

UNDERGRADUATE
HANDBOOK

Department of Theater
Southern Illinois University Carbondale

Revised September 2008

**Southern Illinois University Carbondale
Department of Theater**

**UNDERGRADUATE HANDBOOK
Revised October 2008**

TABLE OF CONTENTS

MISSION STATEMENT

THEATER FACULTY AND STAFF

Faculty.....

Adjunct Faculty.....

Staff.....

DEPARTMENTAL GENERAL INFORMATION, POLICIES AND PROCEDURES

Information Resources.....

Undergraduate Orientation.....

Mentoring Program.....

Class Attendance.....

Transfer Credit Procedures.....

Student Mailboxes.....

Announcement Boards.....

Green Room.....

Continuing Artistic Seminars (CAS).....

Grade Requirements..... Faculty/Curric.

Changes in Grades.....

Infractions.....

Undergraduate Student Grievance Procedures.....

Department Committee Descriptions.....

STUDENT ORGANIZATIONS, SPECIAL ACTIVITIES AND OPPORTUNITIES

Student Organizations.....

Departmental Awards Ceremony Procedures.....

KCACTF.....

McLeod Summer Playhouse.....

Screening Auditions for Professional Auditions.....

Professional Auditions and Interviews.....

Acting Coaching.....

Local Community Theater Groups.....

SCHOLARSHIPS, HONORS, FINANCIAL AID AND STUDENT EMPLOYMENT

Department of Theater Scholarships and Tuition Waivers.....

Special Scholarships and Honors.....
 Student Employment.....

DEGREE PROGRAM INFORMATION AND PROCEDURES FOR PROGRESSION THROUGH THE B.A. IN THEATER and BFA IN MUSICAL THEATER

The Bachelor of Arts in Theater
 Academic Advisement and Registration.....
 Application for Transfer Credit
 Application for Waivers or Proficiencies
 Program of Study
 Minor in Theater GRAD CUR
 Suggested Sequence for the BA in Theater with Design/Tech Interest.....
 Suggested Sequence for the BA in Theater with Performance Interest Four Year Plan
 Undergraduate Courses and Opportunities in Playwriting
 Undergraduate Courses and Opportunities in Dramaturgy.....
 Undergraduate Courses and Opportunities in Directing Segun
 The Bachelor of Fine Arts in Musical Theater
 Sequence for the BFA in Musical Theater Four Year Plan TOM
 Internships (THEA 260)
 Independent Study (THEA 390)
 Exit Examination
 Graduation.....
 Hints for applying to Graduate School

D.O.T. THEATER PRODUCTION AND PERFORMANCE OPPORTUNITIES

Subscription Season Productions.....
 Process for Season Selection
 Additional Performances
 McLeod Summer Playhouse.....

PRODUCTION/PERFORMANCE PROCEDURES RULES AND REGULATIONS

Production Procedures A note exits referring students to the Production Handbook
 Box Office Procedures.....
 Complimentary Ticket Policy

FACILITIES AND EQUIPMENT

Performance Spaces
 Rehearsal and Performance Class Spaces.....
 Priorities for Use of Facilities and Equipment.....
 Prop Rental and Usage.....
 Costume Rental and Usage.....
 Lighting and Sound Equipment Rental and Usage.....

APPENDIX A:

DESCRIPTION AND PROCEDURES FOR STUDENT PRODUCED WORK.

Class Projects
One Day Projects
One Week Projects.....
Guidelines for the MFA In Directing Heightened Language Project.....

APPENDIX B: DEPARTMENTAL FORMS

Undergraduate Requirements for BA in Theater
Undergraduate Requirements for BFA in Musical Theater
Academic Planning Schedule TOM
Internship Contract Form
Internship Evaluation
Independent Study Contract
Elective Credit Request Form
Transfer Credit Request Form
Scholarship/Tuition Waiver Application
Prop Loan Form
Costume Rental Form
Proposal for Student Production
Play Selection Form
Infraction Form

THE SIUC DEPARTMENT OF THEATER **MISSION STATEMENT**

The Department of Theater is an academic unit within the College of Liberal Arts of Southern Illinois University at Carbondale, engaged in teaching, research/creative activity, and service.

The Theater Department is committed to the continued refinement of its primary objectives which are, in order of priority:

1. Dedication to the development of excellence in the education and training of its students
2. Contribution to the field of theater through investigation of and experimentation in the art and its practice
3. Service as a cultural benefit to the University and the community at large.

The Department of Theater blends scholarship and practice into an academically based theater experience that provides students with broad-based exposure to the human experience and a sound foundation in the skills of theater craft. Graduates will be able to apply their knowledge of performance, production, theater history and literature, and contemporary practice in a wide variety of theater venues. Graduates will also be able to demonstrate intrapersonal and interpersonal skills in the form of leadership qualities, self discipline, creative expression, critical thinking, and the ability to work effectively as part of a collaborative team.

THEATER FACULTY AND STAFF

FACULTY

MARK K. VARNS, CHAIR OF THE DEPARTMENT OF THEATER, ASSOCIATE PROFESSOR
Resident Lighting Design

Contact Information:

Office: 1033B Communications Building

Phone number: 618-453-5741

Email: varns@siu.edu

RONALD NAVERSEN (Ph.d.), PROFESSOR OF SCENIC DESIGN

Director of Graduate Studies

Education: BA Communications & Theater, Miami University 1975
MFA Scenic Design Carnegie Mellon University 1978
Phd in Speech Communication with Theater Emphasis at Southern Illinois
University Carbondale 1989

Certification in Balinese Mask Carving Dell Arte International 2003

Member of United Scenic Artists 829

Teaches: Scenic Design, Scene Painting, Properties and Period Styles for Theater

Research/Creative Interests: Along with scenic design for theater Ron is exploring the convergence of theater, film, television, museum exhibition and theme park design. Ron continues to study masks, mask making, and mask performance rituals around the globe.

Current Projects: Working to catalog and preserve the designs and papers of noted scenic designer and author Darwin Reid Payne which are housed in SIUC's Archives. Presenting mask making workshops for schools and various organizations.

DAVID RUSH (PH.D.), PROFESSOR

Head of Playwriting

ANNE FLETCHER (Ph.d.), ASSOCIATE PROFESSOR

Theatre History/Dramaturgy

Contact Information:

Office: 1035A COMM BLDG.

