

WEBER STATE UNIVERSITY THEATRE STUDENT HANDBOOK

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SECTION I - PROGRAM INFORMATION



I - FORWARD

WELCOME TO THE THEATRE ARTS PROGRAM AT WEBER STATE UNIVERSITY!

Here you will have the opportunity to study and explore the world of theatre with a faculty and staff dedicated to excellence, innovation and collaboration. Our program is both diverse and inclusive exposing students to experiences in acting, directing, design, technology, musical theatre, dramaturgy, playwriting, management and theatre education. We focus on a “hands-on” approach to theatre with an interdisciplinary education that assures depth and breadth in the field. Our faculty-student ratio is exceptional and the mentoring process is second to none in the region. Through training and production opportunities, you will be prepared for a career in theatre that is best suited to your personal talents, interests, and strengths.

This handbook is provided in order to enhance, streamline and maximize your academic and artistic experience. Please familiarize yourself with it and refer to it frequently throughout your time here at Weber State.



II - MISSION STATEMENTS

A - ARTS & HUMANITIES MISSION

The Telitha E. Lindquist College of Arts & Humanities teaches students to excel as they seek, understand, question and express complexities critical to the experience of being human as represented in languages, literature, communication, and visual and performing arts.

B - DEPARTMENT OF PERFORMING ARTS MISSION

The Department of Performing Arts program at Weber State is based on five primary purposes:

- 1) to develop aesthetically aware and artistically discriminating citizens;
- 2) to provide opportunities for all students to participate in creative, artistic experiences and to encourage community members to participate in the performing arts;
- 3) to develop artistic competence and sensitivity;
- 4) to provide for career development in the arts through the preparation of teachers, performing artists, scholars, and technical specialists; and
- 5) to expose students and community to classic and contemporary works in all genres of the performing arts and to continue to provide the finest possible performances in the arts.

C - THEATRE AREA MISSION

The Theatre Arts area of the Department of Performing Arts provides scholarly, creative, collaborative and practical theatre experience for students.

The objectives of the program are to: 1) Encourage participation in and appreciation of

theatre and drama; 2) Foster creativity and develop technical skills in acting, directing, costuming, scenic design, script writing and theatre management; 3) Prepare students for careers or professional schooling in those fields that require strong presentational skills, creative problem solving, effective collaboration, and an understanding of human experience.

Theatre students must complete a sequence of formal course work that includes University general education, core theatre courses, and focus or specialty courses. Formal course work is complemented by a sequence of experiential learning opportunities in the theatre. Students and faculty develop individualized programs of course work and practical experience, including a junior seminar, annual juries, portfolio preparation, various practical, and opportunities for individual theatre projects.

Study of theatre provides students with useful tools to contribute to and make positive changes in society. Theatre students learn about diverse historical eras, communities and technologies. Theatre challenges students to be creative and to translate that creativity into applied processes - to think precisely, speak confidently in public, work productively with others, visualize abstract concepts and represent those concepts concretely. Theatre skills are useful in a variety of professions including, but not limited to, business, government, law, journalism, and public relations.



III - PROGRAM OBJECTIVES

A - OVERALL OBJECTIVES

The Theatre Arts area of the Department of Performing Arts provides scholarly, creative, collaborative and practical theatre experience for students. The department offers Bachelor of Arts Degrees in Theatre Arts, Musical Theatre and Theatre Teaching, as well as a Theatre Teaching Minor and a Theatre Minor. The objectives of the program are to:

1. Encourage participation in and appreciation of theatre and drama.
2. Foster creativity and develop technical skills in acting, directing, costume and scenic design and construction, lighting and sound design and execu-

tion, script writing and theatre management.

3. Prepare students for careers or professional schooling in those fields, which require strong presentation skills, creative problem solving, effective collaboration, and an understanding of human experience.

4. Study of theatre provides students with useful tools to contribute to and make positive changes in society. Theatre students learn about diverse historical eras, communities and technologies. Theatre challenges students to be creative and to translate that creativity into applied processes - to think precisely, speak confidently in public, work productively with others, visualize abstract concepts and represent those concepts concretely.

B - MEASURABLE LEARNING OUTCOMES

At the end of their study at WSU, students in this program will

1. Have writing skills and ability to use research tools (library, internet, etc.).
2. Be able to present critical thinking through verbal and written presentations regarding the theatre. Specific areas of expertise will include major works, major figures, theory, and history.
3. Have a practical, working knowledge of how to produce a play on stage, including all related performance, script, design, and technical considerations.
4. Have the ability to critically evaluate what they and others have created.
5. Develop necessary skills to be proficient in at least one area of theatre (performance, teaching, technical/design-costume, technical/design-scenery, technical/design-lighting, technical/design-sound, directing, theatre management, or playwriting), with the ability to identify, analyze and resolve specific problems pertaining to that area.
6. Understand the historical context of theatre, drama, and performance including plays, major figures, costumes, scenic innovations, and theoretical approaches, and how these relate to contemporary society and culture.

7. Have experience with individual and collaborative processes needed to produce and understand theatre.



IV - GENERAL REQUIREMENTS

- A. Students must earn a cumulative GPA of at least 2.00 for all WSU work. No more than 20 credit hours of “D” grade may be applied toward graduation. All Theatre Arts course work must be successfully completed with a “C” or better to count toward major or minor requirements.
- B. Graduation credit hours must be earned after students have matriculated. The Graduation Office must approve credit hours earned prior to matriculation.
- C. All financial obligations to the university must be cleared.



V - BACHELOR OF ARTS REQUIREMENTS

- A. A minimum of 120 credit hours.
- B. A minimum of 40 upper-division credit hours (courses numbered 3000 and above).
- C. A minimum of 30 hours in residency (WSU courses).
- D. At least a 2.0 (C) WSU grade point average (GPA).
- E. Completion of WSU general education, diversity, major and minor requirements.
- F. Foreign Language Requirement: Bachelor of Arts (BA) or Bachelor of Science (BS) must be specified and the WSU general education, major and minor requirements completed. All Theatre Arts programs require a minor except Musical Theatre.



VI - ASSOCIATE OF THE ARTS IN TECHNICAL THEATRE REQUIREMENTS

1. A minimum of 60 credit hours.
2. A minimum of 20 hours in residency (WSU courses).
3. At least a 2.0 (C) WSU grade point average (GPA).
4. Completion of WSU general education requirements.

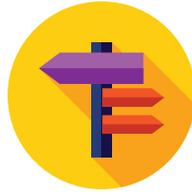
The Associate of Arts Degree must include a foreign language or ASL (American Sign Language) requirement. Please see your advisor for guidance on what meets this requirement.



VII - ASSOCIATE OF SCIENCE IN TECHNICAL THEATRE REQUIREMENTS

1. A minimum of 60 credit hours.
2. A minimum of 20 hours in residency (WSU courses).
3. At least a 2.0 (C) WSU grade point average (GPA).
4. Completion of WSU general education requirements.

The Associate of Science Degree must include a foreign language or ASL (American Sign Language) requirement. Please see your advisor for guidance on what meets this requirement.



VIII - DEGREE MAP

The Theatre Arts Area Degree Course Catalogue and degree maps for all degrees can be found here:

<http://www.weber.edu/performingarts/Theatre.html>



IX - ADVISEMENT

A - COLLEGE ADVISEMENT FOR GEN ED

The College Advisement Web Page can be found here:

<http://www.weber.edu/cah/studentresources.html>

B - THEATRE AREA MAJOR ADVISEMENT

The theatre department understands the advisor and advisee responsibilities to be the following: ^[1]

Advisor Responsibilities:

- a) Understand and effectively communicate the curriculum, graduation requirements and University policies and procedures.
- b) Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals.
- c) Encourage and guide students as they define realistic academic goals.
- d) Support students as they acquire the skills to develop clear and attainable educational plans.

- e) Provide students with information about and strategies for utilizing the available resources and services on campus.
- f) Monitor and accurately document discussions regarding the student's progress toward meeting their goals.
- g) Maintain the level of confidentiality provided by the Buckley Amendment (FERPA).
- h) Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements.
- i) Promote and encourage students to develop productive working relationships with their professors.

