



**STEPHEN F. AUSTIN
STATE UNIVERSITY**

School of Theatre and Dance

2023-2024 edition

Handbook for **THEATRE** majors.

It is full of helpful information, guidelines, policies, procedures and check-lists that will guide you through your years in the SFA School of Theatre. Please look through it now, and consult it often. The handbook may be updated during the school year. All updates to the handbook will be communicated to you through your advisor and other means.

**Please bring when you arrive to start classes.
Keep this handbook, you will need it!**

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STATEMENT OF MISSION, CORE VALUES, AND VISION

Mission

SFA School of Theatre and Dance (SOTD) is a comprehensive program dedicated to excellence in teaching, learning, and creating continuously and intensively. Our chief purpose is to prepare diverse professionals to practice, teach and thrive in a wide range of related careers and post-graduate studies. We are committed to contributing to wider communities from the university to the international level.

Core Values

Disciplined Creativity: The student's imagination and artistic vision are nurtured and balanced with critical thinking and high standards of professionalism.

Individual Development: Each student has a great variety of opportunities for exploration and growth. Facilitated by the individual attention of faculty and staff, each student learns through observation, study, evaluation and experience.

Collaborative Teamwork: In academic and production work, students, faculty and staff unite our abilities as a theatre company, functioning as a harmonious ensemble on stage, behind the scenes, in classrooms and in other learning environments.

Theatre is Interdisciplinary: We embrace theatre's interrelationship with other art forms, technological media and the liberal arts, as our students move among and combine disciplines and modes of expression.

Strategic Goals

GOAL 1: Educate & empower our students in the arts (strengthen learning)

GOAL 2: Promote diversity and inclusive access to study and practice of the arts

GOAL 3: Attract committed & high-achieving students to study in the arts

GOAL 4: Discover and advance knowledge, including scholarly, evidence-based, and empirical research, and expand creative and entrepreneurial activities in the arts

GOAL 5: Promote Strategic Outreach and Engaged Scholarship in the arts

GOAL 6: Partner with communities to stimulate creativity, innovation, and social and economic development through the arts

MAJORS/MINORS MEETING AND SEMESTER CONTRACT

At the start of fall and spring semesters, a majors/minors meeting is held for all theatre students. The date, time, and place for the meeting are posted in the designated areas and in the School of Theatre and Dance Brightspace page in MySFA. Attendance is mandatory.

Auditions for the MainStage productions will be held the second (and occasionally the third day) of classes. Auditions begin in the morning of the second class day for the Mainstage productions. Check the designated area for specific times and places.

On this day, the students will be asked to sign the Theatre Contract. A student's signature (written or virtual) on the contract means that the student will accept and follow through on any assignment in casting or crewing productions. A student who signs the contract and fails to perform the assigned production/crew responsibility forfeits participation in both Mainstage/Faculty and Student Productions for the following semester.

Students who fail to perform the assigned production/crew responsibility must be aware that such failure will be mentioned in any letter of recommendation requested from any faculty member.

SUMMERSTAGE FESTIVAL

Two or three productions are staged in repertory within a six- to eight-week period during the summer months. In addition to gaining practical theatre experience, students earn three or six hours of academic credit (DRAM 4325/4326).

Outstanding theatre students are strongly encouraged to interview and/or audition for company positions.

Auditions and interviews for the SummerStage Festival company are held on the SFA campus in April or May.

DEGREES

Students electing a major in Theatre have a choice of five degree programs:

BA	Bachelor of Arts
BA	Bachelor of Arts with All-Level (Grades EC-12) Teacher Certification
BFA	Bachelor of Fine Arts Design/Tech
BFA	Bachelor of Fine Arts Acting/Directing
BFA	Bachelor of Fine Arts Stage Management

CREDIT LIMITATIONS/REQUIREMENTS

BFA: 81-82 credit hours

The Bachelor of Fine Arts degree in theatre is a pre-professional program designed to prepare the student for a career in the theatre and closely related fields or for advanced study. Students admitted to the BFA program can concentrate their efforts in performance (acting and directing), technical theatre and design, or stage management.

Admission and Review Procedures

I. ADMISSION: The student should have:

- Completed or be enrolled in a minimum of 60 hours
- A cumulative GPA of 3.0 in SFA theatre courses and an overall cumulative GPA of 2.5 or higher
- Completed DRAM 1362 (Play Analysis) with a grade of C or better
- Completed or be enrolled in at least three of the following: DRAM 1351 (beginning Acting), DRAM 2336 (Theatre Speech), DRAM 1351 (Costume Technology), DRAM 1341 (Stage Makeup), DRAM 1330 (Stagecraft), DRAM 2342 (Lighting Technology)
- Completed or be enrolled in a minimum of 24 hours in non-departmental university requirements

Students normally apply for admission to the BFA program in the spring of their sophomore year. The Monday preceding spring break will be set aside for the acting auditions (performance concentration). The Monday following spring break will be set aside for portfolio presentations (tech/design, stage management). All auditions/portfolio presentations will start at 4:00 p.m. (this is subject to change).

BFA auditions are also held early in the fall semester for transfer students and those students who did not meet the requirements the spring of their sophomore year. A notice will be posted announcing the date and time of the audition.

The following are requirements for admission:

A. Application Packet – must contain:

- BFA Application Form from appendix of the handbook
- Statement of goals, objectives, and intent regarding admission and the pursuit of a professional degree, and practicum interest
- Unofficial transcript
- Overall GPA of 2.5 or higher and Theatre GPA of 3.0 or higher
- Resume of performance and production work

B. Audition or portfolio presentation. Requirements are as follows:

Acting audition

- Auditions are to consist of one classical and one contemporary monologue. Pieces should be contrasting and no more than three minutes in length combined.
- Auditions will follow the URTA (University/Resident Theatre Association) format. You are strongly encouraged to visit the URTA Web site (www.urta.com) and download *Handbook for Actors and Coaches* for more information.
- Monologues used for audition pieces must not be from a role you have played previously at SFA or elsewhere.
- The faculty reserves the right to ask for additional pieces if deemed necessary.

Portfolio presentations

- Portfolio presentations are limited to five *rehearsed* minutes in length.

- You are strongly encouraged to visit the URTA Website (www.urta.com) and download *Design Guidelines* for suggestions on how to best present your portfolio (see section on “Preparing Your Portfolio”).
- C. Following the audition or portfolio presentation, all applicants will be interviewed by the faculty.
- D. BFA applicants should meet with their faculty advisors to determine the results of their audition or portfolio presentation.
- II. REVIEW PROCESS: An annual evaluation will be conducted in the spring semester for all BFA students. A satisfactory review is required for continuation in the BFA program. Students will be assessed on:
- A formal audition/portfolio presentation
 - The ability to maintain an overall cumulative GPA of 2.5 and Theatre cumulative GPA of 3.0. Students who fall below the minimum may be granted one semester’s probation to achieve these standards.
 - Faculty evaluation of classroom work
 - Faculty evaluation of production work
 - Faculty evaluation of attitude, discipline, and professionalism

On Tuesday of the last week of classes, all BFA students will present a formal audition/portfolio presentation of their work to the theatre faculty. The acting auditions (acting, directing) will be held from 3:00 – 4:00 p.m., and the portfolio presentations (design, stage management) will be held from 4:00 to 5:00 p.m. (this is subject to change). The following are requirements of the BFA review:

- A. Review Packet – must contain:
- BFA Review Form from appendix of the handbook
 - Unofficial transcript
 - Overall GPA and Theatre GPA
 - Resume of performance and production work
- B. Audition or portfolio presentation (requirements same as in Part I. B). BFA students who miss their scheduled review may automatically be dropped from the program.
- C. Following the audition or portfolio presentation, all applicants will be interviewed by the faculty.
- D. BFA students should meet with their faculty advisors to determine the results of their faculty review.

Note: At the end of the fall semester (mid-year), any student in the BFA program may be issued a warning indicating that his/her continuation in the program is in jeopardy unless corrections and improvements are made.

Guest Artists, Workshops, Presentations, etc.: BFA students are required to attend all school-sponsored guest artists, workshops, presentations, etc. within their area (performance, tech/design, or stage management). Failure to do so will result in being placed on probation or expulsion from the BFA program at the faculty's discretion. Exceptions can only be made in advance by the director of the school.

Other Requirements for BFA Students

Directing/Dramaturgy: BFA students with an interest in directing and dramaturgy must work as assistant directors and should complete an appropriate practicum. Students with a declared interest will be required to work as an assistant director in the SummerStage Festival program and/or Mainstage productions. Work done as an assistant director must be completed under different directors.

Stage Management Concentration: BFA students in the stage management concentration must work as assistant stage managers/stage managers and complete a practicum in stage management. Students with a declared interest will be required to work as a stage manager or assistant stage manager in the SummerStage Festival program and/or Mainstage productions. Work done as a stage manager or assistant stage manager must be completed under different directors.

PROGRAM LEARNING OUTCOMES – BFA

1. The student will be able to analyze a script in ways that are necessary to a theatre practitioner.
2. The student will demonstrate an understanding of theatre history and a variety of theatrical styles.
3. The student will demonstrate an understanding of the component areas of theatrical creation, process, production, performance, and study, and their interrelationships.
4. The student will be able to complete and document a major project as a stage manager, as a designer or technician, or as an actor or director, demonstrating advanced competence in the student's specialty.
5. The student will demonstrate collaborative and leadership competencies appropriate to participate or take a leadership role in an effective theatrical production.
6. The student will be able to present an effective presentation appropriate to the student's specialization.

BA with All-Level Teacher Certification (EC-12): 51 Credit Hours

The Bachelor of Arts degree with All-Level Certification (EC-12) consists of 51 semester hours of DRAMA courses and 27 hours of education and human sciences courses.

The James I. Perkins College of Education maintains separate standards for admission to the professional-educator portion this program, including grade-point average (GPA) requirements. Please see the section labeled "Criteria for Admission to Teacher Education" in the most recent General Bulletin for current information.

Students in this program are required to complete production assignments in stage management, sound- or lighting-board operation, and two types of running crews in addition to curricular Production Laboratory requirements.

PROGRAM LEARNING OUTCOMES – BA with Certification

1. The student will be able to analyze a script in ways that are necessary for a theatre practitioner or scholar/critic.
2. The student will demonstrate an understanding of theatre history and a variety of theatrical styles.
3. The student will be able to form and articulate a critical analysis and evaluation of a work of theatre.
4. The student will demonstrate an understanding of the component areas of theatrical creation, process, production, performance, and study, and their interrelationships.
5. The student will be able to use an understanding of educational psychology and appropriate organizational skills to create a positive and disciplined learning environment for students of theatre.
6. The student will demonstrate collaborative and leadership competencies appropriate to take a leadership role in an effective theatrical production.

BA: 51 Credit Hours

The Bachelor of Arts degree with a major in theatre is appropriate for those students who seek a more general course of study with less depth in theatre and more educational breadth than is required by the BFA degree.

Though this program does not provide a strong specialization in various areas of theatre, it may, when combined with an appropriate minor, provide an education suitable for a number of vocations. Because of its educational scope, it is often the degree preferred by institutions providing graduate training and specialization in theatre.

The degree consists of 51 semester hours of theatre courses and a second major of at least 24 semester hours with at least 12 hours advanced work at SFA or an academic minor of at least 18 semester hours, but not more than 23 semester hours, with at least nine hours advanced (at least six hours advanced at SFA) and enough additional semester hours to equal at least 120.