Phone number(s): 618-453-7594

Email: afletch@siu.edu

Education: Bachelor- A.B., Drama, Vassar College
Masters- M.A., Theatre Education, Emerson College
Phd- Ph.D., Theatre History, Tufts University

Teaches: Theatre History, Dramaturgy, American Theatre, American Political Theatre, Contemporary Developments

Research/Creative Interests: American Theatre 1920s and 1930s, Dramaturgy
Current Projects: *Rediscovering Mordecai Gorelik: Scene Design and the American Theatre* (SIU Press, Spring 2009); *The Process of Dramaturgy: A Practical Guide* with Scott R. Irelan and Julie Felise Dubiner (Focal Press, forthcoming 2009); research on spirituality and religion and American playwrights of the 1930s; Theatre Pedagogy

BOB HOLCOMBE, ASSOCIATE PROFESSOR
Technical Director/Production Manager/Head of Design and Tech

Contact Information:
Office: Communications 2234
Phone number(s): 618-453-7593
Email: Holcombe@siu.edu

Education: B.S. in Theater – Northwest Missouri State University
M.F.A in Technical Direction – Ohio University
Teaches: Drafting for the Theater, Advanced Design and Production, Technical Direction, Production Design Seminar, Theater Practicum, Theater Production, Properties for the Stage, Stage Management, Structural Design for the Stage
Research/Creative Interests: Technical Direction, Stage Technology, Production Management, Theater Health and Safety Procedures and Protocol
Current Projects: Stage Automation and Machinery, Production Management, Department of Theater Photo Archivist, Theater Health and Safety Procedures and Protocol

J. THOMAS KIDD, ASSISTANT PROFESSOR
Director of Undergraduate Studies and Head of Performance Area

Contact Information:
Office: 1033C COMM BLDG.
Phone number(s): 618-453-7583
Email: tkidd@siu.edu

Education: B.S. Ed. in Performing Arts Recreation – University of Georgia
M.F.A in Directing – Southern Illinois University Carbondale
Teaches: Acting, Directing, Freshman Seminar, Musical Theater Performance; Audition Techniques
Research/Creative Interests: Musical Theater; New Play Development
Current Projects: Developing SIUC's new BFA in Musical Theater; Directing and Choreographing *The Secret Garden* for SIUC season

LORI MERRILL-FINK, ASSOCIATE PROFESSOR
Director, University Honors Program

Contact Information:

Office: Faner 3341

Phone number(s): 618/453-2824

Email: lomerfi@siu.edu

Education: BFA Musical Theater, University of Arizona
MFA Acting/Directing, University of Arizona
Graduate Certificate in Laban Movement Analysis,
Columbia College
Authentic Movement Certification, Naropa University

Teaches: Movement, Acting, Period Styles

Research/Creative Interests: Musical Theater, body awareness, Laban movement studies

Current Projects: Director of University Honors Program

SEGUN OJEWUYI, ASSISTANT PROFESSOR
Head of Graduate Directing Program

Contact Information:

Office: 2211 COMM BLDG.

Phone number(s): 618-453-1893

Email: sojewuyi@siu.edu

SUSAN PATRICK BENSON, ASSISTANT PROFESSOR
Voice and Speech Specialist

Contact Information:

Office: Communications Building, Room 2236

Phone number: (618)453-1892

Email: susanpb@siu.edu

Education: B.F.A. in Acting and Directing –Kent State University
M.F.A. in Acting- Mason Gross School Of The Arts Rutgers University

Teaches: Voice, Diction, Dialects, Movement, Senior Seminar and Acting.

Research/Creative Interests: Developing Impediment Performance Through Voice and Movement. Character Development with Voice and Speech.

Current Projects: Developing SIUC Theater's Voice and Speech program.
Directing A CHRISTMAS STORY for SIUC season.

WENDI ZEA, ASSOCIATE PROFESSOR
Resident Costume Designer

Contact Information:

Office: Communications Building Room 2238

Phone number(s): 618-453-7584

Email: wzea@siu.edu

Education:
Teaches:
Research/Creative Interests
Current Projects:

JENNY HOLCOMBE, INSTRUCTOR

Contact Information

Office: Communications Building, Room 2210

Phone number: 618-453-7574

Email: jmariemac@hotmail.com

ADJUNCT FACULTY

Molly Edwards-Britton, Department of Theater

Contact Information:

Phone number: 618-453-1227

Email: mollye@siu.edu

Joseph Augustine Brown, Black American Studies

Contact Information:

Office: Faner Hall 4429

Phone number: 618-453-1227

Email: jbrownsj@siu.edu

Mary Bogumil, Department of English

Contact Information:

Office: Faner Hall 4429

Phone number: 618-453-6829

Email: mbogumil@siu.edu

EMERITUS FACULTY

Christian H. Moe, Ph.D., Cornell University, 1958.

Alfreds Straumanis, Ph.D., Carnegie Institute of Technology, 1966.

STAFF

Jay Lewis – College of Liberal Arts Academic Advisor

Contact Information

Office; communications Building, Room 2249

Phone number: 618-453-8114

Email: jlewis@siu.edu

Vincent Rhomberg – Marketing and Public Information

Contact Information

Office: Communications Building, Room 0013E

Phone number: 618-453-7589

Email: mclpub@siu.edu

Caitlin Eintswistle - Costume Shop Manager

Contact Information

Office: Communications Building, Room 0024

Phone number: 618-453-7592

Email: caitie.entswistle@gmail.com

Scott Elliott – Business Manager

Contact Information

Office: Communications Building, Room 1033D

Phone number: 618-453-7577

Email: selliott@siu.edu

Melinda Purcell – Office Manger

Contact Information

Office: Communications Building, Room 1033F

Phone number: 618-453-7579

Email: melindap@siu.edu

DEPARTMENTAL GENERAL INFORMATION, POLICIES AND PROCEDURES

INFORMATION RESOURCES

Staying informed about the many programs, special events, deadlines and extra-curricular activities related to the DOT is essential. Following are several key resources to help you keep up with everything that will be going on:

THE SIUC THEATER CALENDAR ON “GOOGLE

All Department of Theater Calendars are located on “Google Calendars”. To access these Calendars, please follow these simple steps:

- 1) Go to Google Calendar and create an account.
- 2) Write in the “Search Public Calendar” search box “SIUC Theater”
- 3) Add SIUC Theater – Academic Calendar

This calendar gives you access to all Department of Theater committee meetings, auditions, special workshops, etc.

- 4) Add SIUC Theater – Production Calendar

This calendar gives you access to all schedules and deadlines for Department of Theater productions.

- 5) Organize your personal schedule

This option allows you to integrate your class, work and social schedule into your Department schedule. By doing this, you will be able to stay on top of you busy schedule and have the best opportunity for success.

ONLINE RESOURCES

THE GREEN ROOM

The Green Room is the place for students to gather and relax between classes, to rehearse, or to hang out with their friends. It also serves as an information center where undergrad theatre majors are provided individual mail boxes and where several announcement boards are housed. (See information below).

STUDENT MAILBOXES

At the beginning of the Fall semester, each undergraduate student is assigned his or her own mailbox slot. This mailbox is located in the Green Room, and is subdivided into lettered rows and numbered columns. The listing of assignments is located on the wall nearby. If your name is not on this listing, you may add it to the end of the list, given that you do not skip slots. If you are a returning student, it is likely you will not have the same assignment you had the previous year. Please always check the assignment list each fall semester for your correct mail box number.

ANNOUNCEMENT BOARDS

There are various announcement boards located around the department, each of which serves a different purpose. The locations are: The Green Room, back stage, and out side the Scenic Studio.

Three (3) boards are housed in the Green Room. Further, one of them is subdivided into three sections, which are as follows:

1. **Departmental Announcements**: For postings of goings-on in the department, outside of current coursework. This would include announcements of upcoming courses or seminars; play readings; workshops; and other such materials.
2. **Audition & Casting Announcements**: For postings of upcoming auditions; callback lists; and finalized cast lists.
3. **Academic Announcements**: For postings that apply directly to the coursework for current departmental courses. This would include announcements regarding mentoring and registration, assignment reminders, as well as the Practicum and Production crew assignments for the semester.