Advisee Responsibilities: Advisees have clear responsibilities in order for the advising partnership to be successful. Among those responsibilities are the following:

- a) Schedule regular advisement appointments each semester.
- b) Come prepared to each appointment with questions or materials for discussion; be an active learner by participating
- c) Fully in the advising experience.
- d) Ask questions when needed.
- e) Keep a personal record of graduation progress and goals. Organize official documents (academic records,
- f) Communications from professors or the advisement coordinator—including emails, letters, and/or phone calls).
- g) Clarify personal values and goals and provide the advisor with this information
- h) Become knowledgeable about University programs, policies and procedures.
- i) Accept responsibility for decisions made.
- j) Respond to official notification from the advisement coordinator (letters, emails, phone contacts, etc.) in a timely manner.
- k) Maintain effective working relationships with advisors, faculty and administrators

^[1] Advisor and Advisee responsibilities charts used with permission from the Athletic Training Program Review chaired and written by Jennifer Ostrowski and Jennifer Turley

C - GRADUATION ADVISEMENT

Students should pay careful attention to graduation deadlines. In their final semester of university, students must formally apply for graduation online. Students need to email one of the Program Co-Coordinators Jess Greenberg (jessicagreenberg@weber.edu) or Cath-

erine Zublin (czublin@weber.edu) notifying them of the student's intent to graduate. After they review the student's coursework they can sign off on Cattracks allowing the student to graduate. This email must be done by the fourth week of the semester in which the student hopes to graduate.

D - AREA ADVISORS

FACULTY AND ADVISING AREA	ROOM	PHONE (801-626-xxxx)	EMAIL	
Callahan, Tracy	Acting/Directing	308	7886	tcallahan@weber.edu
Greenberg, Jessica	Lighting, Sound & Projection	305	6542	jessicagreenberg@weber.edu
	Theatre Generalism/ Education/BIS		6624	
Lewis, Andrew Barratt	Musical Theatre	212E	6517	andrewlewis@weber.edu
Long, Cully	Scenic Design/ Stage Management	302	6435	cullylong@weber.edu
Plain, Kenneth	Musical Theatre	358	6992	kennethplain@weber.edu
Zublin, Catherine	Costume Design	359	6661	czublin@weber.edu



X - PROGRAM AND CLASS AUDITION PROCEDURES

A - MUSICAL THEATRE AUDITION POLICY

All students who wish to enter the musical theatre program will start as a Musical Theatre Applicant. They will need to complete the Pre-Major Core with grades of C or above:

THEA 1030 - **Voice and Movement for the Actor** Credits: (3)

THEA 1220 - **Acting I** Credits: (3)

THEA 1043 CA - **Introduction to American Musical Theatre** Credits: (3)

THEA 1063 - **Theatre Foundations** Credits: (3)

THEA 1075 - **Class Voice for Musical Theatre** Credits: (1) (repeated 2 times)

One of the following Dance classes:

DANC 1100 - **Ballet I** Credits: (1)

DANC 1200 - **Modern I** Credits: (1)

After doing so, students will audition for the program at Juries (strongly preferred at the end of their first year in the program). This audition should consist of a dance, acting, and singing component. Students may audition for the program a maximum of three times.

B - UPPER DIVISION CLASS AUDITION POLICY

Some classes such as Advanced Acting, Directing, Playwriting, Design, and Education classes are admitted by audition and or portfolio. These classes are intentionally limited to students who are adequately prepared and most importantly at the skill level the classes require and at a similar skill level to other students in the class. Admission is entirely at the discretion of the professor teaching the class. Auditions for these classes will typically occur during Juries or by interviews at the conclusion of the semester prior to the one in which the class will be held.



XI - DEPARTMENTAL HONORS

In conjunction with the Honors Program the Department of Performing Arts offers a Departmental Honors Program. This is an enriched major program that provides greater scope for intellectual initiative and independent work.

Students earning departmental honors will be recognized in the following ways:

- “Departmental Honors in Performing Arts” designation on the transcript.
- “Departmental Honors in Performing Arts” printed on the degree diploma.
- Invitations to Honors educational and social events.
- Invitations to Honors Nye-Cortez banquet at the end of the academic year.

A - HONORS REQUIREMENTS

- Cumulative GPA of 3.5 and Departmental GPA of 3.7.
- Fulfill all the requirements of the major.
- Successful completion of one course offered by the Honors Program.

- Distinguished participation:
 - A state, regional, national or international competition OR
 - Professional organization OR
 - Adjudicated festival/conference OR
 - Undergraduate Research Conference (including WSU's) OR
 - 30 hours of community service related to the discipline
(This requirement will be determined and approved by the appropriate Department Advisor listed below.)
- Complete a final project as indicated:
 - Dance: DANC 4700 (Creative Synthesis, Grade of A)
 - Music: Grade of A in MUSC 4991 (Senior Recital)
OR MUSC 4992 (Senior Project)
 - Theatre: Grade of A in THEA 4900 (Senior Project)

Students who have not completed their General Education requirements are encouraged to take Honors General Education classes.

B - DPA HONORS ADVISORS

Tom Mathews	Department Chair	801-626-7181
jo Blake	Departmental Advisor in Dance	801-626-6615
Tracy Callahan	Departmental Advisor in Theater	810-626-7886
Ralph Van der Beek	Departmental Advisor in Music	801-626-6825
Dan Bedford	Honors Director	801-626-6186

C - APPLYING FOR DEPARTMENTAL HONORS

Students must apply to be awarded departmental honors and be cleared by both the Performing Arts Department and the Honors Program.

1. Complete the application for Departmental Honors with the appropriate Department Advisor, and then submit the signed application form to Marilyn Diamond, the Honors Advisor. (801-626-7336) mdiamond@weber.edu (2nd floor of the Stewart Library).

2. Meet the requirements listed above.

3. Complete the exit form with the Department Honors Advisor, and then submit it to Marilyn Diamond, the Honors Advisor, to be cleared for graduation with Departmental Honors.



XII - SENIOR CAPSTONE PROJECTS

Guidelines for Senior Projects THEA 4900 The senior project is an opportunity for students to demonstrate what they have learned during their years as theatre majors as well as to have a focused experience in their field.

The theatre senior project may be practical, written, or a combination of the two. The project is determined in collaboration with a faculty advisor, and a project committee reviews the finished work. In this review, three components are evaluated:

1. The finished project.
2. A project paper that addresses the student's preparation, process, and self-evaluation.
3. The student's oral defense of the work completed.

These are the steps to be followed in completing the senior project:

1. In the semester before your proposed senior project, meet with your faculty adviser to select the project and submit a written proposal to your faculty adviser which must include:

- A timeline of completion dates
- Specific topic(s)
- Form of presentation

2. Establish a three (minimum) member committee to oversee your project. This committee must include your faculty adviser and one other faculty member familiar with your work. Additional committee members could be non-faculty. It is best to have a committee composition with an odd number of members. Choose one member of the committee to be your project adviser. You must meet with the entire committee a minimum of three times, preferably at the start of the semester, once mid semester, and once for the defense.

3. Meet with your project adviser to establish the parameters for the project, including: specific topic, form of presentation requirements and time-line. These established parameters will serve as a contract used in the final evaluation of the project.

4. For the semester in which you intend to present the project, register for THEA 4900, Senior Project. On the established date, present the project to your project committee.

5. Distribute copies of the project paper to your committee.

6. Meet with your committee and present a one-hour oral defense of the project and any supporting documents.

Following the oral defense of your senior project, the committee will meet and evaluate your work. The majority vote of the committee members determines whether you have passed with distinction (A), passed (less than an A, minimally a C), or failed (C- or less). A grade of "passed with distinction" is requisite to the awarding of Departmental Honors.



XIII - FACULTY LIST/BIOGRAPHIES

The Theatre Faculty/Staff bios and information can be found here:

http://weber.edu/performingarts/Theatre_Faculty_.html



XIV - DIVERSITY STATEMENT

A - WEBER STATE UNIVERSITY DIVERSITY STATEMENT

Pivotal to Weber State University's mission is the need to embrace and value the diversity of its members. Acknowledging the uniqueness of each individual, we seek to cultivate

an environment that encourages freedom of expression. Because the University is a community where inquiry is nurtured and theories are tested, every individual has the right to feel safe to express ideas that differ from those held by other members of the community. However, all persons who aspire to be part of our campus community must accept the responsibility to demonstrate civility and respect for the dignity of others. Recognizing that the proper balance between freedom of expression and respect for others is not always apparent or easy to achieve, we must continually challenge ourselves and each other in an atmosphere of mutual concern, goodwill and respect. Therefore, expressions or actions that disparage an individual's or group's ethnicity, gender, religion, sexual orientation, marital status, age or disability are contrary to the mission of Weber State University.