PROGRAM LEARNING OUTCOMES – BA

1. The student will be able to analyze a script in ways that are necessary to a theatre practitioner or scholar/critic.
2. The student will demonstrate an understanding of theatre history and a variety of theatrical styles.
3. The student will be able to form and articulate a critical analysis and evaluation of a work of theatre.
4. The student will demonstrate an understanding of the component areas of theatrical creation, process, production, performance, and study, and their interrelationships.
5. The student will demonstrate intermediate to advanced competence in one or more theatre specialization(s).
6. The student will demonstrate collaborative and/or leadership competencies appropriate to participate or take a leadership role in an effective theatrical production.

GRADUATION WITH “UNIVERSITY SCHOLAR” DISTINCTION

A theatre major in any degree program may apply for and maintain membership in the School of Honors by meeting the requirements of the School of Honors. Any theatre major that completes the requirements specified by the School of Honors in addition to the requirements for any bachelor’s degree in theatre may graduate with the distinction of “University Scholar.” Each such graduate will receive all of the diploma, transcript, and ceremonial honors conferred by the School of Honors upon University Scholars. For details, contact the School of Honors or visit www.sfasu.edu/honors.

OTHER CURRICULAR REQUIREMENTS

Thirty-six (36) or more semester hours of advanced work (courses numbered 3300-4399 inclusive), at least 36 of which must be taken at SFA, are required for all degree programs. A minimum of forty-two (42) semester hours of in-residence (SFA campus) work are also required.

Programs requiring 50 semester hours or more must include at least 18 advanced hours in the major. At least 14 of the advanced hours must be completed in residence.

All degree programs must include enough additional semester hours to total at least 120.

Students must successfully complete all theatre core courses in order to receive their specified theatre degree from SFA. No substitutions or independent studies in core courses are permitted. Under extraordinary circumstances, students may petition the theatre faculty in writing and in person for an exemption to this policy.

All theatre majors must achieve a grade of “C” or higher in ENG 1301 and ENG 1302, and maintain a "C" (2.00 or better) average in work completed in the major and minor fields, considered separately, at Stephen F. Austin State University. These required averages are based on those courses in each category which are included in the student's official degree plan.

Grade Requirements: Theatre Courses: Theatre majors must pass the following courses with a minimum grade of C. All theatre degrees (BA, BA with All-Level Certification, and BFA) require majors to satisfactorily master the content of these courses:

Drama 1120/2120	ProLab
Drama 1362	Play Analysis
Drama 4360	Theatre History I
Drama 4361	Theatre History II

To qualify for a degree, candidates may choose to meet the requirements of the current Bulletin or of the Bulletin of the year of their matriculation or of any Bulletin in effect between the dates of their matriculation and graduation, provided that the period between such dates does not exceed six years and provided they were enrolled during the year of the Bulletin chosen.

Procedure for Filing a Degree Plan and Applying for Graduation

Before Applying:

1. Study your catalog requirements. This is a very important personal responsibility.
2. Discuss the details of your degree plan requirements with your school advisor.
3. Know the following information prior to applying:

- a. Year you entered college
- b. Year of the catalog on which your degree plan will be developed (which may be different from the year you entered)
- c. Title of your degree plan and concentration (if any) as it appears in your catalog
- d. Name of your advisor

When to Apply:

File an Official Degree Plan after completing 45 hours and prior to the completion of 60 hours.

The Application Process:

1. The student applies in the Dean's Office.
2. Your confidential degree evaluation will be printed with your coursework categorized according to your degree requirements.
3. You will be called to pick up your degree plan forms.
4. You will be informed about the specific routing on which you will acquire appropriate signatures.
5. Bring the signed forms back to the Dean's Office to be placed on file. You will be provided a copy to follow until you are ready to apply for graduation and your Graduation Requirements Audit.

After Applying:

1. To avoid delay, acquire signatures on your degree plan in a timely manner upon receiving it from the Dean's Office.
2. Promptly return your degree plan to the Dean's Office after acquiring appropriate signatures.
3. Only your School Director and the Dean (or Associate Dean) of the College of Fine Arts have the authority to make substitutions on your Degree Plan.
4. The Dean of the College of Education will approve any changes in your degree program if it will lead also to a teaching certificate.

Applying for Graduation:

At least two semesters prior to your anticipated date of graduation, you must request an Intent to Graduate form from your advisor, complete it with your advisor and submit it to the Dean's Office. You must apply for graduation in person in the Registrar's Office. There is a specific window of time (generally about two months in length, starting about eight months before the graduation date) allotted for each graduation class to request a Graduation Requirements Audit. This schedule is published by the Registrar and it is your responsibility to follow it. There is a Graduation Process Fee, and a late fee will be assessed on applications taken after the deadline. Students that will be learning off campus (in an internship or study abroad, for example) during their last or next-to-last year before graduation must apply for graduation during their last long semester before departing to undertake this off-campus work. You cannot apply for graduation without a degree plan.

MINOR IN THEATRE

The School of Theatre and Dance offers three minors in theatre. A general theatre, musical theatre and a collaborative creation/devising minor.

A general minor in theatre consists of 18 to 24 hours chosen in consultation with the school's minor advisor. Required courses include DRAM 1362; at least six hours from DRAM 1351, 2336, 1342, 1330, 2342 and at least nine hours of advanced-level (DRAM 3301-4399) theatre courses, of which at least six must be taken at SFA.

A minor in collaborative creation/devising consists of 23 hours chosen in consultation with the school's minor advisor. Required courses include DRAM 1227, 2227, 4327, 3160, 4372, 4391 and at least nine hours of design focused courses (DRAM 1330, 1342, 2342, 4380, 3301, and 4175).

The Minor in Musical Theatre requires 23 hours please see page 41 for details.

CERTIFICATE IN THEATRICAL COSTUMING

The professional Certificate in Theatrical Costuming allows students to specialize in studies related ONLY to clothing design and production as it relates to Theatre, Opera, Film and Television.

The certificate is specifically for students who do not wish to complete a 4-year degree, but may choose to complete one after completing the certificate. It may also be of special interest to those students in a 4-year program such as Fashion Merchandizing and Cinematography who wish to pursue work in a costume field. The certificate is not intended for current theatre majors, but may be achieved post-baccalaureate. This course of study would be beneficial to High School teachers trained in areas other than Theatre Costuming who work with Drama Clubs and UIL.

SCHOOL ATTENDANCE POLICY

A career in the fine arts demands dedication and discipline; preparation for this career requires conscientious development of effective work habits. To this end, regular and punctual attendance is expected for all classes, laboratories and other activities for which a student is registered or assigned.

- I. It is University policy to excuse students from class attendance for certain reasons related to health, family emergencies, student working the University Series, and other situations of similar importance.

Excused absences from theatre classes will only be granted upon presentation of written documentation from the teacher, sponsor or physician involved upon the first day of the student's return. In the case of absences caused by university-sponsored events, inclusion in the university's public listing of such absences will constitute an official excuse. It is the student's responsibility to inform the instructor that he/she has scheduled the planned official absence.

- II. A total of seven excused and/or unexcused absences in Tuesday - Thursday or Monday - Wednesday classes or 10 excused and/or unexcused absences in Monday - Wednesday -

Friday classes may result in the student receiving a failing grade. Excessive unexcused absences will affect a student's grade.

- III. The student will be allowed a maximum of two unexcused absences in Tuesday – Thursday or Monday - Wednesday classes or three unexcused absences in Monday - Wednesday - Friday classes.
- IV. In the case of missed classes, the student will be held responsible for the successful completion of assigned work and/or projects.
- V. In DRAM 1120/2120 Production Laboratory a total of five unexcused absences will result in the student receiving a failing grade.

ACADEMIC RESPONSIBILITY/CLASS ABSENCE

The School of Theatre and Dance recognizes that many of its students are heavily committed to school production activities. The faculty, when possible, attempts to schedule class assignments with this commitment in mind; however, students cannot assume that production commitments take precedence over academic assignments. A production assignment, cast or crew will not be considered an acceptable excuse for late academic assignments or absences from class.

ADVISING

Students may select any advisor from among the full-time and approved faculty in Theatre. Faculty members are available for advising non-majors interested in the discipline. In order to assure progress towards the degree, students are encouraged to consult with their advisor on a regular basis. Students will only be advised by their advisor. Changes in advisor must be approved by the director. A current list of advisors and advisees is maintained in the school office by the administrative assistant.

No theatre students will be permitted to register for classes until they have been advised by their assigned advisor or the school director.

NOTE: Students should consult the current General Bulletin and the Student/Advisor checklist at the end of this handbook for various school, college and university degree requirements. **Students are responsible for thoroughly familiarizing themselves with all requirements for graduation.** The School of Theatre and Dance continually monitors students' production and academic work. Faculty advisors must complete a progress report each semester (see appendix for copy of form) on each student at the time of registration. A copy of the progress report is retained in the student's file in the School of Theatre office.

All the production work of students completed on Mainstage/faculty-directed productions is also evaluated by the faculty or staff. The evaluation (see appendix for copy of form) is completed by the student's faculty or staff supervisor (e.g. the director, the costume designer, the

lighting designer). A copy is placed in the student's file in the School of Theatre and Dance office. This evaluation also provides the school with a permanent record and evaluation of the student's work.

If a student wishes to drop a course during the semester, he/she should obtain a "Permission to Drop a Class" form from the School of Theatre office. This form must be signed by the student's advisor. If the student is dropping Production Lab 1120 or 2120, the signature of the director of the School of Theatre and Dance is required (see appendix for copy of form).

PRODUCTION ELIGIBILITY

All registered SFA students who are not on academic or disciplinary probation are eligible to participate in the production program provided they meet any one of the following criteria:

- The student is in his/her first semester at SFA.
- The student successfully completed a minimum of 12 semester hours credit in the previous long semester (for these purposes, "successful completion" means a grade of A, B, C, D, or P; "unsuccessful" grades are F, AF, W, WF, WH, and WP).
- The student successfully completed all courses in which he/she was enrolled in the previous long semester.
- The student successfully completed a minimum of 24 semester hours credit in the previous year (encompassing two long semesters and two summer terms).
- The student receives the approval of the school director.

Exceptions:

- This policy does not supersede the policy regarding Pro-Lab students: failure to complete Pro-Lab will exclude a student from the production program. Receiving a grade less than a C in Pro-lab will also make a student ineligible.
- Students who technically meet the above criteria may still be excluded from the production season if, in the opinion of the faculty, they are not making satisfactory progress towards a degree: if, for example, they are passing courses, but a preponderance of those courses do not fulfill major, minor, or general education requirements.

CASTING/CREWING POLICY

No theatre student (major/minor) **is required** to audition or interview for acting roles or technical roles unless the student has a talent-based scholarship from the School of Theatre and Dance. However, only students who audition for **both** of the **Mainstage/Faculty-directed** productions will be eligible to audition for any other School of Theatre and Dance productions, including Student (CenterStage or UpStage) Productions. Any student who signs the contract and is not cast **will be** considered for a crew position (**see Majors/Minors Meeting and Semester Contract**).

Students cast in a principal role in a Mainstage/Faculty-directed production are **not** eligible to be cast in a Student (CenterStage or UpStage) Production during the semester in which the production is presented.

The purpose of this policy is to provide in any given semester the greatest number of casting opportunities for theatre students.

**STUDENT PRODUCTIONS PERMISSION SLIP FOR STUDENTS CAST IN
MAINSTAGE/FACULTY PRODUCTIONS AND THE FREDONIA PLAYERS**

It is inevitable that, when students can be cast in more than one production during a semester, conflicts do occur in rehearsal schedules. To minimize conflicts, any student who has been cast in the Fredonia Players or in a minor role in a Mainstage/Faculty production must have permission from the director to audition for a Student Production role (see appendix for copy of form).