The second board in the Green Room is reserved strictly for announcements pertaining to our student chapter of USITT (United States Institute for Theatre Technology). It also carries the calendar of productions for the current season.

The third Green Room announcement board, located opposite the first, is reserved for any and all materials that do not apply to any of the other callboards. This includes audition calls for performances/ programs outside the department, application materials for other performing arts schools around the country, and any other such miscellany.

There is one Call Board located in the hallway back stage, next to the McLeod Theater stage left door. This board is reserved for announcements relating to individual productions in our season. It is divided into multiple sections (the number of which being dependent on the number of productions), the middle of which is always reserved for the current production. If any of the other sections is empty, it may be used to post general departmental announcements.

Finally, there is one more announcement board just outside the entrance to the Scenic Studio. It is generally used for posting announcements relative to the tech/design disciplines, but may also include general departmental announcements.

UNDERGRADUATE ORIENTATION

An orientation meeting of the entire Theater Department faculty, graduate and undergraduate majors is held during the first week of fall semester. The purpose of this meeting is to welcome back returning students and faculty, introduce new students and faculty, complete new or revised Mentor Forms, share important information about the new year and to elect undergraduate representatives to departmental committees. The

meeting usually takes place on the third or fourth day of classes, so that notice of the meeting time and place can be given in all Theater classes.

MENTORING PROGRAM

Every undergraduate student officially registered as a Theater Major is assigned to a **Theater Faculty Mentor**.

What does a Mentor do?

A **Mentor** provides one-on-one counseling to students on such matters as curriculum, navigating university life, career goals and opportunities, and other matters of specific importance to the student.

A **Mentor** tracks the student through their theater classes to insure that they follow the proper sequence. Specifically, a **Mentor** will meet with a student prior to each semester registration to advise and approve any theater courses to be taken. Actual registration for each semester is completed by the Undergraduate Advisor who will also advise students in matters relating to University core curriculum requirements.

A **Mentor** takes an active interest in and monitors a student's creative work and academic progress at SIUC and beyond.

A **Mentor** may assist the student in developing resumes, portfolios and letters of application, as well as finding and securing internships, study abroad and theater employment opportunities.

A **Mentor** contacts the student when academic problems or matters related to nonprofessional attitude within the department arise.

How do I get a Mentor?

At the beginning of each year, new majors are assigned to a faculty mentor by the Department Chair, and all students complete a revised Mentor Form. A Mentor List will be posted in the Green Room within the first week of fall semester. A student will ideally maintain the same mentor for their entire SIUC academic career. Your area of interest is taken into account and an attempt is made to assign you to a faculty member that is in your area of interest. This cannot always happen, however. You will be advised by flyers and announcements when you need to meet with your Mentor.

How do I communicate with my Mentor?

A specific “**Mentoring Day**” will be scheduled and announced during the first few weeks of each semester and Mentors will post appointment sign-up sheets on their office doors so that their student protégés can schedule a meeting. Additionally, students should feel free to contact their mentor and make as many appointments as they find necessary

throughout the year. Mentors are there to help, but they are not mind readers! You, the student, know when you need to see your Mentor. Keep informed of your Mentor's telephone number, email address, room number, and office hours. It is not necessary to have an earth-shattering reason to talk to your Mentor. Stop in just to chat. Take advantage of this unique opportunity.

CLASS ATTENDANCE

It is the consensus of the Department of Theater Faculty that a student's presence in every class is essential for effective learning, and therefore attendance to all classes is mandatory. Policies regarding penalties for absences and lateness are determined by the individual instructors of each class, and are included in the course syllabus.

CONTINUING ARTIST'S SEMINARS (CAS)

Continuing Artist (Training) Sessions are a series of 50 minute seminars which meet six to eight times each semester on selected Mondays. The purpose of the this course is to emphasize the absolute necessity for continued collaboration in the study and creation of the art of theater, and, as the title suggests, to supply and or reinforce information which will be useful to you as you continue your training as a theater artist. This course is a periodic assembling of the entire department (full faculty as well as graduate and undergraduate students), and provides a vital venue for:

- the dissemination of important departmental information;
- the presentation of special topic workshops, demonstrations, lectures and performances which would supplement our regular classroom and production training;
- familiarizing the student body with the research and creative activity of the faculty and their peers;
- the exchange of ideas and viewpoints on theatre, its creation and place in our world;
- the building of the student body and full faculty into a unified collaborative theatre organization;
- students and faculty to get to know and interact with fellow theater artists other than those in their current classes.

This series of seminars is mandatory for all Graduate and Undergraduate Theater majors for every semester in which the student is enrolled and in residence on the SIUC campus. Special considerations can be made during semesters when a student has an unchangeable schedule conflict with another course. Students should contact their mentor to make special arrangements should they encounter such a scheduling problem.

GRADE REQUIREMENTS

Students must maintain a minimum GPA of 2.0 overall to participate in productions except if they are enrolled in a course for which production is a requirement such as THEA 300 Practicum. (A student may not enroll in THEA 400 Production until after they are cast, and any student with a GPA of below 2.0 will not be cast.)

CHANGES IN GRADES

Any changes in grades given at the end of a course are final and may not be changed except through the procedures set out in the current SIUC Undergraduate Catalogue.

INFRACTIONS and CODES OF CONDUCT

Academic

In pursuing their education here at SIUC, all undergraduate theater majors are expected to abide by the rules and procedures as outlined in the "SIUC Student Conduct Code". This document can be found on the SIUC website at:

<http://www.siu.edu/~policies/policies/conduct.html>

Production Infraction Form

This form is used by the Stage Manager of Department of Theater productions to record infractions that are deemed disruptive to the rehearsal and production process. This form records the event and allows the person receiving the infraction to respond to the record of the event in question. These forms are given to the Production Manager and may result in disciplinary actions such as grade lowering, removal from production assignments or discipline that effects future productions.

UNDERGRADUATE STUDENT GRIEVANCE PROCEDURES

SIUC has policies and procedures in place for students who wish to file a grievance against a faculty or staff member. In the case of an undergraduate student, the student must make an attempt to *reconcile the difference with the immediate Faculty/Staff member*. If the problem is not solved through that meeting, the student must state, in writing, the grievance and present it to the appropriate Area Head. If at the Area Head level the problem is still not resolved or if the faculty/staff member involved is the Area Head, the student may request the grievance be forwarded to the Chair. The Chair will then request individual meetings with both parties concerned and render a decision within one week. If the student is still aggrieved by the decision of the Chair, the next step is an appeal to the Dean of the College of Liberal Arts and the filing of a formal grievance under the current University procedure. If the grievance is with the Chair, it will be forwarded to the Dean's Office for adjudication.

The Department of Theater adheres to the Sexual Harassment definitions and policies as described in the Undergraduate Catalog. For more information on sexual harassment grievance procedures, please consult the Undergraduate Catalog.

