

DEPARTMENT OF THEATRE

UNDERGRADUATE STUDENT HANDBOOK

Revised August 2009

The purpose of this document is to provide all undergraduate students with an overview of the major policies that guide our curriculum and production work. This Handbook is utilized by faculty, staff, and students as a basis for decision making regarding academics, production work and graduation. As needed, the Handbook is revised and input from students is encouraged.

Students are bound by the Departmental rules and regulations of the most recent handbook -- not the handbook under which they entered the program. Students should assume the handbook is updated every year and check for a new version every fall. If the handbook is revised in the middle of the academic year, an email will be sent to the departmental listserv as notification.

Students should also read the Stage Management Handbook, Production Handbook and Internship Manual for a clear and detailed overview of departmental operations.

Revisions to this Handbook

All Departmental Handbooks are revised at the beginning of every academic year and occasionally during the academic year. If you would like to propose a revision to this handbook, please compose a letter to the Chair of the Department and copy it to the Director of Production and the Associate Chair. In your letter, outline the change you propose and the reason for your proposal.

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DEPARTMENT PHILOSOPHY

All degree options emphasize excellence in production work as well as excellence in the classroom and the laboratory. To be an artist, it is necessary to have an understanding of one's time and place in society as well as something to say about it. We believe this is best accomplished by combining a strong liberal arts education with intensive practical training in theatre history, theatre arts, crafts, and skills. In addition, we strive to instill within our students the importance of process as well as product. A successful theatre product, though ultimately essential, is of little long-term benefit to the student who does not understand and appreciate how that success was achieved. Regardless of degree, or career choice, all theatre majors must demonstrate continued growth and development as theatre artists and practitioners with high professional standards of competency if they are to successfully complete their course of study.

DEPARTMENTAL STRUCTURE – UCF CONSERVATORY THEATRE

The Chair of the Department of Theatre is responsible for the administration and coordination of curricular aspects of the program. The Artistic Director is responsible for the administration of all aspects of the production programs.

The Artistic Director, the Assistant or Associate Chair, the Coordinator of Undergraduate Studies, the Coordinator of Graduate Studies, and the Area Coordinators report to the Chair. The Assistant or Associate Chair, Coordinator of Undergraduate Studies and the Coordinator of Graduate Studies assist the Chair in the overall administration of all academic programs. Internships are supervised by the Internship Coordinator. The Box Office Manager is responsible for all front of house operations and reports to the Artistic Director.

The Area Coordinators are responsible for oversight of the day-to-day operations in their respective areas and assist the Chair in the supervision of area personnel. Students experiencing any problems or difficulties should first express their concerns to their immediate supervisors, advisors, or Area Coordinators before bringing them directly to the attention of the Chair. If your supervisor, advisor, or coordinator is unable to assist you, or you are dissatisfied with their consultation, you may make an appointment with the Chair.

DEPARTMENT FACULTY AND STAFF

For a complete listing of faculty and staff please visit www.theatre.ucf.edu

THEATRE DEPARTMENT ADMISSION AUDITIONS

All students who wish to attend UCF must apply to and be accepted by UCF. This process is entirely separate from the Department of Theatre auditions and department admission. Departmental auditions conversely have no bearing on University acceptance. Apply as early as possible for the greatest chance for University acceptance. Students wishing to become theatre majors must audition or interview (depending on the specific major) with the theatre department. See the audition web site at www.theatre.ucf.edu for specific information

If a student is released from a theatre program for any reason, they must complete a full semester of coursework as a theatre pending, undeclared, or other major before re-auditioning or re-interviewing for ANY theatre program to ensure that the problem that caused the initial removal has been rectified.

FIRST YEAR STUDENTS

New students are accepted into BFA programs on a provisional basis the first year. Faculty evaluate class and production work each semester and in an end-of-year jury to determine whether or not those first year students will continue in the program. BA students are accepted directly into their program of study without a provisional period.

CURRICULUM

Students are expected to follow the departmental curriculum process. Specific courses required for each program are outlined in the University Catalog. Requirements may be waived only with approval of Undergraduate Coordinator after consultation with the Program Coordinators. Attendance is required in all theatre courses. Examinations must be taken on days scheduled unless officially excused. Some courses require practical work in theatre productions or time spent in shops outside of regularly scheduled class times. Such work shall be specified in the beginning of each term. A detailed course syllabus will be provided the first day of class.

Samples of curriculum for all undergraduate programs in the Theatre Department can be found on the web site at www.theatre.ucf.edu

ACADEMIC ADVISING

The Department of Theatre assigns a theatre faculty advisor to each student and continuation in the program requires students see their advisor every semester. Students who do not attend an advising appointment (or audit check when applicable) will be contacted by the department either by phone, email, or snail mail letter. Students will be given a window of time to respond and see their advisor/make contact with their advisor. By the last day of classes each semester if a student has neglected to see his or her advisor they will be placed on departmental probation through the following semester. In order for the probation to be lifted at the end of the semester the student must see their advisor during their probation semester. Two events of probation for non-advising could lead to removal from the program. Please see the probation section to see the limitations imposed when on department probation.

It is the responsibility of the student, not the Department, to schedule advisement meetings. All students are encouraged to meet with their advisor whenever they have questions, concerns or problems with academic, professional or personal matters. Should an advisor be unable to assist the student directly, they will direct them to those persons, offices, or agencies best qualified to help. Students must not add or drop classes or change class sections without first consulting with their advisor. The Department will not be held responsible for any unauthorized changes which adversely affect the student's progress toward graduation and no accommodations should be expected from the Department under such circumstances.

COURSE SCHEDULING CONFLICTS

The department will work very hard to avoid scheduling conflicts. If the department requires a student to take theatre courses that are only 10 minutes apart and requiring campus/tech center travel, the department will work with the faculty and student for accommodations. Students are strongly discouraged from registering for courses that are back to back (10 minutes window) and located on campus and at the trailer or Tech Center. Students who do so will be responsible for all of the ramifications of the extended travel time and will be subject to each faculty member's attendance policy. Faculty are not obligated to grant a student any leeway when it comes to their tardy policies when the student elected to create a travel conflict for themselves.