DRAM 1120/2120 PLAY PRODUCTION (production laboratory)
(Effective Spring 2008)

- All theatre majors are required to successfully complete the appropriate number of Production Laboratory hours according to their specified degree. Transfer students or majors who declare theatre at the end of their sophomore year are required to complete the appropriate number of production laboratory hours in consultation with the school director.
- Students who do not successfully complete their Production Laboratory (**grade of “C” or better**) in any given semester are ineligible to participate in the production program the succeeding semester or enroll in theatre classes other than Production Laboratory. Students must be successful in the production laboratory to be a successful theatre major.
- **DRAM 1120**- Level 1120 will accommodate those students who MAY not have completed technical theatre courses (generally freshman and sophomores). These students will meet with the faculty of record after the semester has begun. The majority of the students will be assigned to a production run crew INSTEAD of a shop, unless they have completed the course in that area. These courses are 1342- Costume Technology, 1330- Stagecraft and 2243- Lighting Technology.
- **DRAM 2120**- Level 2120 will accommodate those students who are more advanced and have completed the 2300 level skills courses. These students will be assigned to the shops OR to a leadership position on a crew.
- Students may be assigned to a specialized laboratory outside of shops or crews as deemed appropriate by the faculty.
- A grading scale which accounts for both attitude and attendance will be implemented. Grades of **A through D** will be decided on a daily grade of Satisfactory/Unsatisfactory (90% satisfactory = A, 80% = B, etc.).
- A grade of **F** will be applied to unexcused absences above 4. All absences are unexcused until documentation is received and approved by the faculty/staff supervisor. Documentation must be presented at the next lab meeting that the student attends.

- Excused absences must be made up or scheduled by arrangement with the faculty/staff supervisor within the week of return; otherwise, they will count towards the allowed 4 absences. Unexcused absences may not be made up.
- Students assigned to shop work are responsible for scheduling their lab hours the first week that classes are held. Absences will be counted beginning that first week of scheduled meetings.

LOAD IN AND STRIKE REQUIREMENTS

All performers and run crew involved in a Mainstage/Faculty production are required to attend load in and strike for that production. Students who miss or leave early from one of these sessions will be ineligible to participate in the Mainstage, Fredonia Players, or Student Production program the following semester.

All students must check in with the stage manager at the beginning and end of either load in or strike, as the stage manager is responsible for maintaining the attendance sheets. The only person who may excuse or release you from load in/strike is the technical director. The stage manager will share the attendance list with the technical director at the conclusion of each event.

AUDITIONS: Acting Positions Off Campus

Students who wish to audition for a position as an actor outside the university community for which a school recommendation is required will be permitted to do so only after they have auditioned before the directing faculty at an arranged audition. It is the student's responsibility to arrange this audition in consultation with his/her advisor.

On the basis of screened auditions, the school reserves the right to recommend only those students who, in the opinion of the faculty, have sufficient experience and ability to participate competitively at a scheduled audition. Approval to compete at one level does not automatically assume approval to compete at another level.

INTERVIEWS: Design/ Tech Positions Off Campus

Students who wish to interview for a design/tech position off campus for which a school recommendation is required will be permitted to do so only after they have presented their portfolio and interviewed with the design faculty. It is the student's responsibility to arrange this interview in consultation with his/her advisor.

On the basis of the interview, the school reserves the right to recommend only those students who, in the opinion of the faculty, have sufficient experience and ability to compete for the position. Approval to compete at one level does not automatically assume approval to compete at another level.

STUDENT DESIGN QUALIFIER

Policies concerning students designing for productions in the Mainstage Series are currently under review. Please see your advisor if you are interested in this opportunity, which is reserved for the most highly qualified students.

STUDENTS ON PROBATION

Students who are on academic or disciplinary probation or suspension are ineligible to participate in extra-curricular theatre activities ON or OFF the campus. Students who violate probation by choosing to participate in a non-university activity will be suspended from all university theatre activities for the duration of their academic career. Students on disciplinary probation may appeal to the director of the School of Theatre and Dance faculty to become eligible.

ACADEMIC HONESTY POLICY

The following are the responsibilities of students regarding upholding academic honesty, as described in the official policy of Stephen F. Austin State University.

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at www.sfasu.edu/policies/academic_integrity.asp.

The School of Theatre and Dance expects students to maintain the highest standards of academic conduct. Misrepresenting someone's work as your own or knowingly allowing someone else to represent your work as his/hers constitutes academic dishonesty. Such behavior is antithetical to our work as scholars, as artists, and as members of a community founded on trust and mutual respect. It is an insult to faculty and an affront to honest students.

Penalties for academic dishonesty may range from failure of a specific project to failure of the course, suspension from the production season for up to one year, and referral to university authorities for further action, which may include suspension or expulsion from the university.

DRUG AND ALCOHOL ABUSE

University Policy on Illicit Drugs and Alcohol Abuse

University policies relating to the use of illegal drugs and alcoholic beverages have been established by the Board of Regents of Stephen F. Austin State University in compliance with state and federal law.

It is the university's policy that all members of the university community and guests are required to comply with federal, state and local laws regarding the possession, consumption and distribution of alcoholic beverages. University policy prohibits all employees (full-time and part-time faculty, staff and students) from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, or reporting to work under the influence of alcoholic beverages or illegal drugs. None of the funds appropriated to the university by the state legislature for travel expenses may be expended for alcoholic beverages. University policy further stipulates that the unauthorized use of intoxicating beverages on university-controlled property or at university-sponsored activities, including, but not limited to, intercollegiate and intramural athletic events is prohibited.

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession or delivery of any controlled substance or illegal drug is strictly prohibited. Moreover, it is the policy of the state of Texas and of this university that this institution will be as free of illegal drugs as it can possibly be.

Please read the entire policy at www.sfasu.edu/policies/illicit-drugs-and-alcohol-abuse.pdf.

School Policy on Substance/Drug/Alcohol Abuse

Any student who because of the use of alcohol or drugs is unable to perform his/her responsibilities as an actor or technician safely and capably will automatically be suspended from participation in all School of Theatre and Dance activities (major productions, student productions, and non-course-credit projects) for a semester, a year or indefinitely depending on the severity of the incident as determined by the faculty. The student may be required to undergo satisfactory participation in a drug or alcohol abuse program.

SEXUAL HARASSMENT

University Policy on Discrimination Complaints/Sexual Harassment

Purpose: To provide an educational and working environment free of unlawful discrimination or harassment to all members of the university community. This policy applies to visitors, applicants for admission to or employment with the university, and students and

employees of the university who allege discrimination or sexual harassment by university employees, students, visitors, or contractors.

Non-discrimination Statement: It is the policy of Stephen F. Austin State University, in accordance with federal and state law, to prohibit unlawful discrimination on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, and veteran status. Unlawful discrimination based on sex includes discrimination defined as sexual harassment. Stephen F. Austin State University is committed to the principles of Equal Employment Opportunity (EEO) law. An employee who violates this policy is subject to disciplinary action up to and including termination. A student that violates this policy is subject to disciplinary action up to and including expulsion.

The president or designee will be responsible for overseeing the Discrimination Complaint/Sexual Harassment policy (11.5) and procedures and for ensuring compliance with EEO laws. All employment decisions will be based on objective, job-related, and measurable criteria that can be consistently applied. Human resources or designee will annually review all personnel policies and procedures to ensure compliance with EEO laws and present any recommendations for changes to the president. All employment related documents will be maintained in accordance with the university's Texas State Record Retention Schedule.

For employee-related complaints, the human resources director or designee will be responsible for maintaining records of all formal complaints and the results of such complaints. For student-related complaints, the dean for student affairs or designee will be responsible for maintaining records of all formal complaints and the results of such complaints.

The Title IX coordinator is designated as the vice president for university affairs and will have three (3) deputy coordinators responsible for investigation of complaints of gender discrimination, including sexual harassment. The deputy coordinators are designated as the director of human resources, dean for student affairs, and the athletics senior women's administrator.

Please read the entire policy at www.sfasu.edu/policies/discrimination-complaints-sexual-harassment.pdf.

SMOKING AND USE OF TOBACCO PRODUCTS

Stephen F. Austin State University is a tobacco and vape free campus. The use of all tobacco and vape products (including but not limited to cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, vaporizers, vape pens, hookahs, blunts, pipes, snuff, and any other tobacco or vape related product) is prohibited on all property that is owned, leased, occupied, or controlled by Stephen F. Austin State University. Additionally, the sale or free sampling of tobacco or vape products is prohibited on university property. This policy applies to all employees, students, university affiliates, contractors, and visitors. The university shall offer and promote tobacco prevention and education programming on campus as well as provide applicable resources to help individuals who want to quit using tobacco products.

THEATRE SCHOLARSHIPS

The School of Theatre and Dance currently offers scholarships to incoming and returning theatre students. Below is a list of scholarships available. **Students are often eligible for and receive more than one scholarship.**

I. Scholarships available to incoming students

A. Incoming Student Scholarships

- Available to incoming freshmen and junior college transfer students currently being considered.
- Interview or audition with a member of the faculty

B. High School Summer Workshop Scholarships

- Up to two incoming freshman scholarships are awarded to students who have demonstrated their potential to handle the rigors of the academic and production program at SFASU through participation in our High School Summer Theatre Workshop. Alpha Psi Omega awards a limited number of scholarships to participants in the High School Summer Theatre Workshop. These scholarships are non-renewable and are awarded annually.

C. Regents Scholarships

- Awards are renewable for up to 4 years by meeting the following
 - Earn 24 or more semester hours of academic credit per year
 - Maintain a GPA of at least 3.25 at the end of each spring term
- Must meet university standards for class rank and test scores

D. Academic Excellence Scholarship

- Awarded by admissions office to entering freshmen who meet eligibility requirements.

II. Scholarships available to returning students; all recipients must be declared theatre majors. Application deadline is February 1 of each year.

A. Wanda Ruth Cochran Theatre Scholarship - awarded annually

Criteria:

1. Must maintain a minimum GPA of 2.0.
2. Talent is of highest priority - not grades.
3. Scholarship is renewable.

B. W. H. and Bennie Atkinson - Gray Fine Arts Scholarships - awarded every 3rd year to a theatre major

Criteria:

1. Applicant must be a graduate of a Nacogdoches County high school.
2. Recipients must be enrolled in good standing at SFASU and be a Fine Arts major
3. Maintain a minimum GPA of 2.0.
4. Scholarship is renewable.

C. Sandy McGrath Scholarship - awarded annually

Criteria:

1. The applicant must be a sophomore or higher female student
2. Maintain a GPA of 3.0.
3. The award should be based on creativity, academic excellence, and interest in others.

D. Ken Waters/Theatre Alumni Scholarship Fund - awarded annually

Criteria:

1. Scholarship will consist of interest earned from the permanent fund. One half of the scholarship will be awarded in the fall, the other half in the spring.
2. Recipient must maintain at least a 2.75 GPA.

E. Ed and Gwen Cole Theatre Scholarship - awarded annually

Criteria:

1. One half of the scholarship will be awarded in the fall, the other half in the spring.
2. Recipient must maintain at least a 3.0 GPA overall and must maintain annual progress towards degree.
3. Complete minimum of 15 credit hours per semester.
4. Must be involved in the production program both Fall and Spring Semester.
5. If the recipient meets all of the requirements, she or he is eligible to receive the scholarship each year for eight consecutive semesters. Summer sessions are not included.

F. Bill and Ann Stokes Scholarship - awarded annually

Criteria:

1. Two scholarships will be awarded.
2. The applicant must be a sophomore or higher.
3. Student must have demonstrated high achievement in the study of theatre arts.
4. Student must maintain a GPA of 3.25 or higher.

