undermines the collaborative spirit of theatre. Please address your concerns within the Department.
- Students should not post anything online that could embarrass themselves, their family, their classmates, the Department of Theatre, or the University; this includes information that may be posted by others (comments etc.) on your site.
- Students must remember that they are representatives of the University; anything posted online should not depict inappropriate activities especially involving Department related or University-identifiable activities (including wearing/using costumes, props or facilities in an inappropriate manner).
- Information posted online should not violate Department of Theatre or University policies.

ONLINE SAFETY: Students should keep the following guidelines in mind as they participate on social media.

- Treat anything posted online as public even if you limit access. Deceptive “friends” and predators can share and repost digital communication without your knowledge. Many times, text and photos placed online become the property of the site and is completely out of your control the moment it is placed online.

- Personal information could be used by predators to target you. Students should never post their local address, cell phone number, vacation plans, class/work schedule or other personal information.
- Students should be aware that their online persona reflects on how others view them. Potential employers, internship supervisors, graduate programs and scholarship committees, among others, may view these sites as a way of screening applicants.

FOOD AND BEVERAGE

With the exception of water in closed containers, food and beverage:

- Is not permitted on stage or in backstage spaces during rehearsal or performance.
- Should be stored and consumed in the green room and not in dressing rooms.
- Should not be consumed while in costume.

Under special circumstances, food may be permitted pot-luck style in WT113 provided it is cleaned up afterwards and removed from the premises; trash should be discarded in outside dumpsters. Additional tables are available, schedule use with the TD.

VISITORS

During rehearsals, the rehearsal hall(s) are closed to outside observers who are not members of the production team, cast or crew. During the tech and production, this includes the dressing rooms, green room and all backstage spaces. Remember that everything that happens in rehearsal or production is confidential and the environments are a safe space. Special access may be granted by the Director.

INVITED DRESS

The final dress rehearsal *may* be an invited dress. An invited dress is typically used as a recruitment tool for local high school students to experience a show on campus. The possibility of an invited dress occurs at the discretion of the Director and **all requests for attendance must be referred to the Director**. It's possible that there will be a talk back post show where the Designers, cast or crew are asked to speak about the production or answer questions.

USHERING

Theatre students are encouraged to usher for all productions. Ushers do not pay admission, so it's a great way to see the show free. Those interested in ushering can sign up via the Digital Callboard approximately three weeks prior to the show on a first-come, first-served basis. Unless there is a shortage, please allow others to usher if you have already ushered for that production. Usher responsibilities:

- Ushers should be dressed nicely (no jeans, shorts, flip flops or tennis shoes.) A solid-colored top or dress and black pants or skirt is preferred.
- Ushers should arrive at the theatre no later than 60 minutes prior to the start of the performance and should report to the House Manager for training. Ushers arriving late may be asked to leave the theatre and will not be allowed to attend the show.
- The house typically opens 30 minutes prior to each performance under the direction of the Stage Manager and House Manager. Ensure that the audience members do not enter the house prior to that time.
- No food or drink is permitted in the house.
- No smoking is permitted in the house.
- No cameras or recording devices are allowed in the house at any time.
- Be courteous and helpful to all audience members. Assist them to find their seats and if needed escort guests to their seats. Senior patrons may require additional assistance.
- No one is permitted in the theatre without a ticket.
- Seating after the start of the show is at the discretion of the House Manager.
- If people congregate at the doors, politely ask them to move on so that others may enter.

- Avoid visiting with friends and relatives. Cell phones are not permitted during the time you are expected to perform your usher duties.
- Problems should be immediately referred to the House Manager. If you encounter a problem but have been able to resolve it inform the House Manager anyways. Never hesitate to get the House Manager to assist you at any time.

STRIKE

The removal and restocking of the set, lights and costumes, known as strike, typically occurs on a Sunday afternoon following the last performance of a production. The exact date will be determined prior to auditions; the exact time will be determined about one week prior.

