



# Department of Theatre

---

# Student Handbook

Revised 08.23.19

# TABLE OF CONTENTS

<b>PREFACE</b>	<b>4</b>
<b>ABOUT THE DEPARTMENT</b>	<b>4-5</b>
MISSION STATEMENT	4
EDUCATIONAL PHILOSOPHY	5
<b>FACILITIES</b>	<b>6-9</b>
WILLIAMS THEATRE	6-9
WILLIAMS THEATRE	6
DEPARTMENT OF THEATRE OFFICE	6
LOBBY	6
REHEARSAL HALL	6
GREEN ROOM	7
DEPARTMENT LIBRARY / CONFERENCE ROOM	7
CALL BOARD	7
DESIGN LAB	8
SCENE SHOP	8
COSTUME SHOP	9
DRESSING ROOMS	9
KETTLER HALL	9
STUDIO THEATRE	9
<b>STUDENT SERVICES</b>	<b>10-11</b>
IPADS	10
LOCKERS	10
STUDENT PROGRESS INTERVIEWS	10
STUDENT THEATRE ORGANIZATION	11
<b>ACADEMIC LIFE</b>	<b>12-20</b>
UNIVERSITY POLICIES	12
MONDAY MEETINGS	12
ADVISING	12
FOUR-YEAR PLAN	12
ATTENDANCE	13
SYLLABUS	13
WRITING INITIATIVE	13
ACADEMIC STANDING	13-14
WHAT IS ACADEMIC PROBATION	13
STUDENTS ON PROBATION: WHAT'S NEXT	14
ACADEMIC HONESTY	14-15
GRADE APPEALS	15-17
ANTI-HARASSMENT & NON-DISCRIMINATION	17-18
DECORUM STATEMENT	18
STUDENT EVALUATION OF INSTRUCTION	18
DATES & DEADLINES	19
GRADUATION OR WITHDRAWAL	19
SCHOLARSHIPS	19-21
SCHOLARSHIP RECIPIENT REQUIREMENTS	19
APPLICATION GUIDELINES	20
APPLICATION LETTER FORMAT	20
SCHOLARSHIP DESCRIPTIONS	20-21
<b>PRODUCTION POLICIES</b>	<b>22-32</b>

<u>PRODUCTION PARTICIPATION REQUIREMENT</u>	<u>22</u>
OUTSIDE PRODUCTIONS	22
PRODUCTION PROBATION	22
<u>AUDITIONS</u>	<u>23-25</u>
AUDITION REQUIREMENTS	23
CASTING OPT-OUT	23
PERUSAL SCRIPTS	23
CASTING POLICIES	24
<u>PRODUCTION PROCESS</u>	<u>24-29</u>
STAGE MANAGEMENT	24
REHEARSALS	24
REHEARSAL ETIQUETTE	25
COSTUME FITTINGS	25
ELECTRONIC DEVICES	25
PHOTOGRAPHY / VIDEO	26
SOCIAL MEDIA	26-27
FOOD AND BEVERAGE	27
VISITORS	27
INVITED DRESS	27
USHERING	27
STRIKE	28
<u>PRODUCTION OPPORTUNITINES</u>	<u>28-32</u>
CREW ASSIGNMENTS	28
ADVANCED CREW ASSIGNMENTS	28
STAGE MANAGEMENT ASSIGNMENTS	29
DIRECTING ASSIGNMENTS	29
DESIGN ASSIGNMENTS	30
STUDIO SHOWCASES	30
SHOP WORK	31

## **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 at: <https://www.pfw.edu/theatre/>.

## **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 Northeastern Indiana Region.

### **VALUES**

We are committed to excellence in teaching, student learning, research and creative endeavor, and regional development. As such, Purdue Fort Wayne values