G. Theatre Excellence Scholarship - awarded each semester

Criteria:

1. Scholarships will be awarded as funding allows.
2. Must maintain a **theatre** GPA of 3.0.
3. Must maintain an overall GPA of 2.75.
4. Must participate in the production season.

IX. College Work-Study Financial Aid:

The School of Theatre and Dance hires work-study eligible students in a variety of positions throughout the school. Our goal is to provide the student viable employment to gain new skills and work experience in theatre. Students are hired as scene shop assistants, costume assistants, photographers, artists, office assistants, house managers, stage maintenance, journalists and publicity and box office assistants. The program requires recipients to be in good academic standing and maintain satisfactory academic progress.

X. Student Assistants:

A limited number of student assistants are hired by the School of Theatre and Dance. Students must carry a minimum of six hours of course work per semester and may not work more than 20 hours

per week. During the summer months students may be employed up to 40 hours per week, with the expressed intention of attending SFASU the following fall semester. For further information and an application contact the School of Theatre or the SFASU Student Employment Center.

NOTE: We urge students to seek further information regarding financial assistance from the Financial Aid, Student Employment and Alumni Association Offices. The School of Theatre is always available to assist students in their efforts to obtain this information.

CONTACT SOURCES:

Office of Financial Aid	(936) 468-2768
Student Employment Human Resources	(936) 468-2304
Alumni Association Office	(936) 468-3407
School of Theatre and Dance	(936) 468-4003

NAST, ATHE, TXETA, USITT and KCACTF MEMBERSHIP

The School of Theatre and Dance at SFASU is one of the few university programs in theatre in the state accredited by the National Association of Schools of Theatre (NAST). This accreditation demonstrates that the theatre program meets or surpasses national standards in terms of curricular offerings, faculty qualifications, library and physical facilities, faculty-student ratios, budgets, etc. It is also an organizational member of the Association for Theatre in Higher Education (ATHE) and the Texas Educational Theatre Association (TETA). All of these professional associations assist member institutions in providing the best possible environment for developing the artistic, academic and technical craft skills requisite for a career in the professional and educational theatre and related fields. The United States Institute for Theatre Technology, Inc. (USITT) “connects performing arts design and technology communities to ensure a vibrant dialog among practitioners, educators and students.” Through the Kennedy Center American College Theatre Festival (KCACTF) SoTD has won numerous awards and distinctions from statewide, regionally to national awards. KCACTF is a national theater program involving 18,000 students from colleges and universities nationwide which has served as a catalyst in improving the quality of college theatre in the United States.

INTERNSHIPS

The purpose of an internship is to provide the BFA student with an opportunity to observe and participate as a student in a “way of life” for which one day he/she may be responsible. The goal is to provide the student with a substantial and consequential opportunity to learn about the professional theatre by working in a professional theatre. The student is, admittedly, entering a relationship with a professional company as a novice. Neither the school nor the student should enter into the internship with the idea that he/she is prepared to work in the company of professionals as “a professional.” The student may or may not be working directly in the area for which he/she was trained. It is expected, however, that the student will be provided opportunities to learn about those areas of study to which he/she has focused as well as provide opportunities for exposure to other areas of employment in the professional theatre for which he/she may develop interest.

Academic credit for this internship is provided by Stephen F. Austin State University and the School of Theatre and Dance. For this reason, all internships must be approved by the faculty. The faculty appropriately assumes responsibility for approving internship applications based on their judgment as to what will best serve the student. **All internships must be approved in advance by the faculty advisor or director of the School of Theatre and Dance. Previous internship agreements have been with the following theatres:**

Milwaukee Repertory Theater - acting
Arizona Theatre Company – all areas except acting
Theatre Three (Dallas) – all areas
Dallas Children’s Theater – all areas
Shakespeare Dallas – all areas
A. D. Players (Houston) – all areas
Guthrie Theater (Minneapolis) – stage management
Alley Theatre (Houston) – all areas
Porchlight Music Theatre (Chicago) – All Areas

Internships can be arranged with these companies for students with almost any area of interest. Most internships are competitive and it is important that students apply early. Meet with your advisor and the Director of the School of Theatre and Dance for approval to apply for internship

INTERNSHIP PROGRAM HANDBOOK

I. INTRODUCTION:

The School of Theatre and Dance at Stephen F. Austin State University provides in its BFA program a professionally oriented curriculum. The Theatre Internship is an extension of that curriculum and requires the coordination of four individuals: (1) the student, (2) the academic advisor, (3) the on-site professional supervisor, and (4) the Director of the SFA School of Theatre and Dance. For students who excel in the BFA curriculum, the internship extends instruction into the professional world. The student intern must be more than an individual who has acquired a temporary job in a professional theatre. To ensure participation by the most highly motivated students who will gain the greatest benefit from their work experience, the student must demonstrate that his/her performance/technical/design/management skills in the SFA production program and his/her academic abilities merit such selection.

II. ELIGIBILITY:

- A. The internship is limited to juniors and seniors who have completed 60 hours of university credit, including: at least three of the following: DRAM 1351 (Beginning Acting), DRAM 1342 (Costume Technology), DRAM 1341 (Stage Make-up), DRAM 1330 (Stagecraft), DRAM 2342 (Lighting Technology), and a minimum of 24 hours in non-school university requirements.
- B. Only students enrolled in the BFA program are eligible.
- C. Academic Requirements:
 - 1. Must have a 3.0 GPA in all theatre classes taken at SFA.
 - 2. Must have a 2.5 GPA (overall cumulative average indicated on SFA transcript).
- D. Enrollment: Students must be registered for the Internship course while completing that internship. Credit will not be granted for previous work.

E. Internship credit. Full-time students may enroll for 12 credits per semester to maintain their status or qualify for financial aid; however, only 19 hours of credit may be applied to the BFA degree.

F. The internship (DRAM 4352) course counts as advanced theatre credit towards the BFA degree.

III. APPLICATION PROCEDURES:

A. Internship Application Packet: Request from the school administrative assistant an Internship Application Packet which includes:

1. Internship Application Form
2. Internship Evaluation Guide

B. Due dates for applications are posted on the school call board.

C. Normally, internships will begin in the fall semester and are completed at the end of the spring semester. Some internships will begin earlier and may end earlier than the academic year. Under special circumstances, exceptions to this may be granted but only with the approval of the School of Theatre and the theatre company.

D. Applications should include:

1. Letter indicating where the student wishes to apply, why, and a brief essay indicating what he/she wishes to learn from this particular internship.
2. Transcript (copy) listing all completed course work, as well as a listing of courses yet to be completed for the degree.
3. Resume/Vitae

E. Application to Theatre Company:

1. If approved by the School, the applicant may then audition or interview with the theatre company. This may occur on site (requiring the student to travel to the host theatre company) or it may occur at SFA.
2. If approved by the theatre company, the applicant must then prepare a contract which lists expected duties and responsibilities, pay and/or housing (if applicable), hours of work, beginning and start dates. Note: some companies may provide a contract and that is perfectly acceptable. What is important is that duties and responsibilities are made clear.
3. All contracts must be signed by the student, the faculty advisor, and the director of the school BEFORE THE STUDENT BEGINS THE INTERNSHIP.

IV. EVALUATION PROCEDURES:

A. JOURNAL: During the term of the intern residency, the student is required to submit a journal (detailing weekly activities) twice a semester: one at mid-term and again at the end of the semester. Journals are to be submitted to the faculty advisor and will be retained in the school for future reference.

B. SUPERVISOR EVALUATION: At the end of each semester, the on-site supervisor will complete an evaluation form (which is to be submitted to him/her by the intern).

C. EVALUATION PAPER: At the end of the internship, the intern will submit to his/her advisor a final typewritten report (three to five pages) which details all job activities, along with the student's evaluation of the work experience and any additional supporting materials the intern may wish to provide.

D. Interns are evaluated each semester on a pass/fail basis.

E. It is not likely a student who completes the internship would fail his/her internship. It is more likely that a student who does not meet his/her responsibilities would be removed

from the internship and thus fail. The result of such action would, of course, seriously delay completion of the degree.

F. It is extremely important that student interns remain in contact with their advisors throughout the year and that the school director be made aware of any problems the student may be experiencing.

ROSE BRUFORD COLLEGE OF THEATRE & PERFORMANCE

Students in the BFA program may apply, in lieu of a traditional internship, to spend one year in a program of study offered by Rose Bruford College of Theatre & Performance (RBC) in London, England. This program has been designed to provide students with the best traditions of two or more outstanding theatre programs culminating with a BFA degree from SFA. Admission is competitive and subject to faculty approval.

This year abroad will enable students to explore the traditions and practices of theatre in England and, in some cases, other European countries. Students in the acting and directing concentration of the BFA program normally spend the year in RBC's European Theatre Arts program, which includes a placement for a portion of the year at another conservatory on the European continent. Students in the stage management concentration normally spend the year in RBC's stage management concentration. Students in the technical theatre and design concentration normally choose from among the other programs in RBC's School of Design, Management & Technical Arts, including Theatre Design and Costume Production.

Students must enroll in 12 hours of THR 4351 (Theatre Cooperative) in each of the two long semesters (fall and spring) in the year of study abroad (however, only 19 hours of credit may be applied to the BFA degree). Credit will not be granted for previous work.

Rose Bruford College and its partner conservatories have an international reputation in the training of actors, directors, designers, stage managers and technicians. We believe that theatre students grounded in the traditions of American, British, and European theatre will play a major part in the development of theatre in the 21st Century.

Rose Bruford College is located in the London Borough of Bexley in Sidcup, Kent, minutes by train from the heart of London and the West End.

FRIENDS of THEATRE

The Friends of Theatre is a community-based group organized in support of the Theatre at SFA and its academic and production programs. Interested individuals - including alumni, parents, faculty and staff from throughout the university, donors, and audience members - work together with the school to improve efforts such as audience development, institutional advancement (such as increased scholarship opportunities) and hospitality. Their work supports our vision of the School of Theatre as "a thriving center of the arts that is an acknowledged leader in cultural enrichment for the university" as well as teaching and learning in the School of Theatre.

TC - THEATRE COUNCIL

Statement of Purpose - TC

The Theatre Council of the School of Theatre and Dance of Stephen F. Austin State University seeks to represent fairly and equally the thoughts and opinions of all theatre students to the director of the School of Theatre and Dance. The council is fully and actively committed to stressing the importance and the interests of every area of theatrical study and production that constitutes the instruction of the school.

The Theatre Council urges all students to communicate with the faculty through the council. The council hopes to foster a sense of community, amongst all people associated with the School of Theatre and Dance, in the belief that this cooperation can only result in the academic and artistic enhancement of all work done in the school.

Theatre Council By-Laws

1. The Theatre Council is a body of four SFA Theatre and Dance majors whose purpose is to serve as an intermediary between students and faculty. Students are encouraged to express their opinions and concerns over any issue in the School of Theatre and Dance to the Council, and it shall be the council's responsibility to present these sentiments to the director of the school and/or the faculty at large.
2. A sign-up sheet will be posted in the spring semester. Any theatre major may nominate an eligible student for the Theatre Council/Student Productions Advisory Committee. Self-nominations are welcome. To be eligible to serve, a student must be a production-eligible theatre major (see eligibility policy, pp. 12-13) with a cumulative GPA of 2.75 or better. After one week, the sign-up sheet will be taken down, nominees' eligibility and willingness to serve confirmed by a faculty member of SPAC, and a ballot prepared. Majors may vote for between one and four nominees. Votes will be compiled by the School administrative assistant. Four student members will be elected to serve for a period of one year. Special elections using the above-described format will be held at the earliest opportunity in the event of a vacancy. If this is not feasible, the Director of the School of Theatre and Dance may, after consultation with the other members of SPAC, appoint a short-term replacement to fill the vacancy.
3. The Theatre Council shall meet regularly with the school director, at a frequency dictated by the director's and council's schedule.
4. The Theatre Council shall hold regular meetings amongst its own members, at a frequency dictated by the members' schedules and evaluation of the necessity of such meetings. Students or council members may call these meetings.