B - THEATRE ADDENDUM

The theatre area greatly values students' diverse backgrounds and viewpoints. Art is made through diversity. The theatre area strives to study and produce diverse shows that will include contemporary, challenging, and controversial topics and represent the multiplicity of voices that comprise contemporary theatre. The theatre area is explicitly committed to working to foster an anti-racist environment that allows all students to feel safe. The theatre area believes in color conscious casting.

Because some of our material is challenging, students may always indicate on their audition forms what they are or are not comfortable with and that will always be respected. However, students should support each other's work and shows and not disparage work that does not conform to their belief system. Likewise, theatre students should strive to act with kindness and a spirit of generosity towards all students in the area and seek common ground despite varying belief systems or backgrounds. Strive to treat others not as you wish to be treated, but as they wish to be treated, and do not mock, tease, or single them out based upon their backgrounds or identities.



XV - ATTENDANCE POLICY

The Theatre area recognizes the importance of class participation and performance. To this end we enforce the following attendance policy: Tuesday/Thursday classes are allowed 2 absences, Monday/Wednesday/Friday classes are allowed 3 absences, however these absences may not be on a scheduled test day. Once the allowed absence limit has been reached the student's grade will drop incrementally for each additional absence. Example: Mitzi, an "A" student, has missed 3 classes in a MWF theatre class. Today she is missing class and her grade will drop to an A-. If she misses the next class, her grade will drop to a B+. One more absence and she will have dropped a full letter grade to a B.

Tardies are as important an issue as absences. Therefore, 2 tardies equal 1 absence. Students should plan ahead and use absences and tardies wisely.

This attendance policy may vary slightly from class to class. Students should read their respective class syllabus to determine each teacher's attendance policy.



XVI - VACATION POLICY

The Theatre Area's position is that semesters are brief and intense 14 week periods of work and that students should be present for them. Vacations should be kept for the breaks at winter and summer so as not to interfere with the collaborative work that is crucial to the educational process. That said, as adults, taking a vacation during a school year is a student's choice and should not create a burden of additional work on classmates or professors. Vacations never count as valid excuses from auditions, exams, crews, juries, or other essential time specific departmental functions which are always scheduled well in advance. If a student chooses to miss these obligations, they choose to accept the consequences for doing so. If a student chooses to take a vacation during the school year,

it is their obligation to arrange to turn in classwork ahead of time, and to make up the classwork they miss by getting notes from peers or doing outside work without anticipating that the professor will repeat the classes the student has chosen to not attend. They further understand that missing class in heavily participation based classes such as acting, voice, painting, or movement, where class cannot be made up will have a negative impact on their grade.



XVII - ACADEMIC HONESTY

Academic honesty must be maintained at all times; any breach will NOT be tolerated in any Theatre class. The penalty for academic dishonesty will be determined by your professor and may consist of either repeating or failing the assignment, or failing the course.

A - THE FOLLOWING ACTIVITIES ARE SPECIFICALLY FORBIDDEN

1. Cheating, which includes but is not limited to the following examples:
 - a) Copying from another student's test;
 - b) Using materials during a test not authorized by the person giving the test;
 - c) Collaborating with any other person during a test without authorization;
 - d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test without authorization of the appropriate University official;
 - e) Bribing any other person to obtain any test;
 - f) Soliciting or receiving unauthorized information about any test;
 - g) Substituting for another student or permitting any other person to substitute for oneself to take a test;
 - h) Knowingly obtaining academic credit for work that is not one's own regardless of the source of the work;
 - i) Knowingly involved in arranging fraudulent academic credit or false transcripts.

2. Plagiarism, which is the unacknowledged (uncited) use of any other person's or group's ideas or work. This includes purchased or borrowed papers;

3. Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit;
4. Falsification, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process;
5. Giving, selling, or receiving unauthorized course or test information;
6. Using any unauthorized resource or aid in the preparation or completion of any course work, exercise, or activity;
7. Infringing on the copyright law of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions.



XVIII - ADA ACCOMMODATIONS

Any student requiring accommodations or services due to a disability must contact Services for Students with disabilities (SSD) in room 181 of the Student Service Center (or Room 221 at the Davis Campus). SSD can also arrange to provide course materials (including this HANDBOOK) in alternative formats upon request.



XIX - SCHOLARSHIP OPPORTUNITIES

Students who are currently enrolled at Weber State University, or previously enrolled with no interim transfer credit may qualify for a scholarship. Students must have completed 12

semester credit hours at WSU.

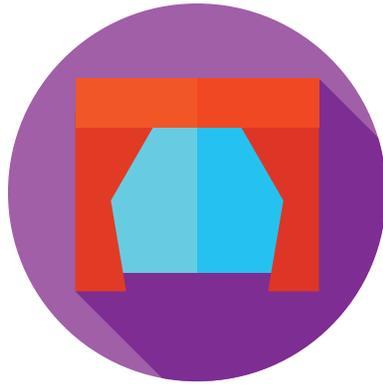
To be eligible for scholarships, please complete the following:

- Update your personal information through the student portal by January 1.
- Be re-admitted or reactivated through Admissions if you have been out of school for more than one semester.
- Juniors and Seniors (those with over 60 hours) must have a declared major with their department and with Admissions

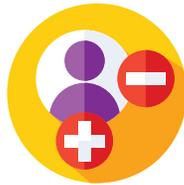
Scholarships are available in the following categories:

- Academic
- High Honors/Honors Continuing Scholarship
- Wildcat Activity Scholarships (to qualify you must maintain a GPA of 2.5 or better)
- Financial Need-Based Scholarships
- Private Donor-Sponsored Departmental Scholarships
- Private Donor-Sponsored Special-Condition Scholarships

Note: Some scholarships may need additional application or faculty nomination.



SECTION II - THEATRE AREA POLICIES AND PROCEDURES



I - PERSONAL CONDUCT

The Theatre Arts Area of the Department of Performing Arts upholds all elements of the Weber State University Policy and Procedures Manual. This includes all sections regarding faculty, staff, and student conduct. In accordance with the PPM the Theatre Arts Area expects students, faculty, and staff to conduct themselves responsibly and professionally.

It is recommended that students read Section 6 of the PPM for information about their rights, responsibilities, and expectations. Weber State University recognizes students as adults pursuing their education and cannot assume the responsibility of parents for the conduct of students. The underlying goals of the Weber State University Student Code (Student Code or Code) are to: 1) contribute to the development of appropriate individual and group behavior and 2) encourage responsible citizenship within the University community. The administration of student policies should be conducted in a manner that will foster the ethical development and personal integrity of students and promote an environment that is in accord with the overall educational mission of the University. (WSU PPM Section 6-22 Part I.A.)

The rights and responsibilities of the faculty and staff are outlined in sections 3,4, and 9 of

the PPM. As teachers, faculty encourage the free pursuit of learning in students. Faculty hold before themselves the best scholarly standards of their disciplines. They demonstrate respect for students as individuals and adhere to their proper role as intellectual guides and counselors. Faculty make every reasonable effort to foster honest academic conduct and to assure that the evaluations of their students reflect their true merits. Faculty respect the confidential nature of the relationship between faculty or student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. Faculty protect their students' academic freedom (WSU PPM Section 9-5 Part II.A.)

Theatre is a collaborative art that relies upon each individual to conduct themselves appropriately to maintain physical, emotional, and psychological safety.

The following non-exhaustive actions might result in a student being subject to disciplinary action: harassing or threatening a fellow student or an instructor, failing to meet academic obligations, perpetual tardiness or failing to attend rehearsals (whether faculty or student directed projects), demonstrating a continually poor attitude in classes, rehearsals, Juries, or meetings, failing to follow proper safety protocol, plagiarism or academic dishonesty, theft of University property such as costumes, props, or scenery, underage drinking or any kind of drug use on an academic sponsored activity or on school property.

Depending on the severity of the issues, the disciplinary process may include: censure from the student's adviser, a discussion with the entire faculty, being removed from the classroom, being removed from shows, and in extreme cases being forbidden from participation in classes, shows, or other theatre activities that depend upon appropriate conduct the student is not displaying. If such extreme circumstances arise, the student will be given a contract of expectations that details what conduct they must exhibit to end disciplinary probation.