- the pursuit of knowledge in an environment that encourages free and open inquiry, academic achievement, scholarship, and creativity.
- a strong general education program and baccalaureate framework that emphasize critical thinking, promote lifelong learning, and continue the traditions of the sciences, arts, and humanities.
- a commitment to student access and success that is demonstrated through services and student life programs responsive to individual needs and interests.
- a campus environment that promotes integrity, respect for diversity, responsible citizenship, accountability, sustainability, and continuous improvement.
- the principles of shared governance, civility, and open communication among all groups within the university.
- the traditions of scholarly excellence and public engagement of Purdue University.
- the professional commitment, innovations, and accomplishments of faculty and staff.
- partnership with the community to enhance social, economic, cultural, civic, and intellectual life in the region.

### **VISION**

Purdue Fort Wayne, is a nationally recognized university, known for its regional impact and

- the excellence, value, and accessibility of its academic programs.
- an exceptional environment for teaching, learning, and student achievement.
- the scholarly and creative accomplishments of its faculty, students, and staff.
- its contributions to the quality of life of the region.

## **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.

### **THEATRE MAJOR DEGREE REQUIREMENTS:**

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

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

3: Open Electives Requirements. Comprised of 45 credits total in any combination of general education electives or theatre electives. Students have many options for completing these credits; they may:

A: Take a miscellaneous collection of courses from any department at the University;

B: Complete one or two Theatre Emphases;

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

D: Complete the core coursework of another major, in order to finish the degree with a dual major.

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

## **FACILITIES**

The department's facilities contain academic 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 library/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 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 Department's student lounge and contains vending machines, couches, telephone and a mini-fridge. Outside the Green Room are lockers and student mailboxes.

- 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 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 Green Room is not your private living room, dining room or bedroom. The cleanliness of the Green Room is the responsibility of the students and the Student Theatre Organization. The fridge must be cleaned out periodically and the sink empty of soiled dishes.
- The Department reserves the right to close the Green Room as a student lounge if it is not kept clean and orderly.
- The telephone is for local/emergency calls only.
- Mailboxes are assigned to each major at the beginning of the year for the dissemination of departmental information. Please check yours daily.
- Lockers are available to any students to check out for the year or use temporarily.

### **DEPARTMENT LIBRARY / CONFERENCE ROOM (WT 128b)**

The Department has its own library that doubles as a 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.
- The room is open approximately 15-20 hours a week. See the posted hours for details.
- Scheduled classes and departmental meetings take precedence over all other potential activities however, students may reserve the room for meetings 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 close the Library / Conference Room if it is not kept clean and orderly.
- Most library items may be checked out for a two-week period. Some items may not be checked out or special permission is needed. Fines of \$.10 a day incur for each day the material is late. Fines outstanding at the end of each semester will result in a hold on student records.

### **CALL BOARD (outside WT 113)**

The Call Board is a series of bulletin boards used as a primary means to disseminate Department news, policies and official production information (i.e.: audition notices, rehearsal calendars, sign-in sheets, news, educational opportunities, etc.). ***It is expected that every theatre major check these boards daily for updates.*** Only authorized faculty, staff, and stage management may post, alter or remove items on these bulletin boards.

## DESIGN LAB (WT 132)

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

- The Design Lab is NOT a University computer lab. For University labs see: <https://www.pfw.edu/offices/its/resources/facilities/student-labs.html>
- The room and the computers are for academic and production endeavors for students of the Department of Theatre only.
- Hours of operation are M-F 9a-5p when not utilized for a class and it is not a University holiday. Additional department needs may affect hours, possibly without notice.
- Use of this room is permitted with access provided by the Department Secretary for a specific time. You will leave your student ID while using the lab; it will be returned when you are done. Time extensions may be granted with permission. Failure to exit the lab on time may result in a loss of usage for the semester.
- Access and use of the room, if granted, is for you and you only. Do not allow others entry into the room or to use the equipment.
- You must use your assigned station.
- Log into the computer using your Purdue Fort Wayne login information.
- 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.
- Never cut on a table, the scene shop may be used with permission. Do not glue or paint directly on the tabletop pad; please use a protective layer – there are wooden pads 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 that can be checked out through the Department Secretary.
- 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: <http://www.vectorworks.net/education/>
- **Absolutely no food or beverage is permitted.**