STUDENT PRODUCTIONS ADVISORY COMMITTEE -SPAC

Statement of Purpose - SPAC

The Student Productions Advisory Committee (SPAC) has been established to give the student more input concerning the Student-Directed Productions program. The committee consists of the Student Productions General Manager, the Student Productions Artistic Manager and four elected student representatives. If a student has any ideas, suggestions, compliments, or criticisms regarding the program, he or she should contact one of the representatives.

Student Production Advisory Committee Election Procedures

Procedures for election to SPAC are the same as for Theatre Council. A student may serve on the committee as many times as he/she is elected.

Process of Grievances and Appeals

One of the primary functions of SPAC is to act as a liaison between students and faculty. Therefore, SPAC members will act as the representatives for any student wishing to express a grievance regarding his/her individual situation in the student productions. The proper procedure for a grievance or appeal will be as follows:

- 1) Student schedules a meeting with at least one student SPAC member and discusses his or her case.
- 2) Student then takes the issue before appropriate SPAC parties as deemed necessary.
- 3) All students are entitled to an objective hearing of their case before the entire SPAC Committee. If the grievance involves a specific member(s) of SPAC, that individual(s) will not function as a committee member(s) at that hearing, but will simply act as a respondent.
- 4) Any decision rendered by SPAC must be reviewed and approved by the school faculty.

Grievances

Issues defined as grievances and/or situations requiring an appeal are as follows:

- 1) Alleged unfair treatment of student by faculty
- 2) Alleged irresponsibility of abuse or privilege among individual cast and crew members
- 3) Extreme disagreement on the execution of policy and procedures (i.e. if a student feels he/she has a reasonable case against SPAC decisions regarding directing slot or scheduling, as well as punitive measures taken in cases of policy and procedure violations)

Students wishing to utilize their privilege of the grievance and appeal procedure will keep in mind that their concerns must be substantiated and supported by reasonable facts. The procedure is not to be used for discussions of petty differences and overly personal matters that can be settled between parties; rather, the procedure is for valid and credible concerns in order to promote a smooth operation and successful season of the student-directed productions. All grievances and appeals will be handled with the utmost sensitivity, fairness, and professionalism.

CENTER STAGE PRODUCTIONS aka STUDENT PRODUCTIONS

In order to apply to direct or design a CENTER STAGE PRODUCTION, please pick up a directing packet from the Student Productions Advisor, or a design packet from the design advisor for the area in which you are interested.

For more information, please see the “Student Productions Policies and Regulations” in the appendix at the end of this Handbook.

MULTI-CULTURAL ENSEMBLE

(Accepted by unanimous consent at Faculty Meeting on April 4, 2016)

The Multi-Cultural Ensemble is an ongoing initiative to increase diversity and inclusion in the work of the School of Theatre and the opportunities available to its students. It is led and driven by diverse students, guided by faculty and staff, and supported by the School and its stakeholders (including friends, alumni, and university administrators).

USE OF THEATRE AND FINE ARTS FACILITIES AND EQUIPMENT

Use of School of Theatre and Dance or College of Micky Elliott Fine Arts facilities and equipment is strictly limited to the educational purposes intended and approved by the university. Use of School of Theatre and Dance facilities or equipment for purposes other than class work or established co-curricular production programs must be approved in writing by the director of the School of Theatre and Dance. Use of College of Fine Arts facilities or equipment when not designated for School of Theatre and Dance use must be approved in writing by the dean of the college or the dean's designee.

Use of restricted spaces such as rooftops, mechanical rooms and custodial closets is prohibited. Everyone must avoid dangerous places and equipment except as specifically assigned or approved and supervised by a faculty- or full-time (non-student) staff member. Previous use or misuse may not be taken as permission for use or misuse of facilities or equipment. Using facilities or equipment for any unapproved purpose may result in criminal charges, civil penalties, and/or university disciplinary actions.

THEATRE COURSES

COURSE NO.	COURSE TITLE	HOURS	COURSE OFFERED
1227	Stage Movement I	2	F
1120	Production Laboratory I	1	F/S/Sum
1310	Theatre Appreciation	3	F/S/Sum
1362	Play Analysis	3	F
2366	Film and Culture	3	F/S
1351	Beginning Acting	3	F/S
2336	Theatre Speech	3	F/S
2227	Stage Movement II	2	S
1342	Costume Technology	3	F/S
1232	Stage Makeup	2	F/S
1330	Stagecraft	3	F/S
2342	Lighting Technology	3	F/S
2243	Sound Technology	2	S*
3301	Stage Management	3	S
3321	Intermediate Acting	3	S
3322	Advanced Theatre Speech	3	S
2120	Production Lab II	1	F/S/Sum
3160	Principles of Design	1	F/S
3360	History of the Cinema I	3	F
3371	History of the Cinema II	3	S
4311	Theatre for Educators	3	S
4120	Audition Techniques/Portfolio	1	F
4321	Introduction to Directing	3	F/S
4322	Acting for the Camera	3	F/S
4224	Dialects	2	F*
4325	Repertory Theatre	3	Sum
4327	Advanced Acting	3	F
4328	Advanced Directing	3	S
4329	Directing Theatre for Youth	3	Sum
4150	Theatre Projects	1-3	F/S/Sum
4351	Theatre Cooperative: Rose Bruford	8-24	F/S
4352	Practicum (Internship)	6-19	F/S
4360	Theatre History I	3	F
4361	Theatre History II	3	S
4362	Advanced Play Analysis	3	S
4363	Playwriting	3	S
4364	Screenwriting	3	S
4371	Topics in Theatre & Drama	3	S†
4372<	Topics in Theatre Performance	3	F/S
4380**	Design for Theatre (Scenery, Costume, Lighting)	3	F
4380**	Design for the Theatre (Electives from Adv. Makeup, Patterning, Historical Costume, Scene Painting, CAD, Drafting, Props, Sound, Adv. Lighting Tech.)	3	S
4191	Independent Studies	1-3	F/S/Sum

* Course is offered once every two years in the semester indicated.

** Students in the design concentration may take up to 12 hours of any of the Drama 4380 courses. Normally three of the 4380 electives will be offered each Spring (one from the costume & makeup area, one from the scenic & props area, and one from the lighting & sound area) dependent on student interest. Students with specific interest in any of the above elective courses should make those interests known to the design faculty.

† DRAM 4371 Topics in Theatre and Drama is also offered in a summer term once every two years.

< Course can be repeated up to 3 times.

CHECK LIST- General Education Requirements for ALL Theatre Majors 2021-22

NAME: _____ DEGREE: _____

ID#: _____ ADVISOR: _____

REMEDIAL COURSE WORK- as required by testing scores

INRW 0399 _____	Developmental Reading
MATH 0398 _____	Fundamental Mathematics
MATH 0199 _____	Fundamentals of College Algebra

A. Communication Component Area - 6 hrs. required

CHOOSE ONE FROM:

ENGL 1301 _____ Rhetoric and Composition	ENGL 1303H _____ Honors Composition: Analysis, Argument and Research
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AND CHOOSE ONE FROM:

SPCH 1315 _____ Public Speaking	SPCH 1318 _____ Intrapersonal Communication	SPCH 2333 _____ Teamwork and Work Communication
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B. Mathematics Component Area - 3 hrs. required

CHOOSE ONE FROM:

MATH 1332 _____ Mathematics in Society	MATH 1324 _____ Finite Mathematics	MATH 1350 _____ Introduction to Foundations of Mathematics I
MATH 1342 _____ Introduction to Probability and Statistics	MATH 1314 _____ College Algebra	MATH 2313 _____ Calculus I

C. Life and Physical Sciences - 6 hrs. required

CHOOSE TWO FROM*:

BIOL 2381 _____ Local Flora or Fauna	GEOL 1301 _____ Fundamentals of Earth Science
CHEM 1305 _____ Introduction to Chemistry I	PHYS 1305 _____ General Physics I

*Many 4-hour lab-science courses or 4-hour science-lab/course combinations also meet this requirement. Please see the General Bulletin for a complete list.

D. Language, Philosophy, Culture - 3 hrs. required

CHOOSE ONE FROM:

ENGL 2341 _____
Introduction to Literature

ENGL 2323 _____
British Literature from 1800

HIST 2312 _____
Western Civilization II

ENGL 2309 _____
Introduction to Mythology

ENGL 2327 _____
American Literature to 1865

HIST 2321 _____
World Civilization I

ENGL 2332 _____
World Literature to 1650

ENGL 2328 _____
American Literature from 1865

HIST 2322 _____
World Civilization II

ENGL 2333 _____
World Literature from 1650

ENG 2335H _____
Literary Genres

PHIL 1301 _____
Introduction to Philosophy

ENGL 2322 _____
British Literature to 1800

HIST 2311 _____
Western Civilization I

PHIL 2306 _____
Introduction to Ethics

E. Creative Arts - 3 hrs. required

CHOOSE ONE FROM:

ARTS 1301 _____
Art Appreciation

ARTS 1304 _____
Art History II
14th Century to Present

DANC 2303 _____
Dance Appreciation

ARTS 1303 _____
Art History I
Prehistoric to 14th Century

MUMH 3301 _____
History of Music I

MUSI 1306 _____
MA: Intro to Art Music

F. American History - 6 hrs. required

HIST 1301 _____
United States History I

HIST 1302 _____
United States History II

F. Government/Political Science - 6 hrs. required

GOVT 2305 _____
Federal Government

GOVT 2306 _____
Texas Government

G. Social and Behavioral Sciences - 3 hrs. required

CHOOSE ONE FROM:

ANTH 2351 _____
Cultural Anthology
ECON 2301 _____
Principles of Macroeconomics

ECON 2302 _____
Principles of Microeconomics
PSYC 2301 _____
General Psychology

GEOG 1303 _____
World Regional Geography
SOC 1301 _____
Introduction to Sociology

H. Component Area Option - 6 hrs. required

ENGL 1302 _____(required writing course)
Research and Argument

CHOOSE ONE COMMUNICATION OPTION FROM:

BUSI 2304 _____
Business Communication

GERM 1311 _____
Elementary German I

SPAN 1311 _____
Elementary Spanish I

ENGL 2311 _____
Technical and Scientific Writing

GERM 1312 _____
Elementary German II

SPAN 1312 _____
Elementary Spanish II

FREN 1311 _____
Elementary French I

PORT 1311 _____
Elementary Portuguese I

SGNL 1301 _____
Beginning American Sign
Language

FREN 1312 _____
Elementary French II

PORT 1312 _____
Elementary Portuguese II

SGNL 1302 _____
Intermediate American
Sign Language

BFA Technical Theatre and Design Check List 2021-22

NAME _____ Year _____

ID# _____ ADVISOR _____

THEATRE CORE – 35 hrs. required

_____ 1227 Stage Movement I	2 hrs
_____ 1362 Play Analysis	3 hrs
_____ 1351 Beginning Acting	3 hrs
_____ 1342 Costume Technology	3 hrs
_____ 1232 Stage Makeup	2 hrs
_____ 1330 Stagecraft	3 hrs
_____ 2342 Lighting Technology	3 hrs
_____ 2243 Sound Technology	2 hrs
_____ 3160 Principles of Design	1 hr
(Prerequisites DRAM. 1362, 1342, 1330, 2342)	
_____ 4321 Beginning Directing	3 hrs
_____ 4150 Theatre Projects	1 hr
_____ 4360 Thr. History I	3 hrs
_____ 4361 Thr. History II	3 hrs
_____ 4362 Advanced Play Analysis	<u>3 hrs</u>
	<u>35 hrs</u>