- Any student in the cast, crew, or on the production team are required to participate in strike regardless of class standing. Some classes may also require attendance.
- The week prior to strike, the TD, in conjunction with the Lighting Faculty and Costume Shop Supervisor, will determine who is required to be at strike and on which crew they will serve. (Some students may be utilized in multiple areas.) The TD will then communicate this to the SM for dissemination via email and the physical Call Board.
- All strike participants will gather in their respective areas when they arrive.
- The area supervisor will take attendance at the beginning and end of strike. Arriving late, inactivity or leaving early will subject the student to possible disciplinary action, including exclusion from future Department of Theatre productions.
- ***Closed toed shoes are required for everyone at strike.***

PRODUCTION OPPORTUNITIES

BACKSTAGE CREW ASSIGNMENTS

Backstage crews are filled using student volunteers; participation by Design/Tech concentration students is strongly encouraged. Positions vary per production; however, the following positions may be available:

Deck/Prop Crew

Wardrobe

Light Board Operator

Sound Board Operator

Master Electrician

Other, as needed.

- Crew requirements, schedule and sign-ups are available via the Digital Call Board once casting is determined.
- Signing up is a commitment and only if you are certain that you are interested and available.
- Interest does not guarantee involvement.
- Final determinations will be made with faculty and director consultation.
- Position(s) will remain open until filled.
- Those on academic probation cannot participate on a Backstage Run Crew.

ACADEMIC CREDIT: Students who complete a crew assignment are able to register for academic credit. Consult your Faculty Advisor.

PRODUCTION TEAM ASSIGNMENTS

Some Production Positions are filled using student volunteers; participation by Design/Tech concentration students is strongly encouraged.

A call for open Production Team positions for the next season will be posted on the Digital Callboard during the spring semester. Some positions may be made by faculty invitation only.

- Assignments are a commitment and only if you are certain that you are interested and available.
- Assignments are a privilege and interest does not guarantee involvement.
- Assignments are made based on the student's development, scheduling and the needs of production.
- Final determinations will be made with faculty and director consultation.
- Position(s) will remain open until filled.
- Those on academic probation cannot participate on a Production Team.

ACADEMIC CREDIT: Students who are offered a Production Team assignment *may* be able to register for academic credit. Consult your Faculty Advisor.

Positions vary by production; however, the following positions may be available:

STAGE MANAGEMENT ASSIGNMENTS

Any student may apply for a stage management assignment (Stage Manager or Asst. Stage Manager) on a Department production via the Digital Callboard.

Typically, the following must be successfully completed before a student receives a stage management assignment:

- *THTR 265 Introduction to Stage Management*
- The student will have served as a Backstage Crew Member for a Department production prior to being selected as Assistant Stage Manager.
- The student will have served as an Assistant Stage Manager for a Department production prior to being selected as Stage Manager.

Those who are chosen as Stage Manager will be exempt from any audition requirements per their concentration or degree plan of study.

Those interested in ASM still need to audition if required by their concentration or degree plan of study. ASM Assignments will be made after casting.

PROP MASTER ASSIGNMENTS

Any student may apply for a Prop Master assignment on a Department production via the Digital Callboard.

Those who are chosen for a Prop Master assignment will be exempt from any audition requirements per their concentration or degree plan of study.

DIRECTING ASSIGNMENTS

Directing Concentration students may inquire about a directing assignment (Director or Asst. Director) on a Department production or in a Studio Showcase with the Head of the Directing Program.

Typically, the following must be successfully completed before a student receives a directing assignment:

- *THTR 261 Introduction to Theatrical Design*
- *THTR 138 Acting I*
- THTR 440 Beginning Directing
- The student will have served as a Stage manager or Assistant Director for a Department production prior to being selected as Director.

Those who are chosen for a directing assignment will be exempt from any audition requirements per their concentration or degree plan of study.

DESIGN ASSIGNMENTS

Design Concentration students may inquire about a design assignment (Designer, Asst. Designer or Assoc. Designer) on a Department production in scenic, lighting or costume with the faculty member(s) in that design area.