Very severe cases could result in a student being forbidden from participating in any theatre activities.



II - TUITION WAIVERS

Full and half tuition waivers are awarded to theatre majors showing outstanding potential and commitment to the theatre department. You must be a declared theatre major to be eligible for these waivers. Tuition waivers are awarded in the spring for the following school year. Juries presentations, academic performance and department participation are carefully considered in determining recipients and type of tuition waivers. Full tuition waiver recipients are required to complete 2 credit hours (or equivalent work) of practicum per semester. Half tuition waiver recipients must complete 1 credit hour of practicum (or equivalent work) per semester.

All non-technical Theatre majors with a tuition waiver are required to participate in all departmental auditions, including directing scenes and AAT productions.

Note that waivers are only available for in-state students.



III - PARTICIPATION POLICIES



A - WORK CALLS

Each semester Theatre majors are expected to attend **one** work call to help build our shows either in the costume studio, scene shop, painting or by hanging lights and preparing sound equipment.

At the beginning of each semester dates are chosen and lists posted so each student has

the opportunity to choose the date and shop they would prefer to work in. This way we will have a record of who will be attending each work call and be sure that each date has the necessary number of people to get the work accomplished.

If you do not attend a work call you will be jeopardizing your eligibility for tuition waivers and scholarships. Attendance will be taken. In case of an emergency and you are unable to attend the work call you signed up for contact Jean-Louise England as soon as possible.



B - PRACTICUM

Practicum is a method of granting academic credit for the experiential learning inherent in theatre production. Production work for practicum credit must be done in direct support of WSU Theatre productions. The faculty and staff determine what production work qualifies for practicum credit. Each semester the full Departmental meeting details these opportunities. Always ask faculty or staff members if there is any doubt as to whether an activity will count for practicum credit. Students receiving full tuition waivers must complete 2 practicum credits per semester, or the equivalent work of 2 practica without credit. A practicum is completed by either fulfilling specific duties for a production (acting, designing, stage managing, running crew, publicity, etc.) or by completing a minimum of 45 hours (per practicum) of construction time in the scene shop, costume studio, lighting, sound, projection, props, or any other approved Departmental pre-production work. Half tuition waiver recipients must complete 1 practicum, or equivalent, per semester.

If a student on full tuition waiver does not complete 1 of the 2 required practicum for a given semester he or she will automatically be dropped to half tuition waiver for the next semester. Anyone failing to complete 2 of the required practicum will lose tuition waivers entirely.

Students fulfilling a practicum assignment are expected to both register for the appropriate course number, (if course credit is desired) and fill out a THEATRE PRACTICUM CREDIT CLEARANCE FORM (available digitally). This form, asks for a description of the intended task. Each practicum form requires that the student specify a distinct learning outcome for the practicum which can never be repeated. It is insufficient to say something like “building character.” Rather, the student needs to give a very clear skill they want to use this practi-

cum to master such as “learning Shakespearian verse scansion” or “mastering live sound mixing with a band featuring trumpets.”

The clearance form and form for tracking your practicum hours can be found here:

<https://weber.edu/performingarts/theatreforms.html>



C - AUDITIONS PROCEDURES

Unless excused by the directors of the shows in a particular semester for extenuating circumstances, **every BA Theatre Performance major is expected to audition for every show** and to be available for rehearsals and performances. Students must have an official GPA of at least a 2.5 to be cast in a show, but they should audition for practice regardless. This practical aspect of the major is critical in gaining a full understanding of the skill sets and discipline required to see a production through from audition to final performance.

Generally speaking, auditions for the department's theatrical productions are held within the first two weeks of classes every semester. For a non-musical play, the auditions may consist of a series of directed improvisations, combined with a “cold reading,” i.e., reading portions of the script. For this reason, it is highly recommended to have read, and to be familiar with, the text of the play.

There may also be an element of singing and/or movement involved in this first audition

Final casting will be determined by a separate callback audition.

For a musical play, the audition should consist of an approximately one-minute cut of an appropriate song in the style of the show. For example, if the show is Oklahoma, you might choose a selection from the Golden Age of musicals; if the show is Rent, you might sing a pop/rock song from the radio. Please do not sing a song from the musical itself.

The music for your audition must be prepared for the pianist. You may put a double-sided copy into a three-ring binder, with the cuts clearly marked. Plastic protective sheets are not to be recommended, due to the fact that they are difficult to read through. Make

sure that the song is in a key suited to your voice type. Clearly give the pianist your tempo by tapping lightly on your thigh while lightly singing a phrase or two, or by pointing to and singing “the hook,” that is, the best-known part of the song.

On a separate occasion there might be held a dance call, to which you should wear appropriate clothing and shoes. This will depend on the nature of the show, and will be specified before the call.

After the dance call, there will be a final callback to determine casting, usually on a different day.

For both kinds of auditions, it is recommended to bring a resume and headshot for the creative team.

Since there are limited student resources, the directors of the respective plays will meet to discuss who best fits into individual roles, according to the strengths and desired academic goals of the casting pool. After this meeting, cast lists will be posted on the callboard.

If cast, please note that your hair style and length (including facial hair) and hair color are LOCKED to the style and length that you have at the time of auditions. In order to change anything about your hair please fill out and submit the form entitled “Haircut Permission” found at this web address:

<https://weber.edu/performingarts/theatreforms.html>

You must get approval signatures for any changes from the director, costume designer, hair and makeup designer, and the costume studio manager (Jean Louise England.)



D - COMPANY AND CREW ASSIGNMENTS

At the beginning of each semester crew sign up can be done using the form “Crew Sign-up,” found here:

<https://weber.edu/performingarts/theatreforms.html>

Students needing practicum credit and anyone else interested in a crew position should sign up. There is no limit to the number of positions one may sign up for; however, the actual number of crew positions will be limited. It is a good idea to list the order of preference for each position.

Once cast lists have been posted the faculty and staff will make crew assignments. This list will be posted on the callboard, and students should initial the given assignment to indicate acceptance. Jared Porter is the Technical Director in the Scene Shop, Jean-Louise England is the Costume Studio Manager, Jessica Greenberg supervises all sound and lights positions, and Cully Long supervises painters, stage managers and props positions. It is the responsibility of the student to check with the project supervisor to get specific information about the crew position. Especially in the case of construction crew, shop managers will not track you down. It is the student's responsibility to contact the shop managers. The student is responsible for creating a work schedule and fulfilling the minimum 45 hour for each practicum required.

Make yourself known and get involved!



E - INTIMACY TRAINING

Weber State University Theatre is committed to keeping its students, faculty, and staff safe in all areas of study and production. As such we recently implemented a mandatory Theatrical Intimacy Training to be completed by each student in the department at least once, though more frequently is highly encouraged. This training will typically take place in the fall semester and every effort should be made to attend. Theatrical Intimacy Best Practices empower students to identify their boundaries and speak up when something isn't right. Faculty and Staff are making every effort to respect personal boundaries in all areas of our craft. Together we can work to maintain an appropriate environment for creating challenging and exciting theatre while working in ways that are ethical, efficient, and effective.



F - REPEATED COURSE REGISTRATION

Many courses are taught on a rotation with two years or more between occurrences. Therefore, any student that has the desire to retake a course that they have previously received a passing grade in is required to get the instructor's permission before registering for that class again. This policy is to ensure that all students who have not previously taken this course are given the opportunity to register. Those who have had the opportunity to take a course and achieved a passing grade could be taking the spot of someone who needs the course and are not able to register if the course is at capacity.



IV - JURIES

Each year, Theatre faculty will conduct audition/interviews of some students in the Theatre area (Theatre Juries). Juries are beneficial to individual students and to the program as a whole. For the program as a whole, they allow faculty to see where students are succeeding and where the program needs to provide more instruction because students are not doing as well. For individual students, they provide an opportunity for students to showcase their work, get feedback from the faculty on progress each semester, and are an incentive for building a resume and portfolio. Juries are mandatory for Theatre students in the following categories: First Years who have not completed a Jury previously, Juniors, and graduating seniors. Students will be able to review their assessments which are kept on file in the main office. Student's assessments are compared to other students in the same year and emphasis as them. It is recommended students discuss these scores with their advisors and use them when selecting courses and planning their education.

A - WHO SHOULD PLAN TO PARTICIPATE?