LISTSERV

If you are not already receiving email announcements from the department, you should sign yourself up for the listserv with your Knights E-mail address as soon as possible. Send an email to: listserv@news.cc.ucf.edu.

In the email type: SUBSCRIBE THEATRE YOUR FIRST NAME YOUR LAST NAME

If you change your email address you will need to subscribe again with your new email address.

CALL BOARDS

All students are required to check the call boards twice daily as this is a major form of communication with information pertinent to all production activities.

Current Production call boards, located in both the Theatre Building and University Tech Center, are for the express use of the Theatre Department and its related activities. As a general rule all daily calls for rehearsals or other work sessions will be posted on the call boards.

Internship call board is located in the University Tech Center and has postings and information for students looking for an internship. Only Internship materials are allowed on this callboard.

Listserv call board is located in the University Tech Center and has the most recent listserv postings.

Production Shops call board is located in the Theatre building outside the Scene Shop and includes important information for DT & SM students as well as any student involved in a production class or crew assignment.

STUDENT ASSISTANTS

The department welcomes the opportunity to hire students who have work-study funding. The department also has a limited amount of money to hire students who are not on work-study to work hourly in a production area.

TECHNICAL CREWS AND ASSIGNMENTS

Be sure to read the Department Production Handbook. All aspects of technical work including scenery, props, lighting, costumes and make-up will be carried out under the leadership of the various designers, technical directors, and other faculty/staff members in the design/technical areas or student assistants working under their supervision. Crew head duties are assigned by the appropriate supervisor who is responsible for coordinating all crew assignments. All crew heads shall meet at a weekly production meeting with the Artistic Director, the Stage Director, the Designers, the Technical Director, the Production Manager and/or their representatives for schedule changes, needs, problems, etc. All crew members are expected to check the call board at least twice a day each day for announcements and necessary schedule changes. All crew members must attend crew watch and are expected to participate on a regular basis as assigned by the faculty/staff. Any un-excused absence from a work call, crew meeting, technical or dress rehearsal, or performance will most likely result in the student being relieved of their assignment, dropping of his or her grade, and/or disciplinary action.

THEATRE PARTICIPATION – PRODUCTION ASSIGNMENTS

Because of the professional nature of Theatre programs at UCF, it is important for Theatre students to realize and understand that participation in productions is an important part of a UCF Conservatory Theatre education. Production work gives you the opportunity to experience different aspects of theatre and the opportunity to practice the ideas and skills you have learned in the classroom.

Participation in productions is an advanced practical study opportunity, and a privilege to be earned and not a right guaranteed by payment of tuition. Tuition pays for, among other things, classes and the right to study and work with UCF Theatre faculty, staff and visiting guest artists. Tuition does not buy the student the right to participate in productions. Participation in productions is based upon each student's talent, ability, level of training and experience which are determined through auditions, interviews, faculty recommendations, and the needs of the production.

THEATRE PARTICIPATION GUIDELINES

Students will be evaluated and graded by the director and/or their supervisor following the close of each production using the rubric which can be found on the department web site. Final evaluations will be placed in the student's permanent file at the end of the year. Students who fail to successfully satisfy the participation requirement, will be placed on probation for one (1) semester. Continued failure to successfully participate will likely result in dismissal from the Theatre program. Unprofessional behavior in a production will result in the lowering of a student's grade, disciplinary action, or dismissal from the program.

Prefixes have definitions For ALL Majors:

THE—Theatre Participation—Management is for Front of House (Box Office, Ushering, etc)

TPA—Theatre Participation—Production is for Technical Work (stage manager, scene shop, costume shop, run crew, designer, board operator, light operator, wardrobe, etc.)

TPP—Theatre Participation—Performance is for Acting/Directing Roles (actor, assistant director, etc.)

Course prefixes and numbers:

THE 2090—Theatre Participation—Management I (NOT REPEATABLE—Only take the first time)

THE 4093—Theatre Participation—Management II (Can repeat up to 8 times)

TPA 2290—Theatre Participation—Production I (NOT REPEATABLE—Only take the first time)

TPA 4293—Theatre Participation—Production II (Can repeat up to 8 times)

TPP 2190—Theatre Participation—Performance I (NOT REPEATABLE—Only take the first time)

TPP 4193—Theatre Participation—Performance II (Can repeat up to 8 times)

EVERY STUDENT CAST IN A SHOW OR WORKING ON A SHOW IN ANY CAPACITY MUST BE REGISTERED. If the required participation credits are completed, the zero credit participation credit (THE 2925) is an option. Additional Participation Credits can be taken and used as electives. Students are discouraged, however, from taking additional excess hours that are not needed for their degree.

IMPORTANT NOTES:

- Any one production or performance role fulfils one participation credit (running the light board for one production (TPA), performing a role in one play (TPP), etc.).
 - Ushering TWO productions satisfies one THE credit
 - Performing in ANY UCF sponsored production to which tickets are sold or available to the general public (mainstage, blackbox, OAF, Daytona, etc.) satisfies a TPP participation credit.
 - Technical Theatre Production Lab is a 4 hour per week commitment and is not a participation credit—it is a lab for your Technical Theatre Production course.
 - Stagecraft I & II Labs are a 6 hour a week commitment and are not participation credits—they are labs for your Stagecraft course.
 - Students cast in a show and enrolled in Tech The Prod Lab must fulfill both their commitment to the weekly lab AND their rehearsal/performance responsibilities.
 - Any student involved in a UCF production in any way must be registered. Any participation credit or THE 2925 satisfies this requirement.
 - If a student is enrolled in Technical Theatre Production or Stagecraft Labs and is either cast in a show or doing an additional show assignment not related to their class, they must register for the appropriate participation credit or THE 2925—0credit participation credit.
 - Any assignments not project based are 6 hour per week assignments (scene shop, costume shop, etc.)
- Students performing in the Dance Concert must register for the DAA prefix participation credit and must also be enrolled in a technique class the same semester as the dance concert.
- Student choreographers for the Dance Concert must be enrolled in Choreography practicum.