DEPARTMENT COMMITTEE DESCRIPTIONS

The Department of Theater has several standing committees to address various issues which affect the department's academic and production programs. Several of these have provisions for undergraduate representatives to the committee. These undergraduate representatives are elected by majority vote during the Fall Undergraduate Orientation Meeting, and then serve for one year. It becomes the responsibility of these undergraduate representatives to research and communicate the opinions of the undergraduate population concerning the projects and actions the committee. The committees needing undergraduate representation are:

Curriculum Committee

Considers all matters related to the implementation and operation of all undergraduate and graduate degree programs offered by the department. This committee considers and processes all matters of curriculum, both graduate and undergraduate. Members represent all major phases of the academic program and departmental areas (B.A./B.F.A., M.F.A, interdisciplinary Ph.D.).

Undergraduate students elected to committee: 1

Current Faculty Chair: Ron Naversen

Recruitment and Retention Committee

This committee oversees overall recruitment and retention efforts of the department including university Open Houses, recruitment events such as The Illinois High School Theater Festival, Drama Daze, the student awards celebration (*Archies*) and other activities.

Undergraduate students elected to the committee: 2

Current Faculty Chair: J. Thomas Kidd

Play Selection Committee

This committee considers all suggestions for each year's bill and selects the season. The committee meets fall semesters sending recommendation of the upcoming season to the combined faculty for approval by the end of fall semester. Representatives include: production area, playwriting area, performance area, dramaturgical area and representatives of School of Music.

Undergraduate students elected to committee: 1

Current Faculty Chair: Segun Ojewuyi

Archie's Committee

This committee is responsible for the creation and planning of the annual *Archie's* Award Ceremony that is presented at the end of each academic year. The Archie's Committee is comprised of 2 students from each year in class and 2 faculty members.

Undergraduate students elected to committee: 8

Faculty Representative: 1

Current Faculty Representatives: Bob Holcombe; Jenny Holcombe

STUDENT ORGANIZATIONS, SPECIAL ACTIVITIES AND OPPORTUNITIES

STUDENT ORGANIZATIONS

USITT

This group is a student chapter of the United States Institute of Theater Technology. Members of the group work together to plan and execute events in support of the Department of Theater community as well as raise funds to attend the annual Conference that happens in the middle of March. Past locations of this conference have been New Orleans, Houston, Toronto and many more.

Africana Theatre Laboratory (ATL)

Africana Theater Laboratory is a student organization designed to both educate and entertain Southern Illinois University and the surrounding community through both African and African American art forms. The group produces plays, musicals, other theatrical performances and events which feature minority student artists. ATL is opened to all students interested in theater regardless of ethnic background or previous experience.

DEPARTMENTAL AWARDS CEREMONY

Generally held during the last week of the spring semester, the department of Theater's annual awards ceremony exist to bring together faculty and students for an evening of appreciating our Academic and Artistic excellence. The ceremony and the awards given are nick-named *The Archies* in honor of former DOT chair, Archibald McLeod.

DRAMA DAZE

Every year the Department of Theater sponsors DRAMA DAZE, an all-day theater event offered to area high school students. Theater classes are cancelled, and your help will be needed in the following areas: registration, monitoring, group leaders, workshop leaders/assistants, food services, set up and strike. DRAMA DAZE is extremely popular and is a valuable and visible service and recruiting tool for the Department. Your assistance is appreciated.

KCACTF

The SIUC Department of Theater frequently participates in the programs of the Kennedy Center American College Theatre Festival (KCACTF). KCACTF is a national theater program which strives to improve the quality of college theater in the United States by providing theater departments and student artists a means to showcase their work and receive outside assessment by qualified respondents. For more information on the activities, opportunities and programs provided through KCACTF, log on to their national website at www.kcactf.org or our region's website at www.kcactf3.org.

THE McLEOD SUMMER PLAYHOUSE

The McLeod Summer Playhouse is a professional summer theater company committed to presenting popular theater to the southern Illinois region. Additionally, the Playhouse particularly strives to provide professional opportunities for Illinois artists, professional level experience for SIUC students, and the creative and interdisciplinary activity of SIUC faculty. Students can receive credit for working with MSP or audition/interview to work as actors or technicians for the summer. For more information about MSP, check their website at [/www.siu.edu/~msp](http://www.siu.edu/~msp).

SCREENING AUDITIONS

The Department encourages all of its performance students to audition for professional summer work. However, most of the audition venues you will attend will require that you be recommended by a member of the performance faculty. In order to ensure that our students are prepared for these professional auditions, the department holds a screening audition each year in late September or very early October. You must be approved through this audition before a performance faculty will agree to recommend you for summer work. Returning students may not have to re-screen each year. Talk to the Head of Performance for more information.

PROFESSIONAL AND GRADUATE SCHOOL AUDITIONS AND INTERVIEWS

Many opportunities exist for finding work outside the Department of Theater as well. In the front office is the Undergraduate Job Book composed of notices, flyers pertaining to graduate schools, internships, apprenticeships, auditions for summer work, etc. Notices are also posted in the Green Room. Below are brief descriptions of auditions and conferences that provide potential creative work during the academic year and/or the summer. Students are encouraged to seek work outside of the Department, particularly for the summer months.

Midwest Theater Auditions (MWTA). Held in St. Louis at Webster University, actors are able to audition for as many as 40 companies at once. Most of the companies are casting for summer stock, but several are there to cast year-round seasons. Graduate schools and professional training programs often attend as well. Actors must attend a departmental screening audition before applying. Technical students have a separate day of interviews. Check the Departmental Calendar for the dates of these auditions/interviews. There is an application fee. Applications are usually available in November. Check with the Head of Performance or the Head of Design for more details. An early application is essential. Midwest has a limited number of slots and they fill up very quickly.

Southeastern Theater Conference (SETC). These auditions and interviews are much like the ones at MWTA, but on a much larger scale. Actors must attend a departmental screening audition in late September and a regional screening audition in early November in Kentucky. If they are passed on, they attend the final auditions in March. Technical students are not required to attend a screening interview. There is an application and conference fee to apply and attend. (A portion of this is refundable if a student does not pass the screening audition). The cost for technicians is considerably less. Check with the Head of Performance or the Head of Design for more details.

University Resident Theater Association (URTA). This is an opportunity for graduating seniors to audition or interview for graduate programs in theater. Auditions are in January or February, and each applicant must receive a Departmental nomination/coaching before applying. Check with area Heads in October. The deadline is usually mid-November.

United States Institute for Theater Technology (USITT). This conference, usually held in March, is an excellent job placement venue for MFA students and qualified individuals seeking full-time employment upon graduation. Ask design and production faculty for details.

ACTING COACHING

Acting coaching is available on an as needed basis from all members of the Performance Faculty. Interested students should contact individual Performance Faculty member(s) directly to schedule coaching times. If a student is seeking coaching for a role in a specific class or production, the student must first receive permission to receive coaching from the instructor of the class or the director of the production. If a student is seeking coaching for an upcoming professional or graduate school audition or KCACTF, the student must set up coaching appointments in a timely manner.