SUPPORTIVE COURSES – 5 hrs. required

_____ 1120 Production Lab	2-3 hrs
_____ 2120 Production Lab	<u>2-3 hrs</u>
	<u>5 hrs</u>

THEATRE PRODUCTION - 4 hrs. required

_____ 4325 Repertory Theatre	3-6 hrs
_____ 4150 Theatre Projects	<u>1-6 hrs</u>
	<u>4 hrs</u>

THEATRE ELECTIVES – 6 hrs. required

_____ 3301 Stage Management	3 hrs
_____ 3360 History of Cinema	3 hrs
_____ 4325 Repertory Theatre	3-6 hrs
_____ 4329 Directing Theatre for Youth	3 hrs
_____ 4363 Playwriting	3 hrs
_____ 4371 Topics in Theatre & Drama	3 hrs
_____ 4372 Topics in Theatre Performance	<u>3 hrs</u>
	<u>6 hrs</u>

DESIGN ELECTIVES- 12 hrs. required

_____ 4380 Design for the Theatre	6 hrs required
_____ 4120 Audition Techs. /Portfolio	1 hr required

Pick two of the following:

_____ ARTS 1316 Drawing I	_____ INDS 2106 Fund. Of Interior Design
_____ ARTS 1311 Two-D Design	_____ INDS 1370 History of Interiors
_____ ARTS 1312 Three-D Design	_____ INDS 2113 Residential Design Studio
_____ ARTS 2316 Painting I	_____ MRCH 1311 History of Fashion
_____ ARTS 2326 Sculpture I	_____ MRCH 2333 Apparel Design
_____ ARTS 3357 Photographic Lighting	_____ MRCH 2301 Principles of Textile Science

PRACTICUM- 19 hrs. required

_____ 4351 Rose Bruford	OR	_____ 4352 Internship
-------------------------	----	-----------------------

OR Cognitive Electives - 5-19 hrs. see list in appendix

BFA Acting and Directing Check List 2021-22

NAME _____ Year: _____

ID# _____ ADVISOR _____

THEATRE CORE – 38 hrs. required

_____ 1227 Stage Movement I	2 hrs
_____ 1362 Play Analysis	3 hrs
_____ 1351 Beginning Acting	3 hrs
_____ 2236 Theatre Speech	3 hrs
_____ 2227 Stage Movement II	2 hrs
_____ 1342 Theatre Costume	3 hrs
_____ 1232 Stage Makeup	2 hrs
_____ 1330 Stagecraft	3 hrs
_____ 2342 Lighting Technology	3 hrs
_____ 3160 Principles of Design	1 hr
(Prerequisites DRAM 1362,1342, 1330, 2342)	
_____ 4321 Beginning Directing	3 hrs
_____ 4150 Theatre Projects	1 hr
_____ 4360 Thr. History I	3 hrs
_____ 4361 Thr. History II	3 hrs
_____ 4362 Advanced Play Analysis	<u>3 hrs</u>
	38 hrs

SUPPORTIVE COURSES – 3 hrs. required

_____ 1120 Production Lab	1-2 hrs
_____ 2120 Production Lab	<u>1-2 hrs</u>
	3 hrs

THEATRE PRODUCTION - 4 hrs. required

_____ 4325 Repertory Theatre	3-6 hrs
_____ 4150 Theatre Projects	<u>1-6 hrs</u>
	4 hrs

THEATRE ELECTIVES – 6 hrs. required

_____ 3301 Stage Management	3 hrs
_____ 3360 History of Cinema	3 hrs
_____ 4325 Repertory Theatre	3-6 hrs
_____ 4329 Directing Theatre for Youth	3 hrs
_____ 4363 Playwriting	3 hrs
_____ 4364 Screenwriting	3 hrs
_____ 4371 Topics in Theatre & Drama	3 hrs
_____ 4372 Topics in Theatre Performance	<u>3 hrs</u>
	6 hrs

PERFORMANCE ELECTIVES – 12 hrs. required

_____ 3321 Intermediate Acting	3 hrs
_____ 3322 Advanced Theatre Speech	3 hrs
_____ 4120 Audition Techs/Portfolio	1 hr (DRAM 4120 required for BFA)
_____ 4322 Acting for the Camera	3 hrs
_____ 4224 Dialects	2 hrs
_____ 4327 Advanced Acting	3 hrs
_____ 4328 Advanced Directing	<u>3 hrs</u>
	12 hrs

PRACTICUM- 19 hrs. required

_____ 4351 Rose Bruford/ETA OR _____ 4352 Internship

OR Cognitive Electives - 5-19 hrs. see list in appendix

BFA Stage Management Check List 2021-22

NAME _____ Year: _____

ID# _____ ADVISOR _____

THEATRE CORE – 38 hrs. required

_____ 1227 Stage Movement I	2 hrs
_____ 1362 Play Analysis	3 hrs
_____ 1351 Beginning Acting	3 hrs
_____ 2236 Theatre Speech	3 hrs
_____ 1342 Theatre Costume	3 hrs
_____ 1232 Stage Makeup	2 hrs
_____ 1330 Stagecraft	3 hrs
_____ 2242 Lighting Technology	3 hrs
_____ 2243 Sound Technology	2 hrs
_____ 3160 Principles of Design	1 hr (Prerequisites DRAM. 1362, 231, 241, 242)
_____ 4321 Beginning Directing	3 hrs
_____ 4150 Theatre Projects	1 hr
_____ 4360 Thr. History I	3 hrs
_____ 4361 Thr. History II	3 hrs
_____ 4362 Advanced Play Analysis	<u>3 hrs</u>
	38 hrs

SUPPORTIVE COURSES – 5 hrs. required

_____ 1120 Production Lab	2-3 hrs
_____ 2120 Production Lab	<u>2-3 hrs</u>
	5 hrs

THEATRE PRODUCTION - 4 hrs. required

_____ 4325 Repertory Theatre	3-6 hrs
_____ 4150 Theatre Projects	<u>1-6 hrs</u>
	4 hrs

STAGE MANAGEMENT COURSES – 7 hrs. required

_____ 3301 Stage Management	3 hrs required
_____ 4325 Repertory Theatre OR	3 hrs
_____ 4329 Directing Theatre for Youth	3 hrs
_____ 4120 Audition/Designers Portfolio	<u>1 hrs required</u>
	7 hrs

STAGE MANAGEMENT ELECTIVES – 9 hrs. required

_____ MGMT 3370 - Management Principles	3 hrs
_____ COSC 1301C CSCI 1302, or BCIS 1305 (Requires Junior status)	3 hrs
_____ 3321 Intermediate Acting	3 hrs
_____ 4327 Advanced Acting	3 hrs
_____ 4328 Advanced Directing	3 hrs
_____ 4371 Topics in Theatre & Drama	3 hrs
_____ 4372 Topics in Theatre Performance	3 hrs
_____ 4380 Design for the Theatre	<u>3 hrs</u>
	9 hrs

Students enrolled in the Stage Management concentration must work as an SM or ASM in SummerStage Festival and/or Mainstage productions over the course of their academic career. In each instance, the stage management work must be completed under different faculty directors. Given the complexities of any given production, school faculty may approve requests generated by a faculty member to assign a specific SM to a specific production - in which case the SM may work for the same director more than once.

PRACTICUM- 19 hrs. required _____ 4351 Rose Bruford OR _ 4352 Internship
OR Cognitive Electives 5-19 hrs. See list in appendix

BFA APPENDIX OF COGNITIVE ELECTIVES

Cognitive Electives - 5- 19 hrs.

(Chosen from Theatre and/or other courses listed below in consultation with advisor
and submitted to school director for approval)

MUAP 1109	Applied Instruction [Voice]	1 hr
MUTC 1116	Aural Skills I	1 hr
MUTC 1211	Theory I	2 hrs
ARTS 1316	Drawing I	3 hrs
ARTS 1317	Drawing II	3 hrs
ARTS 2352	Art Film/Video Production	3 hrs
ARTS 1303*	Art History Survey I	3 hrs
ARTS 1304*	Art History Survey II	3 hrs
DANC 1241	Ballet I	2 hrs
DANC 1247	Jazz Dance I	2 hrs
DANC 1244	Modern Dance I	2 hrs
DANC 1210	Tap I	2 hrs
DANC 2242	Ballet II	2 hrs
DANC 2248	Jazz Dance II	2 hrs
DANC 2245	Modern Dance II	2 hrs
ENGL 2309*	Introduction to Mythology	3 hrs
ENGL 3346	Film Topics: Genre and Auteur	3 hrs
ENGL 3361	Intermediate Fiction Workshop	3 hrs
HIST 3318	Ancient Rome	3 hrs
HIST 3441	Origin of Medieval Britain	3 hrs
HIST 3324	Renaissance & Reformation, 1350-1648	3 hrs
HIST 4351	America Since 1945	3 hrs
MC0M 1336	Studio Production	3 hrs
PSYC 2320	Abnormal Psychology	3 hrs
SOCI 2326	Society and Identity	3 hrs
SOCI 3335	Marriage and Family Life	3 hrs
SOCI 3341	Sociology of Religion	3 hrs
SOCI 3363	Sociology of Sport, Recreation and Leisure	3 hrs
DRAM 3371	History of the Cinema II	3 hrs

* Courses offered in General Education requirements and may not count in both blocks.

BA with All-Level (Grades EC-12) Teacher Certification CHECK LIST 2021-22

NAME _____ YEAR _____

ID# _____ ADVISOR _____

THEATRE CORE – 35 hrs. required

_____ 1227 Stage Movement I	2 hrs
_____ 1362 Play Analysis	3 hrs
_____ 1351 Beginning Acting	3 hrs
_____ 2236 Theatre Speech	3 hrs
_____ 2227 Stage Movement II	2 hrs
_____ 1342 Costume Technology	3 hrs
_____ 1232 Stage Makeup	2 hrs
_____ 1330 Stagecraft	3 hrs
_____ 2342 Lighting Technology	3 hrs
_____ 3160 Principles of Design	1 hr Prereq DRAM 1362, 1342, 1330, 2342
_____ 4321 Beginning Directing	3 hrs
_____ 4150 Theatre Projects	1 hr
_____ 4360 Thr. History I	3 hrs
_____ 4361 Thr. History II	<u>3 hrs</u>
	35 hrs

THEATRE EDUCATION CORE- 6 hrs.