- **First Year Students who have not completed a Jury before.** If you begin in Fall, you will participate in that semester. If you begin in Spring you will participate the following Fall. If you are enrolled in Theatre Foundations, this is your semester.
- **Juniors who have not completed a Jury as a Junior.** Juniors should complete a Jury in the Fall that you achieve Junior Status, or the following Fall if you become a Junior in Spring. If you are enrolled in Junior Seminar, this is your semester.
- **Graduating Seniors.** Seniors should complete a Jury in the Spring immediately preceding their graduation, including those who will graduate at the end of that Spring semester.

B - WHEN ARE JURIES?

In Fall Semester, typically around week 14 or 15, First Years and Juniors will have juries.

In Spring Semester, typically around week 14 or 15, Graduating Seniors will have juries.

C - WHAT MUST YOU PREPARE?

Each participating student should prepare an individual presentation consisting of one of the following:

- **Musical Theatre Program** 1 one-minute contemporary acting piece and 2 one-minute contrasting vocal selections or 1 one-minute contemporary acting piece, 1 one-minute vocal selection, and 1 one-minute dance solo. (An accompanist will be provided for vocal selections, however, students must arrange for their own accompaniment for dance selections.)
- **Acting** Two contrasting acting pieces
- **Design/Tech** Portfolio presentation (May include models, renderings, draftings, patterns, photographs, schedules, magic sheets, storyboards, videotapes, single line diagrams, recordings, character sketches...)
- **Directing/Stage Management** Exhibit of organizational skills (May include prompt book, directorial analysis, concept statement...)
- **Teaching** Evidence of successful teaching methodologies through written evaluations, lesson plans, and course materials.
- **Playwriting** Evidence of achievement through revised drafts, completed manuscripts, and/or presentations of short scenes with volunteer actors.

- **Combination** May combine acting, design/tech, directing, stage management, teaching or playwriting, please seek the approval of your advisor.

First Years and Juniors should prepare a 3 to 4 minute presentation. Seniors should prepare a 4 to 5 minute presentation.

D - FIRST YEAR JURIES

We understand that First Years will not have as much material to submit as ongoing students but it is important for us to be able to gauge your level of expertise prior to participating in our courses. Please endeavor to provide something as close to the material described in the previous section as possible.

E - WHAT MUST BE SUBMITTED PRIOR TO JURIES?

Prior to juries you will be asked to submit a "Jury Resume." Due dates for this will vary and will be posted. When in doubt consult your advisor.

The Jury Resume is a one page document that must contain all of the following information:

- Name
- Student number ("W number")
- Contact information - local and permanent snail mail, email and phone
- Class standing and GPA
- Theatre Arts emphasis area
- Awards or honors
- A list of what you are presenting at Juries (2 acting pieces, portfolio...)
- Summary of significant theatre activities for the period preceding your jury, crew assignments, work calls, design, roles, etc.
- As a First Year or Junior, your plan for theatre classes and participation for next semester
- As a Senior, your post graduation plan

A NOTE ON SCHOLARSHIPS AND AUDITIONS

In previous years Juries were used as a way to determine scholarships, and to audition for

classes such as Directing II, and Acting II, and to audition for the Musical Theatre program. These things will now have other methods to determine status. Please see sections on those individual areas for further info.



V - STUDENT TEACHING

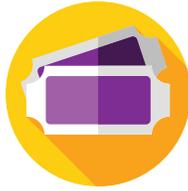
Weber State Theatre takes its responsibility to select and prepare future teachers very seriously. These students must be exemplary in all ways. They must be academic achievers, they must be responsible, reliable, and organized. They must be leaders who can be entrusted with classrooms of students.

A - CONDUCT & PROFESSIONAL STANDARDS

Weber State Theatre Students are expected to display the utmost professional standards of conduct when serving as student teachers in the area high school and middle schools. Student teaching is an extraordinarily stressful experience, but you must be cognizant at all times that you are representing yourself, your placement school, and WSU when you are doing your student teaching. You are never to discuss your student teaching experience on social media or in a public location unless it is absolutely positive. Student teachers are expected to not just live up to the standards held by the Education department but to exceed them.

B - OTHER OBLIGATIONS

The theatre area understands the extraordinary stresses that a student teacher is under. For that reason, they will be excused from typical department obligations including work calls and practicums. They will also be asked to focus on their teaching and to not participate in extracurricular theatre activities or outside shows for that semester.



VI - OUTSIDE PERSONAL SHOWS/PROJECTS

Any student wishing to audition or work for a theatre outside of WSU productions is required to obtain permission from **ALL** of the members of faculty/staff. The online form for a permission request can be found here:

<https://weber.edu/performingarts/theatreforms.html>

This form must be filled out and approved by ALL faculty and staff before the student auditions or accepts any position outside of the department. Accepting any position outside of the department without obtaining proper authorization will affect current and future tuition waiver qualifications.

Outside productions can not affect participation in the department or the student's class-work.



VII - REHEARSAL/SHOW BEHAVIOR POLICY

A - REHEARSAL AND TECH REHEARSAL POLICIES

We all have to work closely together. Our goal is to teach you how to work in a professional environment. The following are rules of respect to make our theatre galaxy run smoothly, collaboratively and backstage drama free:

1. Know your job responsibilities, perform them in the most professional manner possible. Also, do not feel the need to tell someone else how to do their job. It is likely they already know. If you have an issue with someone else, talk to the

appropriate supervisor. If you do not know who that is, ask. It will always eventually end up at the stage manager -so if you don't know who else to go to the stage manager is it. The buck stops there.

2. Be on time. Whether it be a call time or a cue. Pay attention and be there when you are supposed to be.

3. No one in this company is more important than anyone else. Everyone has an important job to do to make the collaboration of the show function. That means no one has the right to be a diva! Be kind and always say please and thank you. It will always be returned with kindness and respect. Never snap at a crew member!

4. Don't talk about others negatively. The walls have ears and rumors fly at a rate faster than the speed of light. Often times things are taken out of context or misheard and only leads to hurt feelings and animosity within the ranks.

5. Social media - stay off of it during shows. You should be paying attention to cues, not posting on Instagram. Save it for after the show. Also, be respectful of your cast and crew mates on social media. Once posted on the internet, it will always be there or come back to haunt you later in life. Stupid social media posts during the show reflect poorly on the show and the department.

6. Phones - if you have to have them on, please keep them on silent. If you do not need it for show purposes, leave it tucked away in your belongings.

7. Hygiene - please shower regularly, don't wear perfumes and colognes, do wear deodorant ALWAYS. Cast - bad hygiene will ruin the costumes, annoy your cast and crew mates, will make the hair and makeup crew not want to assist you. Crew - you may be backstage, but you still have to be around people. Don't make them wish that you were not part of the show.

8. You are responsible for covering all tattoos and piercings with make-up that does not damage your costume. You are responsible for acquiring this make-up.

9. If it is necessary for the show, actors will also be responsible for acquiring Stage Make-Up kits (make-up cannot be shared), and appropriate dancing

shoes and undergarments.

10. If you have rehearsal shoes, costume pieces, or props, you must be careful with them. Anything damaged or broken costs the Theatre area money to replace, even if it is a rehearsal piece.

11. Don't ever touch anything that doesn't belong to you -props, wigs, set pieces, etc.

12. If you use a weapon in a show you must treat that weapon with respect and as if it is real and dangerous at all times. Never touch anyone else's weapon. Never play with weapons. Never point the weapon at anyone. Make sure the weapon is properly stowed and accounted for when not on stage.

13. Do not ever take show items home. Costumes, props, mic packs, etc. Cast -if you have laundry or issues tell your wardrobe crew, wig problem -hair crew, mic problem -sound crew, etc. If we are using your personal items, please keep them at the theatre until strike. Then, remember to take it home at strike or it will be restocked and you will never see it again!

14. Never any eating, drinking (besides water), smoking, or leaving the backstage area in costume. Crew, no food or drinks backstage!

15. People backstage - no family, friends, girlfriends, boyfriends, kids, or pets (unless you have the Director's approval) backstage during tech or the run of the show (this includes dressing rooms). Keep it professional! It is a distraction to you and everyone else.

16. No personal jewelry! If it is valuable, leave it at home! Or make arrangements with stage management to lock it up.

17. Wireless microphones should only be placed, adjusted, or removed by a mic technician. Respect the equipment.

18. When holding a scene in tech, actors should stay quietly in place and keep facing the house so the lighting designer can see your face.