THEATRE PARTICIPATION REQUIREMENTS

BA THEATRE STUDIES Participation Requirements (3 not including Tech The Prod LAB):
 TPA 2290—Run Crew or other Backstage Assignment
 THE 2090—Front of House
 TPA4293 –OR- THE 4093 –OR- TPP 2190—Any assignment Tech The Prod Lab

ACTING & MUSICAL THEATRE Participation Requirements (4 not including Tech The Prod LAB):
 TPA 2290—Run Crew or other Backstage Assignment
 TPP 2190—Performance (cast in a UCF production. See Note Above)
 TPA 4293 –OR- THE 2090—EITHER work in a shop or work Front of House
 TPA 4293 –OR- THE 2090 (THE 4093) –OR- TPP 4193—Any assignment Tech The Prod Lab

DESIGN & TECHNOLOGY AND STAGE MANAGEMENT Participation Requirements
 (5 not including 2 Stagecraft Labs)
 TPA 2290—Shop or Run Crew Assignment
 TPA 4293 or THE 2090—Shop or Front of House Assignment
 TPA 4293—Crew head (asst. design, prop mstr, scenic charge, master elec, first hand, ASM, etc.)
 TPA 4293—Crew head (asst. design, prop mstr, scenic charge, master elec, first hand, ASM, etc.)
 TPA 4293—Designer/Tech Direct/SM or other high level responsibility

UNDERGRADUATE SCHOLARSHIPS

There are a limited number of scholarships available to outstanding theatre majors. Competition for scholarships can be based upon audition, portfolio review, interview, recommendations, GPA and theatre participation. Scholarship Applications will be available to incoming students at their interview/audition and to continuing students in the Spring semester every year. Departmental scholarship recipients are required to work four (4) hours weekly for a total of 60 hours per semester in addition to all class requirements. Failure to complete the required hours will result in revocation of the scholarship. Scholarship renewal is available for those who continue to meet the scholarship criteria, complete all required work hours, and receive a positive evaluation from the scholarship hours supervisor except where noted below. Scholarships require maintenance of a 3.0 Theatre GPA.

1. Disney Diversity Scholarship—Most scholarship recipients will be first-year students who are enrolled full-time as UCF Conservatory Theatre majors and are committed to pursuing professional careers in theatre or in a related segment of the entertainment industry. Scholarship applicants must demonstrate excellence in theatre and possess the necessary talent, dedication and maturity to excel in the Theatre program and workplace. Scholarship recipients will be chosen by UCF Conservatory Theatre faculty based upon their experience, letters of recommendation, portfolio review and interview or audition and interview. Both Diversity and Non-Diversity Scholarships are available. Preference will be given to minority students for Diversity Scholarships and in all cases preference will be given to students who meet or exceed all of the above listed criteria.
2. Talent Grant Scholarship—Talent Grant Scholarships are awarded by the faculty every year based upon departmental contribution and talent. Talent Grant Scholarships are generally awarded to continuing rather than incoming students.
3. Kamelot Scholarship – Applicant must be enrolled as a full-time undergraduate student majoring in theatre. Applicant must be a junior or senior with a minimum grade point average of 3.0. Preference given to applicants with demonstrated financial need as determined by the Free Application for Federal Student Aid. Award is only made in the Fall semester and is not a continuing scholarship—students must apply to the department every year.

4. Out-of-State Tuition Waiver Scholarship—These scholarships are available to students paying out-of-state tuition costs and are credited against the out-of-state portion of tuition. They are available to both incoming and continuing students.

5. Tom Begley Memorial Scholarship—In honor of his many years of valued service , the Tom Begley Memorial Scholarship was created to assist those students who show interest and aptitude in work behind the scenes in the scene shop of UCF Conservatory Theatre. Award is only made in the Fall semester and is not a continuing scholarship—students must apply to the department every year.

SCHOLARSHIP WORK HOURS EXCEPTION

As a scholarship recipient you are required to work within the department four hours per week with only one exception. If you are enrolled in a class requiring lab shop hours while being cast in a show (i.e., enrolled for Technical Theatre Lab/Stagecraft at the same time being a performer in a production) hours are waived during rehearsal and performance dates only. In order to have your hours waived, you must submit a request, in writing (email) and receive permission from the Undergraduate Coordinator stating the show, role, scholarship assignment, and dates impacted. This must be done before any hours can be waived.

ITEMS MAJORS AND MINORS ARE EXPECTED TO PROVIDE

The items listed below are required of all Theatre students but are not supplied by the Department. We consider it the responsibility of each student to supply those items appropriate to their gender and area of concentration. It is further strongly recommended that all students purchase their own computer and appropriate software. Computer competency is a University requirement for graduation.