LOCAL COMMUNITY THEATER GROUPS

The longest operating, volunteer, community theater organization in Carbondale is **The Stage Company**. The Stage Company recently moved into the historic Varsity Theater in downtown Carbondale, and provides many opportunities for actors. A Season generally consists of four shows (usually non-musical plays) during the academic year and often a children's theater selection for the summer. Auditions generally consist of cold readings from the scripts. Call the Stage Company for audition dates and times.

In addition to the Stage Company, there are several other performing groups located in the region around Carbondale. Check the Green Room board for information about auditions and performances from these other community theater organizations.

SCHOLARSHIPS, HONORS, FINANCIAL AID AND STUDENT EMPLOYMENT

DEPARTMENT OF THEATER SCHOLARSHIPS AND TUITION WAIVERS

The Department of Theater offers scholarships and/or tuition waivers of varying amounts on an annual basis to undergraduates who demonstrate contributions/potential in the areas of academic ability, creative work, and service to the department. Applications for these awards are evaluated by the entire Department of Theater faculty, and the applying student is required to participate in an interview process before the entire faculty. During the interview, students interested in performance should be prepared to perform two contrasting monologues (not exceeding 5 minutes in total length) and design technical students should be prepared to present and discuss a portfolio of their work.

Deadlines for completed scholarship/tuition waiver applications generally fall in early February. For information regarding specific application deadlines, current Theater students should consult the announcement boards or check with the Chair of the Recruitment and Retention Committee. Scholarships and tuition waivers are one year renewable, and are awarded in amounts ranging from \$500 to \$1,500 per academic year. A “Scholarship/Tuition Wavier Application Form” may be found in “Forms” section of this handbook.

In most cases, the selection of scholarship/tuition waiver recipients is based on the following criteria:

1. Scholarship and/or Creative Activity
2. Need
3. Involvement in/Service to the Department.

SPECIAL SCHOLARSHIPS AND HONORS

The *VERIZON* Scholarship

This special theater scholarship is awarded annual to a student or students whom the Department of Theater faculty recognizes as outstanding in both the areas of academics and production. Interested students should follow the same application and interview procedures as other scholarship applicants, completing a departmental “Scholarship/Tuition Wavier Application Form” (found in the ‘Forms’ section of this handbook), and making an interview appointment on the announced scholarship applicant review day. Awards amounts will vary depending on the number of applicants and yearly interest developed in the *Verizon* Scholarship fund, but will range from \$500-1500.

- Student applications are due in early February; exact date to be determined by the faculty and announced during the academic year.

- Recipients must complete an interview with the entire Department of Theater Faculty; exact date to be determined by the faculty and announced during the academic year.
- Recipients should be notified two weeks before Honors Day in April.
- Recipients must have a 3.0 GPA to be included in Honors Day Program.
- Selection will be made by the Department of theater Faculty.

The SIUC/HB STUDIO Internship Scholarship

A \$1,000.00 scholarship given to a performance student wishing to study acting at the HB Studio's summer intensive workshop. The qualifying student must be accepted by the HB Studio into the summer workshop and must audition for the scholarship with the SIUC performance faculty.

OTHER SPECIAL AWARDS AND HONORS

The following awards are available through the Department of Theater. Some of these are honors and some carry a cash award. In all cases, the student must apply, either by completing the scholarship application form **or** be nominated by a member of the Department of Theater Faculty. In most cases, the selection of the recipients is based on the following criteria:

1. Scholarship and/or Creative Activity
2. Involvement in/Service to the Department.

Outstanding Graduate Student

Award to be determined annually by the Theater Faculty.

Criteria

Preferences shall be given to a graduate student who:

- a) Demonstrates outstanding scholarship
- b) Demonstrates potential for excellence in creative activity
- c) Provides service to the Department of Theater

Stipulations

- 1) Recipient must be full time (8 hrs.) and have a GPA of 3.0 to have their name included in the University Honors Day Program.

Ira Aldridge Award

The student selected as the Ira Aldridge Award recipient should be screened under the following criteria:

1. The student must be African American.
2. The student must be currently enrolled as a full or part time graduate student (8 hrs.) or undergraduate student (12 hrs.) at Southern Illinois University at Carbondale.
3. The student must have at least a 2.5 (undergraduate) or 3.0 (graduate) grade point average.

4. The student must have demonstrated leadership potential and have participated in productions in the SIUC Theater Department and/or in University or community productions.
5. The student must show competence in his/her chosen area (acting, playwriting, directing, stage management, design, production, etc.)

Archibald McLeod Award for Academic Excellence

Awarded to a junior or senior who has demonstrated excellence in course work. Overall GPA is the predominant criterion for this award and should exceed 3.25. A tuition waiver for \$100.00 is deposited into the student's bursar's account and a certificate is presented to the recipient on Honors Day. The student must have a GPA of 3.0 to have their name included in the Honors Day Program. Anne and Peter Koletzke (McLeod's children) who donate the money for this award should be notified of the award winner.

Award for Outstanding Service

Awarded to a junior or senior who has demonstrated excellent service to the department through work on departmental committees, student organizations and representing the department at various community, university and departmental functions. An appropriate theater text is presented to the recipient on Honors Day. The student must have a GPA of 3.0 to have their name included in the University Honor's Day Program.

Award for Excellence in Performance

Awarded to a junior or senior performance student who has demonstrated through course work and/ or practical application on stage continued growth in skill and technique; professional attitude in terms of commitment, directibility, collaboration; and achieves a high standard of quality in performance. An appropriate theater text is presented to the recipient on Honors Day. The student must have a GPA of 3.0 to have their name included in the University Honors Day Program.

Mordecai Gorelik Award for Excellence in Scenic Design

Awarded to a graduating senior and/or graduate student, who has demonstrated excellence in scenic design either through the practical application in the design of settings for realized stage productions or through theoretical classroom projects. Excellence is demonstrated by an originality of vision, the enhancement of the actor's work, and through a sense of collaboration realizing the objectives of the playwright through the vision of the director. An appropriate theater text is presented to the recipient on Honors Day. The student must have a GPA of 3.0 to have their name included in the University Honors day Program.

Eelin Stewart-Harrison Award for Excellence in Costume Design

Awarded to a graduating senior and/or graduate student who has demonstrated excellence in costume design either through the practical application in the design of costumes for realized stage productions or through theoretical classroom projects. Excellence is demonstrated by an originality of vision, the enhancement of the actor's work, and through a sense of collaboration realizing the objectives of the playwright through the vision of the director. An appropriate theater text is presented to the recipient on Honors

Day. The student must have a GPA of 3.0 to have their name included in the University Honors Day Program.

James Moody Excellence in Lighting Design

Awarded to a graduating senior and/or graduate student who has demonstrated excellence in lighting design either through the practical application in the design of lighting for realized stage productions or through theoretical classroom projects. Excellence is demonstrated by an originality of vision, the enhancement of the actor's work, and through a sense of collaboration realizing the objectives of the playwright through the vision of the director. SIUC Alumnus James Moody's text Concert Lighting and \$250.00 Bursars Credit are presented to the recipient on Honors Day. Mr. Moody should be contacted early in the spring semester to give him time to autograph and send the book(s). The student must have a GPA of 3.0 to have their name included in the University Honors Day Program.