19. Tech takes time. In the professional world techs are much longer than here

at WSU so you should get used to it and do whatever you need to keep yourself happy. Bring homework, snacks, a blanket, and / or your teddy bear.

20. Be patient. Be kind.

B - PERSONAL SAFETY

All students are primarily responsible for their own personal safety. Faculty and staff will also be watching out for you, but they can't be everywhere or see everything all the time. Stay aware of your environment and surroundings. If you feel unsafe for any reason during a rehearsal or performance, please let your supervisor know immediately. If there are special safety considerations for a particular event, all students involved will be made aware of them prior to the event.

Here is a list of general safety tips for the Theater Area:

1. Become familiar with your surroundings. If something looks out of place or sounds different than normal something may be wrong. It's okay to ask.
2. If you don't know how to perform an assigned task or you have questions about a procedure, please ask for help.
3. Never leave the building alone, especially late at night. Always walk to your car with a friend.
4. Report any behavior from others that makes you uncomfortable to your supervisor.
5. Don't play around on the scenery, with props, or with equipment in the theaters.
6. Wear appropriate clothing and footwear in the shops and for rehearsals and performances.
7. Follow all safety protocols given to you by your supervisor. If you don't understand a protocol, please ask for clarification.

C - STUDENT POLICY ON USE OF SOCIAL MEDIA

During the course of your academic career at Weber State University (WSU) you are likely to encounter opportunities to share, post, tweet, like or boost photos and images related to the theatre area. As a student of the theatre area at WSU you are one of the most visual on campus. Faculty, staff, students and members of the community will begin to recognize you as your career unfolds at WSU. As such, it is important to remember that at all times you represent not only the area but the university. We are very proud of our students and the rich history cultivated by the faculty and staff of this institution. As such, before posting images or making posts, please keep the following best practices in mind:

- A. Please make sure you have secured approval from the director and or marketing director before posting images related to a production. It is our intent to showcase our shows as professional. One image or post that is then shared with others and disseminated more broadly can and will have an impact on perceptions.
- B. For each production, photos will be shared with the director, cast and crew that can in turn be used on social media.
- C. Please abstain from the use of any derogatory or foul language as it relates to a production, members of the cast, director or crew.
- D. Please check before using the university logo, brand or image for a production just to make sure you have a high-res image.
- E. Please realize your posts are public. A friend can share a post you did not consider offensive and in turn without the proper context conclusions can be drawn. Please just be mindful of the content you post related to a production.
- F. Please feel free to share images of your classwork, assignments, etc.
- G. Ask for help if you ever encounter a situation or issue you are unsure about. A member of the faculty or staff is always here to assist you.



VIII - E-MAIL AND MASTER CALENDAR

A - STUDENT E-MAIL

All students are assigned an email address upon entering the university. The Theatre Arts area will use this university email address as an important means of communicating with the students in our programs. Email messages will include production announcements, advisement information, reminders of deadlines and important dates, and notices of meetings. It is extremely important for each student to get into the habit of checking your university email at least once a day. ALL EMAILS BETWEEN STUDENTS AND PROFESSORS MUST BE DONE VIA STUDENT EMAIL ACCOUNTS.

B - THEATER MASTER CALENDAR

The Theater Arts Area maintains the Weber State Theater Master Calendar. The Master Calendar is a public google calendar that is a tool and source of information for all Theatre majors. It contains general information on all Theatre Area productions and major events such as auditions and juries. Students can find a link to the Master Calendar on the Theater Area's Facebook page at www.facebook.com/groups/318207495051208, or on the WSU Theater Digital Callboard in Canvas. You can find information regarding joining those two callboards in Section III, Subsection I.

You can also find the calendar by searching for "Weber State Theater Master Calendar" on the Google calendars website or application.

The Master Calendar is for general information only. Calendar information for individual productions is issued by that production's stage manager for the cast and crew of that production only.

C - CALLBOARDS

There are two digital callboards. The first is a Facebook group called "WSU Theatre Call-

board.” Please search Facebook with that name and request to join. There is also a Canvas “class” called “WSU Theatre Digital Callboard.” You should automatically be added to that. If not please ask a professor to add you. All theatre students should join at least one of the digital callboards to stay up to date on announcements and opportunities in the program.

You can find further information regarding joining the digital callboards in Section III, Sub-section I.



IX - SAFETY AND BUILDING USE POLICIES

A - COSTUME SHOP RULES AND REGULATIONS

1. The costume studio is a work space and should never be used as a space for studying or socializing.
2. Working hours for practicum students are from 1:00pm - 6:00pm. Please respect those hours and do not disturb the Costume Studio Manager (Jean-Louise) during the morning hours. Also, respect that people are working during those hours and try not to disrupt the work happening in the studio.
3. Safety is key. If you do not know how the equipment works, please ask for help using it. Also, do not touch or play with equipment that you are not using for a shop related project. Please listen to instructions carefully. Some equipment and supplies can be dangerous to you or your health if used improperly.
4. Please properly put away any equipment or materials you have been using. We all need to work together to keep the space clean and functional.
5. The break room and pantry are available to all. However, everyone needs to do their part to keep the space clean. It is very important for each person to do their own dishes so someone else isn't spending their time cleaning up after you. Costume studio staff is not paid to clean up after you. All dishes and silverware should never leave the studio.

B - SCENE SHOP SAFETY RULES AND REGULATIONS

1. Shop Hours are from 1:00 pm - 6:00 pm, Monday – Friday
2. There will also be occasional Saturday work call times that will be posted on the Call Boards.
3. The scene shop is full of equipment and tools that can be hazardous if used improperly. Please follow the rules below to help keep yourself safe while in the scene shop.
4. All personnel in the scene shop must wear appropriate attire. Such as wearing sturdy closed-toe shoes and avoid wearing loose fitting clothing or jewelry.
5. Wear all personal safety equipment that is appropriate for the task you are participating in.
6. Eye protection should be worn at all times while in the shop.
7. Keep your workstation clean, put tools away when you are done with them, and clean up after yourself.
8. Avoid bringing any personal items into the shop that may result in bodily harm to yourself or others. Lockers are provided near the dock door for your personal items.
9. Follow all operating procedures for the tools and equipment that you are using. If you are unsure of how to use a tool, please ask for help.
10. Follow all instructions given to you by shop supervisors.
11. Do not come to work in the shop under the influence of any substance or impairment, i.e. alcohol, drugs prescription or otherwise, excessive tiredness, etc. Working in the shop while you are impaired in any way is extremely dangerous to yourself and others working around you, and will not be tolerated. If you do you will be asked to leave the shop.
12. Never work in the shop alone.

C - STORAGE AREAS RULES AND REGULATIONS

a) COSTUME STORAGE

Items in costume storage are organized in a certain way so we can find what we need for shows. Do not ever restock something if you do not know exactly where it is supposed to go. If you are working in stock, please make sure you put things away in the proper places and if you do not know where that is ask someone who does. Also, if you see something that has fallen on the floor hang it back up. It takes but a moment and helps keep things clean, organized, and in good working condition.

We no longer lend out costumes for directing scenes or class projects due to past misuse and care of costumes borrowed. However, costumes are available for rent for directing scenes and class projects. All rentals should be arranged in advance with the student rental agent by appointment only. Please do not come in the day items are needed and expect us to drop everything to help you.

b) PROPERTIES STORAGE

The Theatre Arts Area maintains two Properties Storage Areas within the Browning Center. Furniture Storage is located on the basement floor in room 30 below the Allred Theater Stage. Hand and Small Properties Storage is located on the second floor in the hallway behind the Eccles Theater. Item stored in these areas are primarily used to support all productions of the Theatre Arts Area, and show use must take priority, however, students are able to check out furniture and other prop item for use in class projects and assignments. Items can be signed out with the Technical Director (Jared Porter) by requesting via email an online form. Do not remove any items from these rooms without permission from the TD.

c) LIGHTING AND SOUND STORAGE

Do not take anything out of room 240 or the sound closet in the scene shop without express permission from Jess Greenberg or Korey Lamb.