PERFORMERS	
<p><i>There will be additional expenses and required materials beyond this list for your coursework. On the first day of class each professor will provide you with a list of required materials as part of the syllabus.</i></p>	
Women	Men
<ul style="list-style-type: none"> • 8 X 10 photos (black and white) and resume • (2) long rehearsal skirts (one full and one tight) • Black leotard • Pink tights • Black and beige character shoes (not t-straps) • Pink ballet shoes • Black jazz shoes • Tap shoes (character) • Makeup kit (including towel, wash cloth, sponges, makeup remover. Makeup kits will be on sale at the UCF Campus Bookstore.) <p>Performers are required to provide dance shoes for all productions as assigned by the Costume Designer.</p>	<ul style="list-style-type: none"> • 8 X 10 photos (black and white) and resume • Rehearsal/scene work sport coat, slacks, shirt and tie • Rehearsal hat (Fedora) – no baseball caps • Black tights • White t-shirt • Nude dance belt • Black dance belt • Black hard-soled rehearsal dress shoes • Black jazz shoes • Black ballet shoes • Tap shoes • Makeup kit (including towel, wash cloth, sponges, makeup remover. Makeup kits will be on sale at the UCF Campus Bookstore.) <p>Performers are required to provide dance shoes for all productions as assigned by the Costume Designer.</p>

DESIGN/TECHNICAL THEATRE & STAGE MANAGEMENT MAJORS

• Steel tape measure (min 12 ft)	• 8 in. crescent wrench	• Stop watch (Stage Mgmt)
• Safety goggles or glasses	• Safety shoes	• Updated typed resume
Additional Tools and Supplies: Design Tech and Stage Management students will also be required to supply additional materials for design and technology courses including additional tools and art supplies. An extensive list of additional supplies will be provided the first week of classes. <i>You should anticipate art materials to cost an average of \$100 - \$200 per semester.</i>		

PERFORMANCE PORTFOLIOS

It is recommended that each student build a professional dossier of photos, reviews, and other information in a portfolio for their future personal use.

DESIGN, TECHNOLOGY, AND STAGE MANAGEMENT PORTFOLIOS

All design and technology and stage management majors are *required* to compile a portfolio of art/design work (drafting, scenic, costume, and lighting designs, paperwork, photographs of designs, construction projects, and visual art pieces). These will be evaluated for all DT & SM majors at the end of each year by the design and technology faculty. The purchase of a formal portfolio book will be discussed in your first semester coursework and need not be expensive.

BOX OFFICE POLICY

Complimentary tickets are not available to students.

OFF-CAMPUS THEATRE WORK

It is the department expectation that your coursework and production work takes priority over other outside commitments. Before auditioning or interviewing for work not related to your coursework or required production work, be sure to consult your schedule. You should only audition or interview if you have **no** conflicts with your departmental responsibilities.

IMPORTANT NOTE: For all students pursuing a BFA Acting or BFA Musical Theatre degree, department responsibilities include auditioning and being available for any production being cast from that audition (Fall auditions in August – all Fall productions and the first show in the spring...Spring callbacks in October – all Spring productions).

For all students pursuing a degree with an emphasis on design, technology or stage management, department responsibilities include being available for all productions in the academic year until assignments are distributed in August.

Do not expect the department to excuse you from your class or production commitments for outside work. If you have any questions you should discuss the situation with your Area Coordinator prior to auditioning or interviewing for any outside work.

EVALUATIONS/PORTFOLIO REVIEW SCHEDULE

Evaluations are available to all theatre students but are required of BFA students who wish to continue in the program. Students will be evaluated on academic and production endeavors as well as professionalism and attitude. Students may be called to evaluations/reviews at any time due to problems the student is encountering, or due to meritorious performance that the faculty would like to commend in person. Sample evaluation forms can be found at www.theatre.ucf.edu.

The following programs conduct regular evaluations at the end of the following semesters:

Acting:	All Students	Every Semester
Musical Theatre:	Freshman/First Year Sophomores, Juniors	Fall and Spring Spring
Design & Technology:	Freshman/First Year Sophomore	Fall and Spring Spring
Stage Management:	Freshman/First Year Sophomore	Fall and Spring Spring

The Design & Technology and Stage Management programs conduct portfolio reviews/expo for Junior and Senior Level students on the following schedule:

Design & Technology:	Juniors, Seniors, All Transfers	Beginning of Spring Semester
Stage Management:	Juniors, Seniors, All Transfers	Beginning of Spring Semester

Sample evaluation forms can be found at www.theatre.ucf.edu.

PORTFOLIO REVIEW AND EXHIBITION

The Design/ Tech Exhibit is a showcase of student designer, technician, and stage management work (class and/or show projects). Also included in the individual exhibit display is the student's resume and portfolio. The Design/Tech Exhibit takes place in January in conjunction with Portfolio Reviews. There will be student projects and portfolios on display the entire day. Everyone is invited and encouraged to take a walk through the displays at any time and see the work of the design/tech and stage management students.

This exhibit is in addition to the usual portfolio review. You are required to sign up for a review time and your formal review will take place in front of your display. It is mandatory for all BFA Design/Tech and Stage Management Majors. At the very least you are required to have your portfolio on display the entire time. More creative and substantive displays are encouraged. You must sign up for a table on the bulletin board outside the shop. Details will be announced on the department listserv.

DEPARTMENT OF THEATRE PROBATION POLICY

The Department of Theatre has established its probation policy in order to instill in its students the degree of professionalism required and desired in the profession; to insure the efficient and productive operation of all its production teams; and to aid the students when necessary in pursuit of their academic degree program.

When a faculty or staff member feels a student has compromised professional standards, he or she will fill out a department incident report. The faculty or staff member will meet with the student to review the report and the student will sign the form indicating they received a copy of the form. Acknowledging receipt of the form in no way suggests the student agrees with the faculty or staff member's assessment of the situation. The student is welcome to provide written comments. The form is then filed with the Undergraduate Coordinator. The Probation Review sub-committee then meets to review the incident report and decide on departmental action. Students wishing to appeal a Probation decision may request a meeting with the Probation Review sub-committee. Possible results include: no action taken, written warning, departmental probation (which limits production participation), removal from a role or production assignment, removal from the program, and/or referral to the Office of Student Conduct. Issues of professional deportment during the production process that require immediate intervention for the sake or safety of the production or production staff will be handled by a Faculty or Staff member and may include immediate removal from a production assignment. An incident report will then be filed for follow-up.