## 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.
- Please knock first; enter only after being invited in.
- 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 beverage (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.
- Please clean up all trash and personal possessions when done using.
- The dressing rooms are not secure spaces; please protect your valuables.
- Stay in your assigned dressing room.
- Wardrobe personnel (regardless of gender) need access to the dressing rooms and will announce their presence when entering.
- The dressing rooms contain costume storage which is strictly off limits without permission of Costume Shop Supervisor or Designer.

## **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.).

# **STUDENT SERVICES**

## **iPADS**

In addition to the design lab, students may check out one of the Department iPads for assistance with completing assignments, provided they are not being used by a class.

- Use of iPad is permitted with access provided by the Department Secretary for a maximum of 3 hours. You will leave your student ID while using the iPad; it will be returned when you are done. Time extensions may be granted with permission. Failure to return the iPad on time may result in a loss of usage for the semester.
- Access and use of the iPad, if granted, is for you and you only. Do not allow others to use the equipment.
- Log into the iPad using your Purdue Fort Wayne login information.
- iPads may not be used for gaming, web surfing, video calls, movies, YouTube or social media. Do not install anything on the iPads.
- In accordance with University policy, if your actions, or the actions of someone that you allow to use the iPad, result in damage to the 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.

## **LOCKERS**

### **ASSIGNED LOCKERS**

Lockers outside the Greenroom (WT 118) are available for checkout by all majors. Lockers outside the Design Classroom (WT 132) are available for checkout by students with scheduled classes in that room.

- 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 will 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 of the remainder of the student's course of study.
- In the student's last semester, a 30-minute Exit 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.

# 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:

<http://catalog.pfw.edu/>

## MONDAY MEETINGS

During the academic year, there will be regularly scheduled meetings all majors, staff and faculty, 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 two meetings per month. Check the call board 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 a full-time faculty member as their academic advisor.

- All new majors will be advised by the Chair for the first semester in the program.
- Upon completion of the first semester, the student will be reassigned to a new 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.

## FOUR-YEAR PLAN

Incoming students are required to complete a state mandated four-year plan. Upon deciding on the emphasis or general BA, 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, by taking 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 establish 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 include more writing in the overall curriculum of our course work. Most courses throughout the BA degree contain some writing elements that will be graded on all levels, including: content, ability to meet the specific writing assignment, grammar, and overall writing mechanics. In many cases, part of the initiative guidelines emphasizes the concept of writing as an on-going process and allows for students to re-write papers, in order to improve the quality of a given writing assignment.

## **ACADEMIC STANDING**

All Theatre Majors must complete all theatre 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 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.

<http://catalog.pfw.edu/content.php?catoid=49&navoid=1457&hl=%22academic+standing%22&returnto=search#academicstanding>

### **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 a 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.

## **STUDENTS ON PROBATION: WHAT'S NEXT?**

Your ability to regain good academic standing is vital to your success, attainment of your goals, and ultimately graduation. Purdue Fort Wayne is committed to providing you the tools necessary to be successful. In order to get you back on track, you will be placed in an online student success course for a Semester. The focus of the course is on student success topics and all students on probation are expected to complete the course in its entirety. Additionally, 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.

## **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:

<http://catalog.pfw.edu/content.php?catoid=49&navoid=1457&hl=%22academic+standing%22&returnto=search#academichonesty>

### **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 the 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 of cheating will initiate a process to determine guilt or innocence and the penalty, if any, to be imposed. 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 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 dishonesty 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;

<http://catalog.pfw.edu/content.php?catoid=49&navoid=1457&hl=%22academic+standing%22&returnto=search#gradeappeals>

### **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 making 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, use of gossip mills 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 letting down our guards, 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.