Do not move, rearrange or take any lighting or sound equipment that belongs to the Browning Center without first speaking with Jess Greenberg AND Korey Lamb from the Browning Center Offices

d) TOOL ROOM

The tool room is located within the scene shop near the table saw. Do not remove anything from the tool room without permission from shop supervisors. Tools from the tool room should remain in the scene shop and be returned to their proper location in the tool room when you are done using them. Do not remove any tools from the scene shop without permission from the TD (Jared Porter.) Keep the tool room clean and organized at all times.

e) PAINT AND PROPS DOCK

The Paint and Props Dock is located above the scene shop, or across the hall from Room 230. Brushes, paint, tools, construction materials etc. should remain in this room unless given permission to remove them by the TD (Jared Porter), or Cully Long. In progress props projects should not be removed from this area unless express permission is given by the Props Designer or Stage Manager for the particular show.



X - STUDENT EMPLOYMENT OPPORTUNITIES

A - HOURLY STUDENT EMPLOYEE

Department hourly wage programs are available to students who qualify and who maintain satisfactory academic progress. These positions involve part-time employment on campus. On hourly payroll, the department pays the entire salary. To apply for a posted position you must first go to the office of Career.

B - 50/50 STUDENT EMPLOYEE

The provost has sponsored an employment program called 50/50. It was set up to give the students practical working experience within their area of interest and major so that they are ready to enter the professional workforce after graduation. The Provost's office pays half the hourly wage which makes these positions affordable to our department and allows us to work within our budgets. We currently have 50/50 positions in the Costume Studio, the

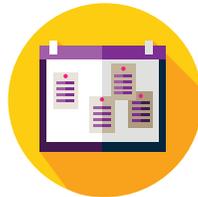
Scene Shop, and Lighting. These positions are awarded a set number of hours per week and are required to do one training per semester. Any available positions can be found at jobs.weber.edu and select search postings.

C - WORK STUDY EMPLOYEE

Work-study is a monetary amount allowed by the government that is awarded to the student and provides approximately 2/3 of the funds needed to pay that person. Students need to apply every year by March 1st. Awards are determined according to need and may vary from several hundred dollars to several thousand dollars. Because we as a department are only responsible for 1/3 of the money, we like to hire these people first.



SECTION III - GENERAL THEATRE AREA INFORMATION



I - CALL BOARDS

A - PHYSICAL CALLBOARD

We do not currently maintain a physical callboard. All information *MUST* be attained from either the Canvas, or Facebook Callboards.

B - CANVAS CALLBOARD

Weber State University has established a Canvas course that we use as the primary Callboard for students. This course is used for news and information related to the Theatre Area and opportunities that are available to our students. Students should be automatically added to this course when they enroll in the department but if you have not been enrolled please contact Performing Arts office, Browning Center room 331, or your advisor and request to be added. We ask that you turn on notifications for this course so that you receive an email when a new post is made, or check the course daily.

C - FACEBOOK CALLBOARD

Weber State University also maintains an active Facebook Group called “WSU Theatre Callboard.” This group is used for news and information related to the Theatre Area and opportunities that are available to our students. There is also a link to WSU Theatre’s Master Calendar on the Facebook Callboard. This group is for information only. Please do not comment on anything posted to this group. You can share posts to your own Facebook wall if you wish to. If you wish to post information to this group, please contact a faculty or staff member. Student Stage Managers will be made temporary administrators of this group to share information about the productions they have been assigned to, but should remember to conduct themselves with the utmost professionalism while they have this authority.



II - AUDITIONS

Audition information will be posted on both virtual callboards. Typically, auditions for the fall shows will be held at the end of the preceding year and the spring shows will be held near the end of fall semester. Occasionally this may change. Please see the section on audition procedures for what to expect at auditions. Directors work together to organize auditions and callbacks and consult each other when making final cast decisions to ensure the best arrangements for shows and for individual student’s educational progress.



III - PRIVATE VOICE INSTRUCTION

Musical Theatre majors are required to complete 6 semesters of private vocal instruction. Contact our departmental secretary, Patty Coan in the Performing Arts office, Browning Center room 331, for a list of approved instructors.

Private lesson payment is included in your semester billing; there is an additional charge

above and beyond the regular tuition and fees. Consult the current course registration schedule for the specific fee.



IV - AAT

Associated Artists of the Theatre is the student theatre organization at Weber State. In addition to various activities (frequently with food!), opportunities for community service and other events, AAT sponsors at least two student productions during the year. The first is a Christmas show that tours to local elementary schools, and in the spring they present an entirely student-produced play or an evening of one-act plays, on alternating years. You must be a member of AAT to direct, audition for, or work on an AAT produced show or activity.

A - AAT MISSION STATEMENT

Associated Actors and Technicians is a student driven organization which encourages the growth of each performer, technician, designer, writer, and director within its membership. AAT independently produces and sponsors original and experimental-as well as established-works. AAT strives to promote, uphold, and maintain a quality of excellence and professionalism, while exposing its members to the expanding world of theatre.

AAT membership is open for all due paying individuals. AAT does not discriminate on the grounds of race, color, sex, sexual orientation, marital status, national origin, religion, age, height/weight ratio, major, or disability. All persons are welcome to join.

B - AAT AND THEATRE AREA AGREEMENT

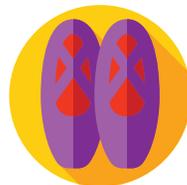
The faculty recognizes AAT as a vital part of the department that encourages Undergraduate Research and supports departmental camaraderie. The faculty will provide AAT with a departmental advisor who will regularly attend AAT meetings, be available for meetings with the board, help with financial organization, and other typical clubs and organizational needs. The theatre department will provide resources to support AAT productions including mentorship, materials, spaces, and monies that will vary from show to show based on the

scope of the activity, the resources available, and discussion between AAT and the faculty. The theatre faculty does so with the understanding that AAT productions will further the departmental mission and learning outcomes of the department as a whole. The more open and productive communication between AAT and the Theatre Area, the more successful the organization can be at enhancing the learning experience for the students and the greater a contribution the organization can make.

C - AAT PRODUCTIONS

Production Goals: AAT is dedicated to producing a full student show every other year. The show is typically produced in the early spring semester of even numbered years. Every four years the faculty has dedicated to producing a full season of new works. When that season falls on a year that AAT produces a show, AAT has also produced a new work. In the past, AAT has produced shows such as 35mm, Girl of Glass, Seminar, and The 25th Annual Putnam County Spelling Bee.

AAT aims to let students have the opportunity to participate in an entirely student produced show. The goal is for students to gain extra experience working with different directors and designers. This is also a good chance for students to produce their own show with the help of faculty mentors before they graduate.



V - DANCE AREA COLLABORATION

The Dance Area presents Orchesis, a modern dance concert, most Fall and Spring semesters. Theatre students are encouraged to participate in constructing costumes, wardrobe crews, and costume design. Orchesis provides opportunities for theatre students to learn about giving technical support to areas of performance outside the realm of theatre.

Future Collaborations between the Dance Area and the Theatre Area are ongoing based on the Theatre Area's available resources. They could include opportunities for Theatre students to work as Stage Managers, technicians, performers, etc.



VI - KCACTF

The Kennedy Center American College Theatre Festival is a national theatre education program that aims to identify and promote quality in college level theatre production. To this end, each production entered is eligible for a response by a regional KC/ACTF representative, and certain students are selected to participate in KC/ACTF programs involving awards, scholarships, and special grants for actors, playwrights, designers, and critics at both the regional and national levels. Outstanding actors and designers are invited to participate at the regional festival, and may be chosen to go on to the national level.

Productions entered on the Participating level are eligible for inclusion at the KC/ACTF regional festival. Historically, they could also be considered for invitation to the national festival at the John F. Kennedy Center for the Performing Arts in Washington, D.C. Weber State has had this honor twice in recent years, first in 1994 with *The Pirated Penzance*, and again in 2000 with *The Serpent*. There is no longer a national festival. Now, individual students can be invited to participate in Acting, Design, Playwriting, Dramaturgy, etc.

We are in KCACTF Region VIII with Arizona, California, Nevada, and Hawaii. In addition to performances, there is a wide range of activities that in the past have included workshops and seminars on such topics as playwriting, auditioning, voice, movement, stage combat, theatre for children, scene painting, scenery construction, etc.

Information on KC/ACTF region VIII can be found on the web at:

<https://kactf-8.org>



VII - DPA COMPUTER LAB (BC 322)

This is a “closed” lab. It is available to the students, staff, and faculty of the Department of Performing Arts. The DPA Technology Lab is intended for academic use only.