DEPARTMENT - It is assumed that students will conduct themselves in a professional manner in their academic pursuits and as they execute their responsibilities in production. This department includes the following guidelines:

1. **ACADEMIC PROFICIENCY** -All theatre and dance students are expected to maintain a 3.0 cumulative average in all theatre and dance coursework. All students are also expected to receive at least a C (2.0) in every theatre or dance class. Failing to receive at least a C in a required theatre or dance course will require the student to re-take the course and will prevent him or her from continuing into higher level courses. No courses for which a student receives less than C will count toward total theatre credits. Failure to maintain this standard will result in immediate probation. If a student's theatre/dance GPA falls below a 3.0, the student will be placed on probation and have one semester to raise his or her grades to the required GPA. In addition, those students on probation will not be eligible for casting or major production assignments, but can still fulfill required participation credits on a run crew or in a shop.
2. **CASTING/PRODUCTION ASSIGNMENTS** - ALL students who audition are required to "perform as cast" with a professional attitude. Auditioning for department productions implies your availability and you are expected to accept the role you have been given. BFA Acting and Musical Theatre students are required to audition for every fall and spring production season. Other students are welcome to audition. Students within the BFA Design and Technology and BFA Stage Management programs are required to accept production positions as assigned. It is expected that classes, departmental auditions or season production team assignments are the student's main priority to the exclusion of outside conflicting obligations (including artistic/technical pursuits as well as other employment). Any potential conflicts must be listed on the audition form or production position application.

The following Exceptions apply only if arranged in advance:

- a. A production conflict that falls within the guidelines of excused absence by the University (attendance at a University-sponsored activity, observance of a religious holiday, etc) may be submitted at the season auditions or prior to season production assignment.
- b. All students who have been nominated for Irene Ryan Acting or Barbizon Design competition may request, at the time of auditions, (by filling out the appropriate information on the audition form) to attend the American College Theatre Festival.

c. Seniors may also request to attend 1 (one) of the following auditions in order to secure either an internship or to audition/interview for a graduate program (this must be noted at the time of auditions): Southeastern Theatre Conference, United States Institute for Theatre Technology, Unified Professional Theatre Auditions, University and Regional Theatre Association.

3. PROFESSIONAL CONDUCT – A professional attitude is expected at all times during production rehearsals and performances as well as in the classroom and hallways.

Promptness – Directors set rehearsal schedules according to department guidelines. Performers are expected to arrive at rehearsals up to fifteen (15) minutes early (as required by the director) for warm-up exercises (which may be led by a directorial assistant or another person assigned by the director). The Stage Manager will function in the capacity of rehearsal supervisor, and it is expected that they will be treated with respect. Production schedules will be set according to departmental guidelines. Performers, stage managers, and technicians are expected to be punctual at all production calls. Production team members (stage managers, assistant stage managers, student designers, technical, running and box office crews) are expected to meet all assigned schedules for rehearsals and production meetings.

Hallways - Conduct in the hallways of our theatre buildings must respect the classes and rehearsals that are taking place. Our spaces are not soundproof! Behave professionally. Keep frivolous noise outside and away from classes adjacent to outside walls or windows.

Absence – All student designers, technicians and performers are expected to be present for all assigned tasks except in the case of emergency. An emergency shall be determined according to University guidelines. It is expected that the student will make every attempt, when possible, to notify the stage manager or supervisor in the event that attendance is impossible.

Backstage Conduct – It is expected that all student performers, designers and technicians shall provide their services to the best of their ability while backstage in preparation for a performance at all times. This includes respecting all equipment and its function (props, technical equipment, etc) and the resultant rules established (i.e., do not touch props that you do not use, remain focused on the production, etc.), respecting the physical property of the theatre (cleaning up after yourself and respecting all regulations regarding consumption of food and beverages), and respecting the theatrical experience for the audience (i.e., remaining backstage after call time and during a performance, unless otherwise dictated by the production requirements, washing make up off before leaving the theatre following a performance, etc.) No performers in costume in the lobby. No family or friends in any backstage areas.

Respect for the Production Team – It is expected that all student performers, designers and technicians shall demonstrate a mutual respect for each other and their functions within the production team. This includes recognition of the production hierarchy. Your peers will have production responsibility above you and you must respect them as you would any supervisor.

Production Requirements - Performers may be required to change his or her appearance as part of performing the assigned role which may include cutting or coloring hair, using self-tanning products, etc. If the production requires such alterations, the department will pay for the products or treatments. Altering your appearance is considered part of your professional responsibility.

BRIDGE SHOW EXCEPTION FOR CASTING AND DEPARTMENTAL PROBATION

The semester bridge show which rehearses in the fall but performs at the very beginning of the spring semester is considered a fall show for probationary purposes just as it is for auditioning purposes. This means a student who does not pass a class in the fall can perform in the bridge production or complete their design or other assignment, but would be removed from any additional assignment in the spring.

UNIVERSITY PROBATION

It is strongly recommended that each Theatre student become familiar with the UCF Golden Rule Student Handbook governing acceptable student conduct. This handbook can be found on the UCF Website. In this handbook you will learn that conduct violation charges can be brought against you if you violate the Rules of Conduct on campus or off. You are held to the conduct standards at all times while a UCF student.

If you are found in violation of any of the Rules of Conduct through the UCF Student Conduct Office, possible sanctions include Probation, Suspension, or Expulsion. **IF YOU ARE PLACED ON UNIVERSITY PROBATION, YOU ARE NOT PERMITTED TO PERFORM A ROLE ON STAGE OR HAVE A LEADERSHIP POSITION ON A PRODUCTION DURING YOUR PROBATION AS IT WOULD BE CONSIDERED A VIOLATION OF YOUR UNIVERSITY PROBATION AND COULD RESULT IN SUSPENSION OR EXPULSION.** If you are placed on University Probation you should notify your area coordinator immediately. Students placed on University Probation have the same limitations within the department as someone on Departmental Probation. If the University Probation is for more than one semester, the student can request departmental support to apply for a waiver from Student Conduct to be able to resume leadership positions in production work. The student must complete a full Fall or Spring semester before the department can consider supporting the student's petition for a change in probation. A waiver must be granted before a student can perform a role or hold a leadership position.