_____ 4311 Theatre for Educators	3 hrs
_____ 4329 Directing Theatre for Youth	<u>3 hrs</u>
	6 hrs

THEATRE PRODUCTION – 5 hrs. required

_____ 1120 Production Lab I	1 hr
_____ 2120 Production Lab II	1 hr
_____ 4325 Repertory Theatre	<u>3 hrs</u>
	5 hrs

THEATRE ELECTIVES - 5 hrs. required

_____ 2243 Sound Technology	2 hrs
_____ 3301 Stage Management	3 hrs
_____ 3321 Intermediate Acting	3 hrs
_____ 4120 Auditions/Designers Portfolio	1 hr
_____ 4224 Dialects	2 hr
_____ 4327 Advanced Acting	3 hrs
_____ 4328 Advanced Directing	3 hrs
_____ 4325 Repertory Theatre	3-6 hrs
_____ 4362 Advanced Play Analysis	3 hrs
_____ 4372 Topics in Theatre Performance	3 hrs
_____ 4380 Design for the Theatre	<u>3-6 hrs</u>
	5 hrs

PROFESSIONAL EDUCATION COURSES – 27 hrs. required

(Usually all of the education courses are offered every term. Students need to officially apply for admittance to the Teacher Education program and MUST take the education courses in the following sequence:)

	DRAM 2300 _____	
	DRAM 3374 _____	
Before	DRAM 3375 _____ taken concurrently with	SEED 3372 _____
Before	SEED 4250 _____(2 hr.) taken concurrently with	SEED 4150L _____(1 hr.)
	SEED 4360 _____	
Before	SEED 4242 _____ taken concurrently with	SEED 4343 (online) _____
	ELED 4241 _____	

BA CHECKLIST 2021-22

NAME _____ YEAR: _____

ID# _____ ADVISOR _____

THEATRE CORE - 35 hrs. required

_____ 1227 Stage Movement I	2 hrs
_____ 1362 Play Analysis	3 hrs
_____ 1351 Beginning Acting	3 hrs
_____ 2236 Theatre Speech	3 hrs
_____ 2227 Stage Movement II	2 hrs
_____ 1342 Costume Technology	3 hrs
_____ 1330 Stagecraft	3 hrs
_____ 2342 Lighting Technology	3 hrs
_____ 3160 Principles of Design	1 hr
(Prerequisites DRAM 1362, 1342, 1330, 2342)	
_____ 4321 Beginning Directing	3 hrs
_____ 4360 Thr. History I	3 hrs
_____ 4361 Thr. History II	3 hrs
_____ 4371 Topics in Theatre & Drama	<u>3 hrs</u>

35 hrs

THEATRE PRODUCTION - 5 hrs. required

_____ 1120 Prod. Lab I	2 hrs required
_____ 2120 Prod. Lab II	2-3 hrs required
_____ 4150 Theatre Projects	<u>1 hr</u>
(Directing, Designing, Acting, Stage Management, etc.)	
	5 hrs

THEATRE ELECTIVES - 11 hrs. required

No more than 6 hours may be taken in the same area of study as indicated in the following categories. Any advanced course (300 or 400 level) may be taken in addition as a free elective, but will not count towards your major. It is recommended that the majority of your free electives NOT be theatre courses.

Acting/Directing Area

_____ 3321 Intermediate Acting	3 hrs
_____ 3322 Advanced Theatre Speech	3 hrs
_____ 4120 Auditions/Designers Portfolio	1 hr
_____ 4322 Acting for the Camera	3 hrs
_____ 4224 Dialects	2 hrs
_____ 4327 Advanced Acting	3 hrs
_____ 4328 Advanced Directing	3 hrs
_____ 4329 Directing Theatre for Youth	3 hrs
_____ 4372 Topics in Theatre Performance	3 hrs

Design/Tech Area

_____ 1232 Stage Makeup	2 hrs
_____ 2243 Sound Technology	2 hrs
_____ 3301 Stage Management	3 hrs
_____ 4380 Design for the Theatre	3-6 hrs

Theory and History Area

_____ 3360 History of the Cinema I	3 hrs
_____ 3371 History of the Cinema II	3 hrs
_____ 4362 Advanced Play Analysis	3 hrs
_____ 4371 Topics in Theatre & Drama	3 hrs
_____ 4191 Independent Studies	1-3 hrs

The following Courses represent their own Area

_____ 4325 Repertory Theatre	3-6 hrs
_____ 4363 Playwriting	3 hrs
_____ 4364 Screenwriting	<u>3 hrs</u>
	11 hrs

MINOR – 18-23 hrs. required OR ADDITIONAL MAJOR; FREE ELECTIVES – up to 9 hrs. required to complete degree

Minor in Collaborative Creation/Devising 2021-22

NAME _____ YEAR: _____

ID# _____ ADVISOR _____

REQUIRED DRAM COURSES - 14 hrs. required

_____ 1227 Stage Movement I	2 hrs
_____ 2227 Stage Movement II	2 hrs
_____ 4327 Advanced Acting	3 hrs
_____ 3160 Principles of Design	1 hr
_____ 4372 Performance Topics in Devising	3 hrs
_____ 4391 Final Project (Independent Study) Capstone	3 hrs

DESIGN FOCUS - 9 hrs. required

You will choose a Design Focus in Scenic, Costume, or Lighting which will include:

One Course from the Following:

_____ 1330 Stagecraft	3 hrs
_____ 1342 Costume Technology	3 hrs
_____ 2342 Lighting Technology	3 hrs

One Advanced Design Elective in your focus area:

_____ 4380 Design for Theatre	3 hrs
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One Course from:

_____ 3301 Stage Management	3 hrs
_____ 4175 Arts Enterprise	3 hrs

TOTAL CREDIT HOURS - 23

Minor in Musical Theatre 2023-2024

NAME _____ YEAR: _____

ID# _____ ADVISOR _____

DRAM COURSES - 12 hrs. required

_____ 2301 Beginning Musical Theatre	3 hrs
_____ 3340 Advanced Musical Theatre	3 hrs
_____ 4325 Summer Repertory Theatre	3 hrs
_____ 3321 <i>Intermediate Acting</i> or	
_____ 4372 <i>Performance Topics in Devising</i>	3 hrs
_____ 4391 Final Project (Independent Study) Capstone	3 hrs

MUSIC THEORY- 7 hrs. required

_____ MUTC 1116 Aural Skills I	1 hrs
_____ MUTC 1109 Voice Class (4 sems. 1hr x4)	4 hrs
_____ MUTC 1211 Theory 1	2 hrs

DANCE ELECTIVES- 4 hrs. required

Choose four hours from any of the following Dance classes: DANC 1247 - Jazz Dance I, DANC 2248 – Jazz Dance II, DANC 1244 - Modern I, DANC 1210 - Tap I or DANC 1241 - Ballet I. Other dance classes may be substituted but please consult with the Director of the School of Theatre & Dance for approval.

TOTAL CREDIT HOURS - 23

Theatrical Costuming Certificate Checklist 2021-22

NAME _____ YEAR: _____

ID# _____ ADVISOR _____

REQUIRED COURSES - 9 hrs. required

DRAM 1362 *Play Analysis	3 hrs
DRAM 1342 *Costume Technology	3 hrs
DRAM 1042 +Lab	
DRAM 1232 Stage Makeup	2 hrs
DRAM 1032 +Lab	
DRAM 3160 *Principles of Design	1 hr

ELECTIVES – 12 hrs. chosen from:

DRAM 4380 Topic:

*History of Clothing Styles	3 hr
Costume Design	3 hr
Intermediate Tech	3 hr
Cutting and Draping	3 hr
Costume Crafts	3 hr
DRAM 4191 \$Costume Design Practicum	3 hr
MRCH 1311 20th C. Clothing	3 hr
MRCH 2301 Textiles	3 hr

PRODUCTION PARTICIPATION – 9 hrs. chosen from:

DRAM 1120 \$Production Laboratory	1 hr
DRAM 2120 \$Production Laboratory	1 hr
DRAM 4150 \$Theatre Project	1 hr
DRAM 4325 #Repertory Theatre	3 hr
DRAM 4352 \$Internship	6 hr

(*) may be completed online

(\$) may be completed in Summer

(#) must be completed in Summer

TOTAL CREDIT HOURS - 30

Appendix of Forms4

BFA Admission Application Form

NAME: _____ ID# _____

BFA Program: (please check) Acting/Directing- _____ Design/Tech- _____ SM- _____

Application Requirements:

1- Statement of goals, objectives and intent _____

2- Number of credit hours earned or enrolled for at time
of application _____

3- List of all course work and grades _____

4- Resume of performance or production work _____

5- Audition or portfolio presentation _____

6- Cumulative Overall GPA _____ Cumulative Theatre GPA _____

Accepted: Yes _____ (Provisional _____) No _____ Abstain _____

Date of Decision:

Comments/Provisions:

Faculty evaluation of attitude, discipline and professionalism:

Faculty evaluation of classroom work:

Faculty evaluation of production work:

Copy to: Student's File in School of Theatre Office **Date Filed** _____

BFA Review Form

NAME: _____ ID# _____

BFA Program: (please check) Acting/Direct-_____ Design/Tech-_____ SM-_____

Review Requirements:

- 1- Number of credit hours earned or enrolled for at time of review _____
- 2- List of all course work and grades _____
- 3- Resume of performance or production work _____
- 4- Audition or portfolio presentation _____
- 5- Cumulative Overall GPA _____ Cumulative Theatre GPA _____

Continue in Program: Yes _____ (Probationary _____) No _____ Abstain _____

Date of Review:

Comments/Provisions:

Faculty evaluation of attitude, discipline and professionalism:

Faculty evaluation of classroom work:

Faculty evaluation of production work:

Copy to: **Student's File in School of Theatre Office** **Date Filed** _____

EVALUATION OF PRODUCTION WORK

To Be Completed by Faculty Member in Charge of Production Work
and
Placed in the Student's File

STUDENT'S NAME:

FACULTY ADVISOR:

FACULTY EVALUATOR:

PRODUCTION:

RESPONSIBILITY (task) BEING EVALUATED:

SCALE

1 = unsatisfactory 2 = poor 3 = satisfactory 4 = good 5 = superior

QUALITY OF WORK:	1	2	3	4	5
ATTENDANCE:	1	2	3	4	5
PUNCTUALITY:	1	2	3	4	5
EFFORT:	1	2	3	4	5
RESPONSIBILITY/RELIABILITY:	1	2	3	4	5
ATTITUDE:	1	2	3	4	5
OVERALL EVALUATION:	1	2	3	4	5

ADDITIONAL COMMENTS:

PROGRESS REPORT v. 09.07.13

NAME: _____ Classification (circle): FR SO JR SR

DEGREE: ____BA ____BA-TC ____BFA-Act/Dir ____BFA-Des/Tech ____BFA-SM

DATE OF REPORT: _____

PRODUCTION WORK

Advisor: Please list all production work in the column, put a check mark if the role or assignment involved an increase in responsibility from a previous role or assignment in the same area (e.g. to SM from ASM).

MAINSTAGE Production:	Role/Tech Assignment:	Promotion?
1. _____		___
2. _____		___
3. _____		___

STUDENT PRODUCTIONS	Role/Tech/Design Assignment:	Promotion?
1. _____		___
2. _____		___
3. _____		___

LIST OF GOALS/OBJECTIVES

The student should prepare a brief (realistic) description of goals/objectives (academic/production) to be worked on next semester.

1. _____

2. _____

3. _____

ADVISOR COMMENTS These are comments that are directly related to the student's growth or development as a theatre artist in terms of his/her performance both in the classroom and the production programs.

SIGNATURE OF ADVISOR:

SIGNATURE OF STUDENT:

Copies are to be retained in the student's file in the School of Theatre office and in the School of Theatre assessment files.

PERMISSION TO DROP A CLASS

(Name of Student)

has permission to drop the following:

(Course No.)

(Title of Course)

(Course No.)

(Title of Course)

(Course No.)

(Title of Course)

Date _____

Advisor _____

(If dropping Production Lab 1120 or 2120, director's signature is required)

Copies go to: Advisor
 Student's file in office

SFA School of Theatre and Dance
Theatre Student Productions Policies and Regulations

1. APPLICATION TO DIRECT A STUDENT PRODUCTION

An undergraduate student may apply to direct upon completion of DRAM 4321 in which grade of "C" or better was received or has demonstrated sufficient directorial experience and skills as determined by the Student Productions Advisory Committee (SPAC). The SPAC is comprised of the School of Theatre and Dance Director, the Student Productions General Manager, the Student Productions Artistic Manager, and four elected student representatives. The sequence for directing a student production is as follows: 1) Studio Hour, 2) Public One Act, and 3) Public Full Length. Applications to direct are available from the Student Productions General Manager. Students wishing to direct must submit their request prior to the following semester to the SPA who will then make requests and recommendations for SPAC approval of the production title and dates of performances which will then be forwarded to the school faculty for its approval.