A - LOCATION

Browning Center room 322 (BC322). The lab is located near the north - east corner of the third floor. Open hours vary by semester, please see schedule in the lab and posted around the building.

B - CONTACT

The lab phone number is (801) 626-7166 Lab Manager: Mark D. Maxson mmaxson@weber.edu

C - RESOURCES

1. Finale 26.3, (up to date)
2. Sibelius 8.7 (up to date)
3. Pro Tools 6.9 LE
4. Pro Tools 2020/2021 (up to date)
5. Garageband
6. Qlab (up to date)
7. Vectorworks 2019
8. Lightright, current demo
9. Adobe Creative Cloud Suite, (up to date)
10. Isadora, (up to date)



VIII - BC 317

This classroom is for use by Theatre students ONLY. Open hours vary by semester, please see schedule posted on the door. The room contains a craft area, a sink, three computers, and light boards for student use

A - ACCESS

Access to the room is by keypad. Cully Long can assign you an access number for the keypad. This number is linked to YOU and MUST NOT be shared. You will be logged into the system when you enter the room, so any damages, theft or other problems will be linked to you. DO NOT block the door open when you are working. All students should use the keypad for entrance so that there is a record of use.

B - CONTACT

To be assigned an access number contact Cully Long, cullylong@weber.edu.

C - RESOURCES

1. Adobe Creative Cloud Suite, (up to date)
2. Qlab (up to date)
3. Vectorworks 2019
4. Lightright, current demo
5. Isadora, (up to date)



VIII - FACULTY AND STAFF DIRECTORY

FACULTY/STAFF MEMBER		ROOM (Browning Center)	PHONE (801-626-xxxx)	EMAIL
Callahan, Tracy	Acting/Directing	308	7886	tcallahan@weber.edu
Coan, Patty	Departmental Secretary	331	6437	pcoan@weber.edu
England, Jean-Louise	Costume Shop Manager	337	7768	jeanengland@weber.edu
Greenberg, Jessica	Lighting, Sound & Projection Co-Program Coordinator	305	6542	jessicagreenberg@weber.edu
Lewis, Andrew Barratt	Musical Theatre Co-Program Coordinator	212E	6517	andrewlewis@weber.edu
Long, Cully	Scenic Design and Stage Management	302	6435	cullylong@weber.edu
Mathews, Tom	Department Chair	331		tmathews@weber.edu
Maxson, Mark	Multimedia Specialist	322	7802	mmaxson@weber.edu
Porter, Jared	Technical Director	232	7191	jporter10@weber.edu
Plain, Kenneth	Musical Theatre	358	6992	kennethplain@weber.edu
Smith, Amber	Costume Shop Asst.	337	6662	
Zublin, Catherine	Costume Design	359	6661	czublin@weber.edu
Costume Studio		337	6662	
Scene Shop		142	6434	

NOTE: We do not currently have an official advisor for Theatre Ed, Playwriting or Dramaturgy. Advisement of these students will be performed as needed by either Jess Greenberg or Andrew Barratt Lewis until the faculty position has been filled.



SECTION IV - APPENDIXES



I - FORMS

Most forms required for the department can be found here:

<https://weber.edu/performingarts/theatreforms.html>



II - CAMPUS RESOURCES

A - CAMPUS POLICE

801-626-6460

C - CAREER SERVICES

801-626-6393

jobs.weber.edu

B - CAMPUS FOOD PANTRY

Monday - Friday 12:30-3:30 p.m.

Shepherd Union, Room 402

D - CHILD CARE

801-626-7798

Age Limit:

- Children ages two through nine may attend
- Must be two years old at the time of enrollment and be potty-trained

Cost:

- The cost is \$3.50 per hour
- There is a one-time, non-refundable \$15 application fee
- A \$42 deposit required before starting the first day (applied to childcare hours)

Hours:

- Monday & Friday: 6:45 a.m. - 3 p.m.
- Tuesday - Thursday: 6:45 a.m. - 4:30 p.m.
- Child may attend up to 4 hours/day
- Center is open over finals, but closed over breaks and holidays

E - COUNSELING SERVICES

Location: Student Services Center, Suite 280

Mailing Address:

3885 West Campus Dr DEPT 1114
Ogden, UT 84408-1114

801-626-6406

Hours:

Monday - Thursday: 8 a.m. - 5 p.m.
Friday: 8 a.m. - 4:30 p.m.

F - DIVERSITY AND INCLUSIVITY PROGRAMS

Union, Room 232C

801-626-7243

Hours:

Monday-Friday: 9 a.m. - 5 p.m.

G - HEALTH CENTER

Clinic Phone: 801-626-6459

Pharmacy: 801-626-7924

healthcenter@weber.edu

Location: Student Service Center, Room 190

Mailing Address, Map

Clinic Hours:

- Mon, Tues, Thurs - a.m. - 3:30 p.m.
- Wednesday - 9 a.m. - 3:30 p.m.
- Friday - 8:30 a.m. - 2 p.m.

*Please arrive 30 minutes before closing time to assure being seen.

H - INTERNATIONAL STUDENT AND SCHOLAR CENTER

Student Services Center Room 143

3885 West Campus Dr DEPT 1130
Ogden, Utah 84408-1130

801-626-6853

sis@weber.edu

I - LGBT RESOURCES CENTER

3885 West Campus Drive
Student Services Center,
Suite 154 Dept. 2125
Ogden, Utah 84408-2125

Coordinator: Jayson Stokes, M.Ed.
801-626-7271
JaysonStokes@weber.edu

J - NON-TRADITIONAL STUDENT CENTER

801-626-7794
Location: Shepherd Union ,Room 322

Mailing Address:
Nontraditional Student Center
3910 West Campus Dr DEPT 2128
Ogden, UT 84408-2128

Hours: Monday - Friday - 7:30 a.m. - 5 p.m.,
Summer Hours vary

K - SERVICES FOR STUDENTS WITH DISABILITIES

3885 West Campus Dr.
Dept. 1129
Ogden, UT 84408-1129

Student Services Center, Room 181

801-626-6413

Fall and Spring Office Hours:

M – Th: 7:30 a.m. – 5:30 p.m.
Fri: 7:30 a.m. – 4:30 p.m.
Summer Office Hours:
M – Fri: 7:30 a.m. – 4:30 p.m.

L - STRESS MANAGEMENT LAB

Swenson Gym across from Rm 62

M - VETERANS SERVICES

1352 Village Dr DEPT 4701
Ogden, Utah 84408-4701

801-626-6039

M-Th: 8 a.m. - 5 p.m.
Fri: 8 a.m. - 4:30 p.m.

N - WELLNESS CENTER

Student Wellness: Wildcat Center 210

801-626-7524

studentwellness@weber.edu

O - WOMEN'S CENTER

3910 West Campus Dr DEPT 2127
Ogden, UT 84408-2127

Shepherd Union: Room 322

801-626-6090

womenscenter@weber.edu

Monday-Friday: 7:30 a.m. - 5 p.m.

P - LOCAL FAMILY CRISIS CENTERS AND SHELTERS

Lantern House

269 W 33rd Street

801-621-5036

Website: stannescenter.org

St Anne's Center

137 W Binford St

801-621-5036

Website: stannescenter.org

YCC Crisis

2261 Adams Ave.

801-689-1700

Website: yccogden.org



SECTION V - COVID-19 UPDATES

Due to the ongoing COVID-19 Pandemic some academic policies have been temporarily changed or suspended.

Following is a list of changes to the Student Policies:

SEC II, SUBSECTION I, PART A - PERSONAL CONDUCT

In the event of a mask mandate, or changes in room usage or other social distancing measures, all students are expected to follow any posted rules and policies for building use across campus.

SEC II, SUBSECTION VII - REHEARSAL/SHOW BEHAVIOR POLICY

In the event of a mask mandate, or changes in room usage or other social distancing measures, all students are expected to follow the posted rules and policies for building use during rehearsals and shows.

Please wear masks and appropriate PPE during rehearsals and during shows as directed. Students will be expected to have 2 masks for in-person rehearsals. One will be worn to and from the rehearsal, and one will be worn during rehearsal.

GENERAL ADDITIONS

Students will be expected to help professors clean and disinfect all class rooms, theaters, work spaces and practice spaces before and after their use. Cleaning products will be supplied.