Award for Excellence in Technical Production

Awarded to a graduating senior and/or graduate student who has demonstrated excellence in one or more aspects of technical production including properties, carpentry, technical direction, sound, electrics, or stage management. Excellence is demonstrated by original problem solving, the enhancement of production work, and through a sense of collaboration realizing the objectives of the designer and playwright through the vision of the director. A \$200.00 Bursars Credit is presented to the recipient on Honors Day donated by SIUC Alumna Shannon Heller. The student must have a GPA of 3.0 to have their name included in the University Honors Day Program.

Distinguished Alumni Award

Presented during Academic or Summer season. This award is presented to a Department of Theater Alum who has made significant contributions to the discipline of theater or to the department specifically. The award, which entails a plaque/platter should be presented to the recipient at a performance during the regular season, during Homecoming weekend if it can be scheduled with a performance, during the Summer Playhouse season, or during the CoLA Alumni Appreciation Day. The recipient's name is inscribed on a plaque located in the Theater Lobby.

Outstanding Patron Award

This award is given to a patron who has consistently supported the McLeod Theater Season or who has made a significant contribution of service, financial aid or commensurate donation of materials for a specific show or season. The recipient's name is inscribed on a plaque in the Theater Lobby and presented with a plaque/platter during the regular or summer season productions.

Carolyn Moe Playwriting Scholarship

Scholarship given to 1st year Playwriting student. Scholarship is for \$1,000 offered every other year. Selection to be made by Head of Playwriting.

Christian H. Moe Playwriting Awards (graduate or undergraduate)

The plays selected should demonstrate technical skill in terms of being effectively constructed using the foundations of dramatic structure in a skillful manner and exhibit familiarity and proficiency with dramatic questions, on-stage activity, speakable dialogue and the use of crises and climaxes. At the same time, these plays should express a particular vision that seems to engage the author in the material whether the play is comic or serious. Further, the material should be suited to the medium of the stage as opposed to a screenplay/novel/poem that seems forced into a stage-play mold. Finally, the play should suggest that the author has talent and suggest future growth in the art of playwriting.

Best Short Play (approximately 45 pages)

A cash award (\$200.00) is presented to the recipient on Honors Day. The student must have a GPA of 3.0 in order to have their name included in the University Honors Day Program.

Best Long Play

A cash award (\$250.00) is presented to the recipient on Honors Day. The student must have a GPA of 3.0 in order to have their name included in the University Honors Day Program.

Best Short Play, Honorable Mention (approximately 45 pages)

A cash award (\$50.00) is presented to the recipient on Honors Day. The student must have a GPA of 3.0 in order to have their name included in the University Honors Day Program.

Best Long Play, Honorable Mention

A cash award (\$50.00) is presented to the recipient on Honors Day. The student must have a GPA of 3.0 in order to have their name included in the University Honors Day Program.

COLLEGE OF LIBERAL ARTS AWARDS

The Department may also nominate students for the following **College of Liberal Arts Scholarships**:

1.	Carrie Bunn Scholarship	\$100	3.00 GPA
2.	Leah M. Reef Scholarship	\$160	3.00 GPA
3.	Robert W. Davis Memorial Scholarship	\$300	3.25 GPA (junior)
4.	Delyte Morris Scholarship	\$445	3.00 GPA

STUDENT EMPLOYMENT

The Department of Theater offers many opportunities for student employment such as Main Office, Box Office, Costume Studio and Scenic Studio. In most cases, student must be eligible for federal work-study to receive employment. To find out if you are eligible for federal work study, please visit the financial aid office at SIUC. For information on

the availability of employment, please contact the Department of Theater main office to be directed to the appropriate supervisor.

INFORMATION AND PROCEDURES FOR THE PROGRESSION THROUGH THE B.A. IN THEATER

THE BACHELOR OF ARTS DEGREE IN THEATER

The Bachelor of Arts degree in Theater is designed to provide the student with broad-based exposure to human experience and sound foundation in basic skills of theater craft. The undergraduate theater major provides the student with invaluable interpersonal and intrapersonal skills and builds inquiring and open minds—qualities required in most professions the student might wish to pursue after graduation—and further offers essential education and training for continued work in graduate or professional schools.

Courses in acting, voice, movement, directing, theater history, dramatic literature, playwriting, production design, and technical theater, are augmented by the extensive production schedule in two theaters—a proscenium house, the McLeod Theater, seating about 488, and the Christian H. Moe Theater, a flexible space seating about 100—providing training in all aspects of theater. The production schedule is extensive enough to allow students the opportunity to design sets, lights, and costumes and to write, perform, and direct for productions bridging all dramatic genres, including musical theater.

In addition to the University Core Curriculum requirements, all theater majors must complete a theater core curriculum of 27 semester hours, all of which must be completed with a grade of *C* or better; a liberal arts component of 20 hours, selected by advisement from courses outside the Department of Theater; and 33 hours of theater electives, to include at least 9 hours at the 400 level. These 33 hours may also include course work outside the Department of Theater if they are germane to the student's specialization in performance, design, history, criticism and playwriting. As examples a student with an emphasis in performance may wish to take dance classes as these will enhance their performance skills. A student with a focus in design may want to take classes in Art and Design to improve their drawing or history background. These 33 hours may also include a minor of 15 hours in such complementary fields as art, clothing and textiles, computer science, English, foreign languages, history, journalism, music, speech communication, philosophy, psychology, recreation, and sociology.

Theater course credit earned at other institutions of higher learning, not used for University Core Curriculum requirements at the time of transfer, can be applied to the Bachelor of Arts degree program with the approval of the Curriculum Committee of the Department of Theater.

ACADEMIC ADVISEMENT AND REGISTRATION

The current College of Liberal Arts Academic Advisement for Theater and Speech Communication is Jay Lewis. His office is located the Communications Building, Room 2249. The telephone number is 618.453.8114. The academic advisor's office hours are

posted in the Green Room and outside his office door. Theater students should make themselves aware of these office hours at the beginning of each semester.

Depending on advisement criteria, students may begin making advisement appointments during the second week of the respective semester. Theater students must first meet with their Department of Theater Faculty Mentor and complete a mentor advisement form before registering for classes. The academic advisor will not register a student for Theater classes with out a current, completed and signed mentoring form.

All current Theater majors in good academic standing are authorized to register for classes on Salukinet. Some restrictions apply. Check Salukinet for the date that registration for classes begins.

Additional information, including an advisement schedule, is posted at the advisement office. Please feel free to contact the academic advisor if you have any questions.

APPLICATION FOR TRANSFER CREDIT

To obtain transfer credit for theater courses taken at another institution, the student must provide the following:

1. A cover letter detailing the request.
2. A transcript showing grade received in course, and
3. A catalog description and syllabus from the course for which the student wishes to receive credit.

Students should submit all of the above materials to the Chair of the Curriculum Committee who will present it to the committee at their next meeting. The proposal will be discussed and then voted upon by the committee, and its decision will be communicated to the student by the Curriculum Chair. All courses will transfer in as general theater elective credit unless the student requests otherwise.

A note to transfer students: Though the Theater Department will make every effort to accommodate students who transfer in with a two year degree, it cannot guarantee that a student will be able to complete a theater major in only four semesters. Speak with your Mentor for more specifics.