THEATRE FACILITIES

You can find our faculty and students on the UCF campus and in residence at area professional theatres. On the main campus, you will find the department's main stage and black box theatres, the scene shop, costume shop, sound studio, and associated offices. At the University Tech Center are two dance studios, rehearsal spaces, a design studio, computer lab, and faculty and administrative offices. Our professional partnerships provide additional performance space with our TYA grad students in residence at The Orlando Repertory Theatre and acting graduate students as associate company members at the Orlando Shakespeare Theater.

UNIVERSITY TECH CENTER

As part of the University of Central Florida campus complex, the University Tech Center operates with a set number of business hours. Normal operating hours are between 8am and 5pm Monday through Friday, excepting university holidays. All other activity in the building is to be supervised by faculty, staff, or designated personnel. For security reasons, the building does not have 24-hour student access. Any students attempting to gain unsupervised access, or enabling such access for other students, will be subject to probationary guidelines, and possible university action.

LOCKERS

There are a very limited number of lockers for student use in the Theatre. Students are responsible for cleaning out their lockers by the end of the year. Locks on lockers not cleaned out will be cut and the contents thrown away.

COPY ROOM

THE COPY ROOM IS FOR FACULTY AND STAFF ONLY. UNDERGRADUATES ARE NOT ALLOWED TO MAKE COPIES. Violation of this policy will result in an incident report being filed. Graduate students who share copy codes with others will be subject to disciplinary action.

COMPUTER LAB

The computer lab is kept locked at all times. In order to use the computer lab you must check in with Sam at the front desk and leave your ID.

Computers, printers, software and other equipment are to be used for official Theatre Department class work and production-related projects only. The printer and plotter may not be used for non design-related printing. (Printing of Drawings, Plots, Designs, etc is allowed. Printing of class papers, course schedules, personal projects, etc is not allowed). Computer labs on campus must be used for personal printing needs. Food and drink **ARE NOT ALLOWED** in the lab at any time.

The computers are available for student use whenever a class is not being held, but students needing design-specific software (Vectorworks, AutoCad, Lightwright, Photoshop) for class or production assignments have priority over other use. The lab must be kept clean in order for the computers to function properly – PLEASE CLEAN UP AFTER YOURSELF. Anything left in the lab will routinely be thrown away.

The computers are set to reset themselves at midnight every night. This will happen with no warning so any work open or not saved will be lost at that time. The computers are also set to restore to the default hard-drive whenever they are re-started. Any files saved to any location other than the *STUDENT WORK* drive will automatically be deleted. ABSOLUTELY NO software of any kind is to be installed on any computer without authorization from the Design and Technology Area Coordinator (Bert Scott). Any problems with the lab should be promptly reported to Bert Scott.

GREEN ROOM

The Green Room is intended to be a resting place for casts and crews during production and rehearsals. The Green Room is not intended for use as a rehearsal space, or a comfortable place to sleep, lounge, eat or congregate.

USE OF THEATRE FACILITIES AND PROPERTY

- Absolutely no smoking, drinking or eating is permitted in the theatres except that which is required by the action of the play. Designated smoking areas must be observed.
- No visitors are allowed backstage, Green Room, dressing room, or control rooms during technical rehearsals and performances.
- The scene shop and costume shop are not to be entered after regular shop hours with our direct permission of the shop staff. This includes during down time during productions.
- Scheduling of theatre facilities shall be coordinated through the master schedule kept by the Production Manager. Main stage rehearsals and performances maintain priority followed by class activities.
- Damages or necessary repairs should be reported to the Production Manager or Technical Director immediately.
- Use of stage lighting equipment is authorized only for main-stage or workshop theatre productions. Students desiring to use lighting equipment for class work must secure the permission of the Technical Theatre/Design Area Coordinator.
- Use of costumes, scenery, and props are restricted. You may not use them for class projects.
- Main stage flying facilities are to be used only as authorized by the technical director or student assistants. Only qualified persons may operate any of the control equipment.
- Sound equipment may be utilized only under the direct supervision of the Technical Director, the Assistant Technical Director, Sound Designer or Sound Technician.

- Scene and Costume Shop equipment may be utilized only under the direct supervision of the responsible faculty supervisor of each area.
- Every actor is required to check out every costume piece with wardrobe prior to leaving the theatre at the end of each night costumes are worn. It is the responsibility of the actor to ensure all costume pieces are returned to wardrobe.
- FOOD AND DRINK IS NOT PERMITTED IN THE MAKE UP OR COSTUME AREAS AT ANY TIME. THEY ARE NOT ALLOWED IN THE GREENROOM DURING PRODUCTION. Doing so will result in an incident report being filed with the department.
- EATING IS DISCOURAGED IN THE TRAILERS AND THEATRE BUILDING AT ALL TIMES
- KEEP ALL THEATRE FACILITIES ORGANIZED AND CLEAN AT ALL TIMES
- Special care must be taken to maintain dance floor surfaces.

SMOKING, EATING, AND DRINKING POLICY

We attempt to follow professional standards whenever possible in an academic setting. Our policy regarding smoking in costume reflects industry standards. There is no Equity rule that allows smoking in costume or prohibits smoking in costume. In the “Duties of the Actor” section of the Equity handbook actors are instructed to pay strict regard to make-up and dress and properly care for costumes and props. The actor is also instructed to abide by all reasonable rules and regulations of the producer not in conflict with Equity rules.

Smoking in costume poses a threat to the integrity of the costume and the costume shop would prefer actors not smoke in costume at any time. As a compromise, actors will be allowed to smoke in costume providing that they provide a long sleeve, ankle-length, heavyweight bathrobe or overcoat that covers the entire costume. This is to avoid both accidental burning of the costume, but also to help block penetration of smoke into the costumes which does not fully dry clean out, builds up over time, and presents a challenge for future actors. Any actor in the same area as anyone smoking (actors or technicians) must also wear a full coverage robe even if they are not smoking themselves. If the costume is such that such a robe will not completely cover the costume, smoking or being in the presence of smoking cannot be allowed.