Typically, the following must be successfully completed before a student receives a design assignment:

- *THTR 261 Introduction to Theatrical Design*
- *THTR 264 Rendering Techniques*
- *THTR 360 Scenic Design / THTR 361 Costume Design / THTR 362 Light Design*
- The student will have served as an Assistant Designer for a Department production prior to being selected as Designer.

STUDIO SHOWCASES

The Department provides an opportunity for students to produce projects as a Studio Showcase project. Interested students should submit a Studio Showcase Request via the Digital Callboard.

- Such projects are student driven, require minimal production elements and don't require extensive rehearsals for successful presentation. Approved applications will receive minimal technical, personnel and/or financial support from the Department.

- Typical projects might include presentations of a collection of scenes, songs and/or monologues, a one-act play or a full-length play cutting, a reading of an original work, a cabaret etc.

Submissions will be considered if all of the following are true:

1. Students have obtained a Department faculty member to serve as advisor.
2. The submission includes a project description, a proposed rehearsal/production schedule, a proposed production team, information on cast size/requirements, and specific technical requirements. Applicants should be aware that the proposal should be as detailed as possible for consideration, and it is suggested to provide alternative dates to maximize consideration.
3. The applicant agrees to act as student producer and be responsible for the coordination of all production elements, securing the appropriate personnel, and obtaining the appropriate permissions from Department faculty/staff.
4. Your academic studies will not be adversely affected by the production of the studio showcase.
5. Submission is received no less than 4 months prior to the start of rehearsals. Submissions will not be considered during academic recesses or between spring finals and the first day of fall classes.

Submission process:

1. Submission does not guarantee approval. Please allow up to 30 days for processing.
2. Approval is at the sole discretion of the faculty with the needs of the Department given first priority including casting, production teams, crew and ushers.
3. Consideration will be based on the completeness and feasibility of the submission materials and the applicants progress, involvement, and abilities, The faculty reserves the right to approve all cast and production personnel.
4. The applicant will be notified by the faculty advisor of the decision and will inform you of possible dates for production that were identified by the faculty.
5. Once approved, the applicant will be expected to schedule and conduct regular meetings with the faculty advisor, as well as maintain consistent communication with Department shop supervisors and Department faculty/staff.
6. The faculty reserves the right to revoke an approved request at any time.

ACADEMIC CREDIT: Directors and Designers who are involved in a studio showcase *may* be able to receive academic credit. Consult your Faculty Advisor.

SHOP WORK

There are two ways to be active in the Scene, Costume or Light Shops: for credit, by taking *THTR 168: Theatre Production 1* - **or** - for pay, through Student Employment.

THTR 168: THEATRE PRODUCTION 1: This is a non-paid, for-credit class.

BA majors are required to complete 4 semesters of *THTR 168: Theatre Production 1* in either scenic/lighting or costumes. BFA Musical Theatre majors are required to complete 2 semesters of *THTR 168: Theatre Production 1* in either scenic/lighting or costumes.

- The student will meet with the instructor and choose a two-hour block, one day a week, typically between 1pm and 5pm.
- Attendance and specific requirements will be stated in the course syllabus provided by the instructor.
- Work-study or student employment experience cannot substitute for 168 coursework.
- Transfer students *may* have up to 2 credits waived with equivalent transfer credits.

- 168 may be taken for 2 credits with instructor approval.
- Volunteer crew assignments do not count towards THTR 168.

STUDENT EMPLOYMENT / WORK STUDY: This is a paid, zero-credit opportunity.

- There *may* be a limited number of jobs available within the Department.
- Positions are announced and posted via Handshake. They are typically closed during the first week of each semester but will remain open until filled.
- Most positions will train students beginning at an entry level.
- Students who are eligible for and accept Federal Work Study are given priority over those without.
- Interested students should discuss with the shop supervisor (scenic, lighting or costumes.)
- If employed, work hours are based on instructor approved times.
- Student employment is a commitment like any other job and should be treated as such. Excessive absences, poor attitude, unsafe work practices, or incompetency may result in termination and/or unfavorable references.
- No course credit can be received for work-study positions.
- For information regarding work study eligibility, consult financial aid.