APPLICATION FOR WAIVERS OR PROFICIENCIES

To obtain a *waiver* of a required course or to request a waiver of other departmental requirements, a student must petition the Department Chair in writing. These petitions normally take the form of a letter that states the requirement to be waived and the reasons the student is requesting the waiver. The Chair will consider the petition and make a recommendation to the faculty as a whole either to grant the waiver or refuse it. The faculty will then vote on the recommendation of the committee. Students should allow at least one month for this procedure.

Requests for *proficiency exams* will be denied. Students should use the procedures for transfer credit or waiver of requirements to deal with such matters.

PROGRAM OF STUDY FOR THE BA IN THEATER

In addition to 41 semester hours of University Core Curriculum requirements, all Theater majors must complete:

- a theater core curriculum of 27 semester hours, all of which must be completed with a grade of C or better;
- a liberal arts component of 20 hours, selected by advisement from courses outside the Department of Theater;
- 33 hours of Theater electives, to include at least 9 hours at the 400 level and may include a minor of 15 hours in such complementary fields as art, clothing and textiles, computer science, English, foreign languages, history, journalism, music, philosophy, recreation, sociology, and speech communication.

Required Courses in Theater

THEA 220 (counts as University Core)	3 hours
THEA 205	3 hours
THEA 217	3 hours
THEA 218a	3 hours
THEA 218b or THEA 218c	3 hours
THEA 300	1 hour/semester, 4 total required
THEA 311a	3 hours
THEA 354 a	3 hours
THEA 354b	3 hours
THEA 402a	3 hours
Electives in Theatre at the 400 level	12 hours
Electives in Theatre or complementary field	24 hours

THE MINOR IN THEATER

Following are the requirements for the Minor in Theater:

THEA 311A	Play Analysis	3
(THEA 101 or 220 is a pre-requisite		3)
THEA 354a or b	Theater History	3
THEA 218a, b or c	Stagecraft	3
THEA 217	Beginning Acting	3
THEA 300	Practicum.	<u>1</u>
Total Hours		16

DESIGN/TECH INTEREST

Following is the suggested sequence of theater courses for students with a primary interest in the Design and Technical areas of Theater. Specifically, these students should take all three Theater Stagecraft classes (218-A, Scenery; 218-B, Lighting; 218-C, Costumes) to gain a basic understanding of all the tools and practices in theater technology.

FIRST YEAR

Fall: THEA 220 Freshman Theater Seminar
THEA 218-A, B, or C Beginning Stagecraft (Scenery, Lighting, or Costumes)

Spring: THEA 205 Stage Make-up
THEA 217 Acting (majors section)
THEA 218-A, B, or C Beginning Stagecraft (Scenery, Lighting, or Costumes)

SECOND YEAR

Fall: THEA 300 Practicum
THEA 218-A, B, or C Beginning Stagecraft (Scenery, Lighting, or Costumes)
THEA 311-A Play Analysis

Theater Electives:

THEA 309 Drafting for the Theater
THEA 409-A Scene Painting

Spring: THEA 300 Practicum

Theater Electives:

THEA 406 Properties Studio
THEA 407 Scene Design
THEA 409 Scene Painting Studio
THEA 418 Introduction to Lighting Design

Summer:

Theater Electives:

McLeod Summer Playhouse (2-6 credit hours)

THIRD YEAR

Fall: THEA 300 Practicum
THEA 354-A Theater History and Literature, Part I

Theater Electives:

THEA 400 Production
THEA 414 Costume Design
THEA 416 Structural Design for the Stage
THEA 419 Technical Direction
THEA 450 Topical Seminar

Spring: THEA 300 Practicum
THEA 354-B Theater History and Literature, Part II

Theater Electives:

THEA 400 Production
THEA 404 Theater Management
THEA 406 Properties Studio
THEA 407 Scene Design
THEA 412 Patterning & Draping for the Theater
THEA 415-A or B Costume Crafts I or II
THEA 418 Introduction to Lighting Design
THEA 450 Topical Seminar
THEA 516 Advanced Theater Design and Production
(by advisement)
THEA 512 Advanced Construction (by advisement)

Summer:

Theater Electives:

McLeod Summer Playhouse (2-6 credit hours)

FOURTH YEAR

Fall: THEA 402-A Directing

Theater Electives:

THEA 400 Production
THEA 412 Patterning & Draping for the Theater
THEA 414 Costume Design
THEA 415-A or B Costume Crafts I or II
THEA 416 Structural Design for the Stage
THEA 419 Technical Direction
THEA 450 Topical Seminar

THEA 516	Advanced Theater Design and Production (by advisement)
THEA 512	Advanced Construction (by advisement)

Spring:

Theater Electives:

THEA 400	Production
THEA 404	Theater Management
THEA 406	Properties Studio
THEA 407	Scene Design
THEA 412	Patterning & Draping for the Theater
THEA 415-A or B	Costume Crafts I or II
THEA 416	Structural Design for the Stage
THEA 418	Introduction to Lighting Design
THEA 450	Topical Seminar
THEA 516	Advanced Theater Design and Production (by advisement)
THEA 512	Advanced Construction (by advisement)

Summer:

Theater Electives:

McLeod Summer Playhouse (2-6 credit hours)

SUGGESTED SEQUENCE FOR PERFORMANCE INTEREST

Following is the suggested sequence of theater courses for students with a primary interest in the Performance areas of Theater. Consult with your Mentor on which courses would best suit your educational goals.

NOTE: Classes in singing and dance can be valuable for students with a strong interest in performing. The Performance Faculty therefore recommends students consider taking courses in these areas. These courses are acceptable as theater electives.

FIRST YEAR

Fall:

THEA 203a-001	Introduction to Voice and Movement (majors section)
THEA 218a	Stagecraft—Scenery
THEA 220	Freshman Seminar

Spring:

THEA 217-0011	Acting (majors section)
THEA 203b	Stage Speech and IPA
THEA 300	Practicum
MUS 031a	Voice Class*
PE 103_	Dance (see below)**

SECOND YEAR

Fall:

THEA 303a	Movement for the Actor
THEA 311a	Play Analysis
THEA 218b or c	Stagecraft: Lighting or Costumes
MUS 040p	Private Voice*
THEA 300	Practicum
PE 103_	Dance (see below)**

Spring:

THEA 303b	Voice for the Actor
THEA 205	Stage Makeup
THEA 300	Practicum
PE 103_	Dance (see below)**

Summer:

THEA 322	Summer Theater (1-12 hours)
	OR
THEA 260	Internship (1-15 hours)

THIRD YEAR

Fall:

THEA 317a	Intermediate Acting
THEA 354a	Theater History
THEA 300	Practicum
PE 103_	Dance (see below)**

Spring:

THEA 317b	Intermediate Acting
THEA 354b	Theater History
THEA 402	Directing (3 to 6 hours)
THEA 300	Practicum
THEA 400	Production

Summer:

THEA 322	Summer Theater (1-12 hours)
	OR
THEA 260	Internship (1-15 hours)

FOURTH YEAR

Fall:

THEA 417	Advanced Acting (may be repeated for credit)
THEA 420/21	Senior Seminar and Project
THEA 402	Directing (3 to 6 hours)
THEA 300	Practicum

Spring:

THEA 403a	Advanced Movement
THEA 403b	Advanced Voice
THEA 400	Production
PE 103_	Dance (see below)**

*Following this MUS 031a – Class voice, students are encouraged to continue taking private voice lessons.