The one exception to this smoking policy is actors who are wearing synthetic fiber wigs; due to the damage smoke causes to these wigs actors wearing synthetic wigs may not smoke in their wig or be around those who are smoking.

It is the actor’s responsibility to provide a full coverage robe and have it approved by the Costume Shop Manager or Workroom Supervisor prior to the first day in costume. It is recommended that the actor bring such a robe to a costume fitting for approval. If the costume shop receives donations of such robes, those will be made available. If an approved robe is not available, the actor is not allowed to smoke while wearing their costume and their costume must be removed before smoking.

Eating is not allowed in costume at any time except for hard candy/cough drops or eating as required in the action of the play. Food should NEVER be in the dressing rooms or makeup areas. Drinking anything but water is not allowed in costume at any time unless required in the action of the play. Water must be in a closed top container to prevent spills. Beverages other than water should NEVER be in the dressing rooms or makeup areas.

Stage Management must remind their cast of this rule at the beginning of the rehearsal process to give actors time to locate an approved robe. Stage Management should remind actors of this rule prior to the first night in costume. Anyone in violation of these policies must be documented in the Stage Management report and the Costume Shop will file an incident report. If this policy is routinely violated the policy must be reviewed toward disallowing smoking in costumes at all times.

THEATRE SAFETY PRACTICES

The following safety requirements and practices are established and will be enforced for anyone working in the scene shop, costume shop or on stage. Everyone is expected to follow these requirements and practices, and help enforce them when others are forgetful. If you disregard these rules, or willfully misuse tools or technical equipment, disciplinary action will result.

- STUDENTS MAY NOT USE DEPARTMENT TOOLS/FACILITIES WITHOUT A FACULTY OR STAFF SUPERVISOR.
- NO SMOKING, DRINKING, EATING OR LOITERING on stage or in other technical theatre areas.
- Whenever unsure about the operation of a tool or piece of equipment-ASK BEFORE USING IT!
- KNOW WHERE ALL FIRE EXTINGUISHING EQUIPMENT IS LOCATED! Make sure there is clear access to all fire extinguishing equipment.

THE SCENE SHOP

- Wear hard soled, closed toe shoes. NO BARE FEET, FLIP FLOPS, CLOGS OR SANDALS!
- Tie down loose clothing and remove loose jewelry. IT IS RECOMMENDED THAT STUDENTS WEAR LONG PANTS IN THE SHOP. SHORTS ARE WORN AT THE STUDENT'S OWN RISK!
- Tie long hair back.
- Safety goggles, glasses or shields are required whenever operating any power tool. Hearing protection is recommended when operating any power tool but is required when using tools that produce high sound levels (grinders, saws, routers, etc.).
- Be sure all power tools are electrically grounded or double insulated.
- Place only the materials you plan to saw, rout, or drill on power tool table.
- Always use the correct tool for the job being done.
- Concentrate on the task or tool in operation.
- Be aware of people around or near your work area.
- Never walk away from a power tool that is still running.
- Put all tools, hardware and materials away at close of a work session.
- Always leave the shop clean and uncluttered for others.
- If you are not in the shop to work, stay out of the work area.
- Eating, Drinking and Smoking Is Not Permitted!
- Rear Door of the Scene Shop must remain closed at all times. It should never be blocked open!
- Never leave tools or hardware on top of a ladder. Chairs are for sitting on, not for standing on.

ON STAGE

- Apparel is the same as for shop (hard-soled shoes, especially important at strike). Wear gloves, especially when rigging and working the counterweight system.
- Be alert to uneven surfaces, etc.
- Be sure of a safe and clear path when moving scenery.
- When operating counterweight system:
 - Check line for balance and clearance (use spotters if necessary)
 - Announce intentions -call "heads" when a batten is descending or when something is dropped from any height.
 - Turn on "fly light" when moving battens or loading weight.
 - Get permission from a supervisor before operating lifts, battens, or rolling set pieces.

AUDITIONS AND CASTING

Casting for all main stage and black box productions are open to all enrolled UCF students. Announcement of auditions shall be made via the ListServ and on the call boards, with casting information and directions provided in advance. Prior to auditions, directors shall announce any special requirements or other specific information desired for the productions. *All students who audition must accept the role offered to them; failure to do so may result in probationary status and casting ineligibility.* Casting will be the responsibility of each individual director, with input from the Artistic Director and in collaboration with the other directors.

BFA acting and musical theatre majors must audition for all productions. Stage Management majors are required to assist with auditions every semester. BA, Stage Management and Design and Technology majors are not required to audition; however, it is highly recommended that for maximum growth, BA and Stage Management majors do participate in the audition process. BFA Students requesting exemption from auditioning must petition their Area Coordinator and the Artistic Director of the Department. Failure to obtain exemption may result in probation and/or removal from the BFA program. Students are expected to carefully prepare for each audition including: a study of the complete script (when available), determination of roles most suitable, and preparation of scenes, songs and/or dances as the audition requires.

Students must provide the announced number of copies of a resume and headshot for each of the directors present at the audition. Xerox copies of the headshot are acceptable, but it will be student's responsibility to provide these. Stage Managers will not be responsible for copying headshots for students who show up without them.

Students must sing 16 bars of a song and present sheet music in the correct key to the Staff Accompanist provided at the audition. Students will not be allowed to use any other musical instrument for their audition, nor will they be allowed to bring their own accompanist to play for them. Students will not be allowed to sing a capella. Students will be required to sing their audition song first and then perform their two contrasting monologues. Students will be required to participate in all dance auditions.

Any student failing to meet any of these requirements will not be allowed to audition and will not be considered for casting. This rule will apply to anyone attending general auditions, whether or not they are a major in the Theatre Department. For theatre majors this will result in immediate probationary status. If it is determined that disregard of audition policy was obviously intentional in order to not be considered for casting in that semester, further probationary action may be taken.