### **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 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. Application for graduation can be accomplished on OASIS on the registration screen or through the Registrar's web page:

<https://www.pfw.edu/offices/registrar/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, see the Registrar's web page:

<https://www.pfw.edu/offices/registrar/policies/>

**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, taking at least 12-15 credits per semester (Scholarships are renewable for only 4 years; 30 credits per year are required to graduate in 4 years.)
- Good academic standing. Consult the scholarship description (below) for the GPA requirement of each award.
- Have fulfilled the basic requirements and responsibilities to 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. 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
  - Submit a letter of application
  - Submit a theatrical resume
  - 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. Refer to the following site for assistance: <https://owl.english.purdue.edu/owl/resource/653/01/>
- 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.

## 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.

SUMMIT SCHOLARS PROGRAM The Department of Theatre also participates in the Summit Scholars Program, awarding one to two full-ride College of Visual and Performing Arts Auer Scholarships annually. Incoming freshmen from the departments of the College, students in either Music, Theatre or Art, may compete, provided they meet the eligibility requirements, in the Summit Scholars program for a full tuition, books and housing scholarship. For a description of the requirements, see:

<https://www.pfw.edu/offices/chapman/chapman-scholars-program/>

# **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 Departmental productions and hope you will take pride in our Department's collaborative efforts. Furthermore, everyone in their first two semesters as a Purdue Fort Wayne theatre major and all theatre majors pursuing either the Musical Theatre or Acting emphases are required to audition for every Departmental production. All theatre majors, regardless of emphasis are expected to volunteer when crew positions are available.** Students should remember, however, that participation is a privilege and not a right.

## **OUTSIDE PRODUCTIONS**

It is expected that as a major, 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, while it is strongly discouraged, students wishing to participate in productions *outside* of the Department as part of the cast, production team or crew, **must:**

- Interested students must fill out a Outside Production Request Form <https://www.pfw.edu/departments/cvpa/depts/theatre/student-resources/>
- Make an appointment with the Department Chair to submit the form and request permission.

The Chair will consult with the Faculty and arrive at a decision; the Chair will then inform the student. Participating in an outside production without first obtaining faculty permission could result in being unable to participate in future productions at Purdue Fort Wayne and/or loss of scholarships. Repeated violations could result in dismissal from the Department of Theatre.

### **REQUESTS MAY BE CONSIDERED IF:**

- You have auditioned for and/or been involved backstage on previous Department productions as required per your emphasis.
- You have auditioned for Department production(s) occurring at the same time as the outside production and have not been cast.
- You will still be able to audition for and potentially be cast in - *or* - be involved backstage on any upcoming Department productions even if you were granted permission to be involved in the outside production.
- You did not "opt-out" of a Department production occurring at the same time as an outside production (see Casting Opt-Out section below for more information).
- All backstage crew positions for Department productions occurring at the same time as the outside production have already been filled.
- You are an active member of the Department.
- You are not a freshman.
- You are not on academic probation.
- There are no conflicts between your academic studies and the outside production.

## **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 emphasis; 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**

**Everyone in their first two semesters as a Purdue Fort Wayne theatre major and all theatre majors pursuing either the Musical Theatre or Acting emphases are required to audition for every Departmental 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 Departmental 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.

#### **PROCESS FOR OPT-OUT**

- Interested students should fill out a Casting Opt-Out Request Form <https://www.pfw.edu/departments/cvpa/depts/theatre/student-resources/>
- Obtain Director approval to opt-out of being cast prior to auditioning.
- Obtain Chair approval to opt-out of being cast prior to auditioning. A copy of the signed opt-out form will be retained for your file.
- Attend auditions as normal and submit a copy of the casting opt-out form instead of the regular audition form.
- Appropriate reasons to opt-out may include work, academic (incl. academic probation) or family commitments. Outside productions are not an acceptable reason.
- Failing to attend auditions or submitting the opt-out form without having gone through a prior approval process does have consequences. It may affect future casting decisions, scholarship award decisions and letters of recommendation students might request in the future.