Student Production directing assignments shall be based on the following criteria:

- a) The student must receive a grade of "B" for his/her previous directing project in order to advance in the directing sequence, but he/she may repeat directing the same type of production if he/she receives a "C" or below;
- b) Technical feasibility available for specific plays;
- c) Casting feasibility of the production in regard to all other productions in the School of Theatre. For example, the number of males/females required may exceed the talent resources of the school;
- d) Past abuse of the Student Productions Policy and Procedures will jeopardize the student's request; and
- e) The classification of the student will be a determining factor in his/her eligibility. For example, a graduating senior who has not directed a full-length production will be given priority over a non-graduating senior.
- f) Meet production eligibility. (SEE Production Eligibility in the School of Theatre Handbook)

2. APPLICATION TO DESIGN A STUDENT PRODUCTION

Students interested in working in a design capacity for a public one act or full-length student production should sign the Design Request list posted on the student productions call board prior to the semester of the intended project. Interested designers should indicate the area of design and whether they want credit for the project. Course credit will be given for DRAM 4150. The student designer is responsible for contacting the appropriate design faculty member and discussing the project criteria and guidelines.

3. FORMS AND PROCEDURE

Student directors will receive notification of assigned production titles and dates of performances from the General Manager after approval from SPAC and the Theatre faculty. The General Manager will review the policies appropriate to the particular type of production, provide the necessary forms, and discuss the procedure process.

In consultation with POA and PFL student directors, the appropriate design faculty member will approve student designers for project assignments.

4. REHEARSALS

Rehearsal schedules must be approved by the Artistic Manager prior to the beginning of the rehearsal process. Students will forward the approved schedule to the General Manager, who will assign rehearsal spaces. A copy of the rehearsal schedule should also be given to your faculty advisor and all student designers. The maximum number of rehearsal hours allowed is specified in the respective policies for each type of production. Rehearsals shall not last later than 11:00 p.m. unless approval is given by the Artistic Manager or School Director.

5. THE STUDIO HOUR

Studio Hours are performed on Wednesday afternoons at 4:00 and 4:30 and should, generally, last no longer than 20 minutes. A maximum of 15 hours of rehearsal time is allowed. Rehearsals must not run past 6:30 p.m. unless approval is given by the Artistic Manager. After all rehearsals and performances, the areas must be left in a clean, orderly condition. Any repair necessary will be done by the director and cast.

No budget shall be available and, it is strongly suggested, no personal monies shall be invested in the production. The School of Theatre will make copies of the script for Studio Hour productions.

Only the UIL set and lighting may be used. However, if manpower is available, special lighting and setting may be used upon approval from the appropriate faculty designer. Only costumes and make up in stock will be allowed unless approval is granted from the design area supervisor. This policy also applies to properties. Student production assistants are to provide all technical support for Studio Hours.

The checkout procedure for property, set, and costume needs is as follows: 1) draw up a complete list of items, based on what is available; 2) secure approval from the faculty designers; 3) make appointment with student area assistant to pull items. It is the responsibility of the student productions assistants to insure responsible security of the items checked out. The procedure must be done seven (7) days prior to performance. "Cleared" lending agreement forms must be given to the Artistic Manager after items have been returned. The Artistic Manager will place the forms in the student's project file. Production strikes will be held immediately following the final performance. 4) The student area assistants will check in and "clear" the respective items used in the production. The director and cast will return the items to their respective places with the aid of the student assistants. If any item is missing, grade reductions may occur.

An evaluation will follow each studio hour with the director and his/her chosen advisor at an agreed upon time for both parties involved. The students are encouraged to discuss the production further with individual faculty members during their regular office hours. The cast and crew members are encouraged to visit with faculty at their convenience.

6. CENTER STAGE PRODUCTIONS (PUBLIC ONE ACT and FULL-LENGTH)

Public One Acts and Public Full-Lengths are presented for three (3) performances in the evenings at 7:30 p.m. on Friday and Saturday with a 2:00 p.m. Saturday matinee. Rehearsals are scheduled in the evenings or afternoons at the discretion of the director and the Artistic Manager. All rehearsal areas must be left in a clean, orderly condition after rehearsals and performances. Any repair necessary will be done by the director and cast. Thirty (30) hours are the maximum rehearsal time for POAs and sixty (60) hours for PFLs.

Since these productions are for the public, royalty clearance and script purchases shall be secured by the School of Theatre. If there is ample justification of need, monies may be spent on necessary items upon approval of the General Manager. All designers of Public Productions

shall submit a budget request form to the General Manager prior to the first blocking rehearsal. A four (4) dollar admission will be charged for the performance of a POA and a six (6) dollar admission will be charged for a bill of POAs or a Public Full-Length.

Limited construction of costumes, properties, set pieces, special makeup needs, etc. may be allowed if it is essential to the dramatic action of the play and approval is granted by ~~the SPA~~ ~~and~~ the appropriate design faculty member. However, costumes, properties, set pieces, makeup, etc., in stock should be the basis of your technical needs. The dressing room must be kept in a clean, orderly condition.

The checkout procedure for property, set, and costumes needs is as follows: 1) draw up a complete list of items, based on what is available; 2) secure approval from the faculty designers; 3) make appointment with student area assistant to pull items. It is the responsibility of the student designers to insure responsible security of the items checked out. The procedure must be done prior to load in. "Cleared" lending agreement forms must be given to the SPA Artistic Manager after items have been returned. The Artistic Manager will place the forms in the student's project file. Production strikes will be held immediately following the final performance. 4) The student area assistants will check in and "clear" the respective items used in the production. The director and cast will return the items to their respective places with the aid of the student assistants. If any item is missing, grade reductions may occur. The General Manager will check all spaces after strike; strike is not complete until he/she approves.

An evaluation will follow each POA and PFL with the director and his/her chosen advisor at an agreed upon time for those parties involved. The students are encouraged to discuss the production further with individual faculty members during their regular office hours. The cast and crew members are encouraged to visit with faculty at their convenience.

7. The priority order for using the Black Box and Upstage Theaters is as follows: 1) Classes, 2) Mainstage or Faculty-Directed productions, 3) Student Productions, 4) Student Organization Meetings, and 5) Class Scene Work. Other uses of the Black Box and Upstage Theaters (i.e. acting and design workshops, presentations, recitals, rap sessions, etc.) should be discussed with and secured through the General Manager.

8. Members of the Student Production Advisory Committee (SPAC) are the proper channels of communications for grievances, complaints, and/or compliments from the students.

9. All students participating in any capacity in a student production must meet production eligibility (See Production Eligibility in the Theatre Student Handbook). All participating students must be enrolled at Stephen F. Austin State University unless approved by the School of Theatre and Dance Director and the Artistic Manager.

10. All student directors must register the project for credit under DRAM 4150, Section 3 (the Artistic Manager's section). All student designers taking the project for credit must register for DRAM 4150 with the appropriate design faculty member's section.

11. Student directors should review the "Director's Check List" in their packet to ascertain the proper submission of forms, items, and materials.

12. All requests of monies for Student Production budgets and/or maintenance of the program must be approved by the General Manager, who will make requests to the School of Theatre and Dance Director.

13. Publicity, promotion, and programs will only be allowed for POA and PFL. Information must be submitted to the Artistic Manager ten (10) days prior to production.

14. USE OF WEAPONRY AND PYROTECHNICS

(The following was approved by the Theatre Faculty in March, 1998.)

NOTICE: The bringing of a real weapon onto State property is a felony, regardless of the operational condition of that weapon. The School of Theatre and Dance will not tolerate any disregard of this law.

Studio Hours and class scenes may not use School of Theatre Armory. Only fake swords, knives, and guns will be permitted in these instances. Additionally, no starter pistols or any pyrotechnical device is permitted. Sound effects for such should be made electronically or with clap boards.

Public Productions:

Directors must submit a request for use of School of Theatre and Dance armory with the Application to Direct and the Technical Synopsis forms when they request play approval. An approved weapons handler should be requested and approved prior to the approval of the play. These requests must be made to the director of the School of Theatre and Dance and to SPAC concurrently.

The following information must be provided:

1. Inclusive dates for weapons to be checked out.
2. Name of weapons handler who will be responsible for the checkout/in, storage, and use of the weapons/pyrotechnics.
3. Name of weapons coach who will be responsible for the instruction and supervision in the use of the weapons or pyrotechnics. (May be same as weapons handler.)
4. Location of secured storage of weapons while checked out.

At no time may anyone handle weapons in any way other than pursuant to the production requirements. Only the handler, coach, and actors who use those weapons are ever to be allowed to touch them.

The faculty advisor must approve each aspect of weapon use during the rehearsal and performance process.

Any injury or damage resulting from weapon/pyrotechnical use must be reported to the faculty advisor immediately, and use must be discontinued until that faculty member determines that it is safe to continue.

15. CHOREOGRAPHIC/STAGE MOVEMENT ASSISTANCE

(The following was approved by the Theatre Faculty on September 10, 2001.) Directors employing choreographic/stage movement, including staged violence (person to person, weapons, slapping, etc.), stage movement (falling, fainting, etc.), or any form of dance, should make specific application to the stage movement instructor, who will assign a qualified student, if available, to assist in the project and will supervise that student during the process.

Students interested in working as a choreographer/stage combat director on a student or any School of Theatre project must complete an application form and interview with the stage

movement instructor, who will assess your capabilities and make appropriate assignments with the approval of the School of Theatre and Dance Director.

16. The Student Productions staff, student director, designers, and stage managers are responsible for audience safety. Access to and exit from the Black Box and the audience seating must be in accordance with state and local safety codes; i.e. sufficient light must be provided for access to and exit from the seating areas, and at least two exits must be clearly marked and available without encumbrances at all performances.

17. The student director, designers/coordinators and the stage manager are responsible for the security of the space and assuring reasonable safety of all students involved with the production. Keys for the Black Box facilities must be obtained from the School of Theatre and Dance administrative assistant. Keys should be returned the next school day after strike.

18. The student director's grade for the project will be determined by the faculty advisor. The grade will be submitted to the Artistic Manager within one week following the evaluation. The Artistic Manager and General Manager will be responsible for informing and discussing with the advisor any violations of policies and regulations by the director and/or designers during the process. Grade reduction will be determined jointly by the faculty advisor, the Artistic Manager, and the General Manager.

19. The faculty advisor must complete and submit a written evaluation form regarding the director and the project to the Artistic Manager, who will place the form in the director's project file.

20. Any student production violating these policies and regulations may be cancelled or the student's grade may be affected. No production activities will proceed without the proper submission and approval of forms and requirements. Violations will be determined jointly by the faculty advisor the Artistic Manager, and the General Manager.

STUDENT PRODUCTION PERMISSION SLIP

Actors and Designers

Student actors and designers who are cast in or given a major position on a Mainstage production must submit this form BEFORE accepting a position or auditioning for a student production.

I, _____, request permission
(Name of Student)

to participate as a member of the cast/design staff in the Student Production of

(Name of Production)

to be performed on _____.

Any conflicts which may arise must be resolved in advance with the director/supervisor of the Mainstage/Faculty production and/or the Fredonia Players.

The above-named student has my permission to accept this responsibility.

Signed _____ Date _____
Director, Mainstage/Faculty Production
and/or Director, Fredonia Players

Signed _____ Date _____
Design Area Supervisor as necessary

It is the student's responsibility to:

- 1- Submit this form to the Mainstage/Faculty Director or Design Supervisor for approval, and
- 2- Return the signed form to the Student Production Artistic Manager prior to auditioning for a Black Box role or accepting a crew responsibility