Performers will be asked to declare body piercings and tattoos on their audition forms. Be aware that tattoos and facial or tongue piercings may have a negative impact on casting with some directors because tattoo cover products are not 100% effective. Any products specified by the costume shop to hide or diminish tattoos including but not limited to creme makeups, powders, and sealers will be the financial responsibility of the actor.

Performers may NOT change their appearance in any way following auditions and casting (including but not limited to hair color, hair length, body art, etc.) without the approval of both the director AND costume designer.

You may be required to change your appearance as part of performing your assigned role which may include cutting or coloring your hair, using self-tanning products, etc. If the production requires such alterations, the department will pay for the products or treatments.

PHOTOGRAPHY POLICY

Anyone working on a UCF Conservatory Theatre Production agrees that any photograph, audio, or video tape recording or other representation taken or acquired by UCF, becomes the property of UCF and may be used at any time without specific release. The photographing of incomplete production elements and photographs backstage are discouraged. Photo CDs of all productions are available for checkout at the front desk of the theatre department. It is illegal to take and publish videotapes of productions unless they are original or in the public domain. **DO NOT POST VIDEOS OF OUR SHOWS ON YOUTUBE.**

SOCIAL NETWORKING POLICY

Students are encouraged to help publicize department productions and events through social networking sights such as Facebook, MySpace and Twitter. However, students may not, under any circumstances, present themselves AS the UCF Department of Theatre and post any information as if the Department is posting the information. This includes, but is not limited to, posting 'UCF Conservatory Theatre' or similar title as the title for an internet page or site, or using any UCF or departmental logo or artwork without express permission. Students should also be very cautious about discussing any department events that the department has not yet announced to the public. Social Networking allows rumors to quickly make their way into the newspaper which can cause damage to the department's reputation and may block plans for productions or events. There are often limitations on advertising imposed by royalty holders and violating these limitations could result in the department losing the rights to produce specific productions.

STRIKE POLICY

Students enrolled in Stagecraft and Technical Theatre Production classes must attend strike as a course requirement. All students who served in a leadership capacity on the technical aspect of the production are also required to attend strike. Cast members will be expected to clear the dressing rooms and makeup areas of their personal items and to clean-up the common spaces (dressing rooms, make-up alley, greenroom) as quickly as possible after the final performance. Once the Stage Manager and Costume Shop Manager are satisfied that the spaces are clean, the cast will be dismissed. There will not be a formal dinner break before the beginning of strike.

Any cast members who are also enrolled in Stagecraft or Technical Theatre production class will be expected to fulfill the strike assignments for those classes but should select alternate productions for their course strike assignment. Any cast members who want to stay will, of course, be welcome, but must sign up in advance with the scene shop.

SUMMER THEATRE

The Summer Theatre Program is designed to provide students seeking professional theatre careers with an intensive theatre training period free from other academic activities. Positions in the summer company are by audition and/or application. All DT & SM students are required to participate in one complete Summer Theatre season.

PROFESSIONAL INTERNSHIP REQUIREMENT

A professional Internship is required of all BFA students. BA students may do an Internship following all BFA guidelines if they choose, but it is not required.

The primary goal of an internship is to give students professional work experience that goes beyond the learning experience they have had here at UCF. It is expected that the internship will be supervised by professionals in the student's field and area of specialty, from whom he or she will learn increased skills.

Internships may be completed once students only have two semesters of theatre coursework left to complete in order to graduate. No work can be credited toward an internship, however, prior to completed applications and contracts being approved by the Internship Coordinator. For more information please see the internship manual on the department web site or contact the Internship Coordinator.

LENGTHY ABSENCES

Students should be available and prepared for the first day of classes every semester. If a student, however, is in on a bona fide, approved department internship, the department class absence policy will be to allow one week of absences beyond add/drop week. Anything beyond that would have to be approved by each instructor individually. If a student is ever returning late to classes they must notify each instructor prior to beginning of the internship. The department discourages students from taking an internship that would infringe on the semester at all. If an internship will impinge on the semester more than two weeks, the student should reconsider the internship, or, plan to return the following semester. In the case of a student returning late from a bona fide department internship, the chair will assist the student in communicating this fact to instructors outside the department, but there is no guarantee that professors outside the department will pardon such absences. If a student is not on a bona fide department internship and has simply accepted a summer job that interferes with coursework, the department does not support any absence amnesty and the student will be held to each faculty member's attendance policy.

STUDENT ORGANIZATIONS

Alpha Psi Omega is a national honorary dramatics fraternity. Project Spotlight is a student group whose main project is the One Act Festival.

ONE ACT FESTIVAL

The One Act Festival (OAF) takes place every semester and provides the opportunity for students to direct and act in student produced productions.

STUDENT LIAISON COMMITTEE

The Student Liaison Committee is comprised of student representatives for each degree track program. Students volunteer their time to serve as Goodwill Ambassadors for the department. Duties include, but are not limited to, meeting with perspective students, providing tours of the department facilities, assisting with program auditions, hosting new student socials, assisting with recruitment at conferences, and community-service activities.

UNDERGRADUATE EXIT CRITIQUE

All theatre students must complete a comprehensive exit critique before they can be certified for graduation and register for THE 4954 Theatre Exit Critique, a zero-credit class. This class is offered every Fall and Spring but is not offered in the Summer. Critiques and class registration should be completed in the semester prior to the final semester of theatre coursework. Department critique guidelines are available on the department web site. Students are required to pass the exit critique and must redo the critique until it is certified as passing. The guidelines can be found on the department web site.

Revisions to this Handbook

Revisions are made to all of the Departmental Handbooks at the beginning of every academic year and occasionally during the academic year. If you would like to propose a revision to this handbook, please compose a letter to the Chair of the Department and copy it to the Director of Production and the Associate Chair. In your letter outline the change you propose and the reason for your proposal.