### **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 ethnicity, gender, or physical capability when casting roles if those traits are not defining of 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 rehearsal policies, consult the Department of Theatre Stage Manager Manual:

<https://www.pfw.edu/departments/cvpa/depts/theatre/student-resources/>

### **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 ETIQUETTE FOR PERFORMERS**

Rehearsal etiquette policies are under revision and will be updated shortly.

### **COSTUME FITTINGS**

Costume fittings are scheduled through the Stage Manager for a specific time and date based on the available times as presented by the Costume Shop Supervisor.

- It is the actor's responsibility to meet all scheduled fittings, be punctual, follow proper hygiene procedures and to wear appropriate undergarments.
- Should you be unable to make a scheduled fitting, call the Costume Shop Supervisor directly 260-481-6557 if you are running late or need to reschedule an appointment; do not send emails, texts or social media messages.

### **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

Although we live in a digital age, not everyone appreciates their every move documented for all the world to see. As such, **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 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 becomes 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. 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. Usher sign-up sheets are posted on the call board approximately two weeks prior to the production on a first come, first-serve 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.
- The house typically opens 30 minutes prior to the performance and only by direction of the 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 tearing down 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 two weeks 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 Call Board.
- All strike participants will gather in the auditorium when they arrive.
- The TD 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**

### **CREW ASSIGNMENTS**

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

Backstage/Deck Crew	Hair/Make-Up Crew
Prop Crew	Light Board Operator
Wardrobe Supervisor	Sound Board Operator
Wardrobe Crew	Follow Spot Operator

- Crew sign-up sheets are posted on the call board approximately four weeks prior to the production. Some positions may require approval but most are first-come, first-served.
- Signing up for a crew is a commitment to attend all the required rehearsals and to complete the work at all performances. No absences are allowed.
- Crew assignments can only be changed with direct permission of the Head of Design/Technology.

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

### **ADVANCED CREW ASSIGNMENTS**

The following positions are offered through invitation only and are available on a limited basis. Students interested in being considered for such positions, should express interest to the appropriate faculty member.

Choreographer / Asst. Choreographer	Projections
Fight Captain	Dramaturgy
Dialect Coach	Prop Master
Dance Captain	

**ACADEMIC CREDIT FOR ADVANCED ASSIGNMENTS:** Students who are offered an advanced crew assignment *may* be able to register for academic credit. Consult your Faculty Advisor.

## STAGE MANAGEMENT ASSIGNMENTS

- Stage management crews are filled using student volunteers. For more information regarding stage management policies, please consult the Department of Theatre Stage Management Manual: <https://www.pfw.edu/departments/cvpa/depts/theatre/student-resources/>
- Students who have taken *THTR 265: Intro to Stage Management* are given priority.
- Prior to being a Stage Manager, students should be an Assistant Stage Manager first.
- Near the end of the spring semester, a call for Stage Managers will be given and interested parties should submit an email to the TD regarding their interest.
- Those who are chosen to Stage Manage will be exempt from the audition requirement for that production. ASM's will still need to audition if required by their emphasis.
- Signing up to Stage Manage SM or ASM is a commitment to attend all the required rehearsals and to complete the work.

**ACADEMIC CREDIT:** Stage Managers and Assistant Stage Managers *may* be able to register for academic credit. Consult your Faculty Advisor.

## DIRECTING ASSIGNMENTS

Any student may apply for a directing assignment on a Department production or in a Studio Showcase. It is preferred that the student will have served as a stage manager or as an Assistant Director for a Department production. Without exception, the following courses must be successfully completed before a student may apply for a directing assignment:

- *THTR 261 Introduction to Theatrical Design*
- *THTR 138 Acting I*
- *THTR 440 Beginning Directing*

Eligibility does not constitute automatic approval since many factors determine season selection/planning. Once the eligibility requirements are completed, the interested student should fill out a Directing Assignment Request Form

<https://www.pfw.edu/departments/cvpa/depts/theatre/student-resources/>

and discuss the potential of directing with the Head of the Directing Program.

- Requests for a directing assignment will be accepted at any time (provided all eligibility requirements have been completed), but assignments are generally made in a semester or preferably two semesters prior to the production.
- Assignments are made exclusively by the Acting/Directing Faculty and are based on the student's development, scheduling and balance of the production season.
- An attempt will always be made to provide directing opportunities to eligible students. However, a directing assignment is a privilege and not a guarantee, even for directing emphases.
- Upon receiving a directing assignment, the student must fill out, in detail, a Play Analysis/Concept form. This form can be obtained from the Head of the Directing Program and must be filled out and returned prior to auditions for the production.
- Students interested in assistant directing, directing or needing more information should consult the Head of the Directing Program.

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

## DESIGN ASSIGNMENTS

Any student may apply for a design assignment on a Department production in scenic, lighting or costume. The student will have served as an Assistant Designer for a Department production, preferably several times prior to applying for a design assignment. Without exception, the following courses must be successfully completed before a student may apply for 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*

Eligibility does not constitute automatic approval since many factors determine season selection/planning. Once the eligibility requirements are completed, the interested student should fill out a Design Assignment Request Form

<https://www.pfw.edu/departments/cvpa/depts/theatre/student-resources/> and discuss the potential of designing with the Head of the Design/Technology Program.

- Requests for a design assignment will be accepted at any time (provided all eligibility requirements have been completed), but assignments are generally made in a semester or preferably two semesters prior to the production.
- Assignments are made exclusively by the Design/Technology Faculty and are based on the student's development, scheduling and balance of the production season.
- An attempt will always be made to provide design opportunities to eligible students. However, a design assignment is a privilege and not a guarantee, even for design/tech emphases.
- Students interested in assistant designing, designing or needing more information should consult the Head of the Design/Technology Program.

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

## STUDIO SHOWCASES

The Department provides an opportunity for students to produce projects as a Studio Showcase project. Such projects are student driven and 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, reading of an original work, etc.
- Interested students should fill out a Studio Showcase Request Form at <https://www.pfw.edu/departments/cvpa/depts/theatre/student-resources/>
- Requests are accepted no later than four months prior to the start of rehearsals.
- Students are required to solicit a faculty member to serve as advisor.
- A detailed explanation of the project, its expected personnel needs, rehearsal demands and specific technical needs must be included in the application.
- The student applicant is responsible for the coordination of all production elements, for assembling the appropriate personnel and obtaining the appropriate permissions from the Department Faculty and Professional Staff.
- Students are encouraged to select material that does not rely on technical support or require extensive rehearsals for successful presentation.
- Approval of proposals are at the discretion of the Faculty and Professional Staff. Consideration will be based on the individual student's progress, involvement, and abilities, as well as, the progress, involvement, and abilities of the rest of the submitted production team.
- The needs of the Department are given first consideration over Studio Showcases.

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, thru Student Employment.

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

All majors are required to complete 4 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, 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.
- Due to system constraints, 2 credits of THTR 168 cannot be taken in the same semester; a 2 credit THTR 368 may be taken instead. Consult your Faculty Advisor.
- Volunteer crew assignments do not count towards THTR 168. (See p.29 for crew assignments and credit options.)

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

- Positions are announced and filled during the first week of each semester.
- 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 meet with the shop supervisor (scenic, lighting or costumes.)
- If employed, work hours are typically scheduled M-F between 1pm and 5pm.
- There *may* be a limited number of jobs available thru the Department Office. See the Department Secretary for more information.
- 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 more information regarding employment opportunities including work study: <https://www.pfw.edu/financial-aid/types/work-study.html>