**Dance class offerings vary from semester to semester. Check with your Mentor to determine what is being offered.

PE 103a	Ballet		
PE 103b	Ballroom Dance	PE 103d	Modern
PE 103c	Jazz	PE 103f	Tap

PERFORMANCE CREDIT

Students performing in any SIUC Department of Theater production, are eligible to receive THEA 400 credit. These credits can be used to help fulfill your 9 hours of 400 level electives.

THE BACHELOR OF FINE ARTS IN MUSICAL THEATER

A four year course of study offered jointly by the SIUC Department of theater and School of Music specifically designed to prepare students for a career in musical theater by offering intensive training in acting, singing and dancing. A liberal arts core combines with a rigorous performance curriculum, guiding students to develop and hone the skills necessary to excel as a professional “triple-threat” performer.

The mission of the BFA in Musical Theatre at SIUC is to provide specific academic and professional training for students with a desire to perpetuate and promote the art of theatre performance. Placing an equal importance on academic and artistic excellence -- while seeking a balance between theoretical and applied material -- the BFA presents a curriculum and a performance season which combine to prepare students for success in the world of professional musical theatre performance while equipping its students with the ability to shape the future of the art of musical theatre.

In accomplishing this purpose, the BFA in Musical Theater program seeks to:

1. Provide a strong base of knowledge in musical theatre theory, history and literature.
2. Provide practical training in the skills in music (specifically singing and music reading), dance and acting needed to succeed as a professional musical theatre artist.
3. Provide production opportunities that demonstrate how musical theatre history and theory relate to and work in performance, and which present laboratory experiences for practicing and honing the skills specific to musical theatre.
4. Encourage individual artistic and personal growth, and create opportunities for the exploration and expansion of individual creative potential.
5. Provide varied, quality musical theater performances for diverse audiences.

The program of study offered by the BFA is solidly focused on the theoretical and practical issues required by students to create musical theatre art and to function in the realm of professional musical theatre performance. Candidates successfully completing BFA in Musical theatre must be able to meet the following educational objectives:

- I. Demonstrate a working knowledge of vocabulary, techniques and theories in necessary to the fields of music, theatre and dance performance.

- II. Demonstrate appropriate skills in acting, singing and dance to achieve their career goals as performers.
- III. Demonstrate the ability to communicate musical theatre concepts, ideas and theories in writing, oral presentation and performance.
- IV. Demonstrate the ability to make informed judgments concerning the artistic merits of works of theatre, music and dance and specifically musical theater performances.
- V. Demonstrate the ability to articulate the significance of artistic works and the value of performing arts to society.
- VI. Demonstrate an understanding of the collaborative nature of theatre, and specifically the additional collaborative partners necessary for musical theater productions.

BFA Musical Theater students progress through a four year, 135 credit hour program which includes 38 hours of University Core Curriculum requirements, 35 hours of acting and voice classes, 21 hours of dance courses and 41 hours (including 7 hours of approved electives) of music and theater support classes such as theater and music theater history, harmony and aural skills, theatre production, class piano, play analysis, stage makeup, audition techniques, etc. The major theater, music and dance classes begin in the first semester of the first year, and should be taken in the recommended sequence.

In addition to course work, valuable performance opportunities provided throughout the academic year allow the students essential practical experience. Students also gain academic credit and professional performance experience by performing with SIUC's professional summer stock company, The McLeod Summer Playhouse.

Students must audition to be accepted into the BFA in Musical Theater program, and must pass a juried barrier exam in their fourth semester (second for transfer students) to remain in the program.

REQUIRED SEQUENCE FOR THE BFA IN MUSICAL THEATER

FIRST YEAR

Fall:

9 hours of University Core plus

MUS 022	Concert Choir
MUS 140x	Musical Theater Voice
MUS 030a	Class Piano
THEA 220	Freshman Seminar
KIN 103a	Ballet

Spring:

3 hours of University Core plus

MUS 022	Concert Choir
MUS 140x	Musical Theater Voice
MUS 030b	Class Piano
THEA 218a	Stagecraft—Scenery
THEA 217-001	Acting (majors section)
THEA 203b	Stage Speech and IPA
KIN 103f	Tap

Summer:

THEA 322	Summer Theater
----------	----------------

SECOND YEAR

Fall:

6 hours of University Core plus

MUS 022	Concert Choir
MUS 240x	Musical Theater Voice
MUS 104a	Aural Skills
MUS 105a	Basic Harmony
THEA 303a	Movement for the Actor
THEA 218b or c	Stagecraft: Lighting or Costumes
THEA 323	Musical Theater Dance

Spring:

3 hours of University Core plus

MUS 022	Concert Choir
MUS 240x	Musical Theater Voice
MUS 104b	Aural Skills
MUS 105b	Basic Harmony
THEA 303b	Voice for the Actor
THEA 205	Stage Makeup
THEA 323	Musical Theater Dance
THEA 300	Practicum

THIRD YEAR

Fall:

5 hours of University Core plus

MUS 340x	Musical Theater Voice
MUS 402	Musical Theater Workshop
THEA 317a	Intermediate Acting
THEA 424	Audition Technique
THEA 323	Musical Theater Dance

Spring:

6 hours of University Core plus

MUS 340x	Musical Theater Voice
MUS 402	Musical Theater Workshop
THEA 311a	Play Analysis
THEA 317b	Intermediate Acting
THEA 423	Musical Theater Dance
THEA 300	Practicum

FOURTH YEAR

Fall:

3 hours of University Core plus

***3 hours of electives**

MUS 340x	Musical Theater Voice
MUS 402	Musical Theater Workshop
THEA 403a	Advanced Movement
THEA 354b	Theater History
THEA 417	Advanced Acting (may be repeated for credit)
THEA 420/21	Senior Seminar and Project
THEA 423	Musical Theater Dance

Spring:

3 hours of University Core plus

***4 hours of Electives plus**

MUS 340x	Musical Theater Voice
MUS 402	Musical Theater Workshop
THEA 403b	Advanced Voice
THEA 323	Musical Theater Dance
PE 103b, c or d	Dance

(PE 103b - Ballroom PE 103c - Jazz PE 103d – Modern)

***PERFORMANCE CREDIT**

Students performing in any SIUC Department of Theater production, are eligible to receive one (1) hour of THEA 400 credit. These credits can be used to help fulfill the mandatory 7 hours of electives.

UNDERGRADUATE COURSES AND OPORTUNITIES IN PLAYWRITING:

Although there is no specific sequence for undergraduates interested in playwriting, there are a number of courses and activities available.

Specific Courses:

Theater 311A Play Analysis
Theater 411A Playwriting - The Short Play
Theater 411B Playwriting - The Long Play
Theater 390 Independent Study (Specific content to be arranged for individual needs and interests)
Theater 450 Special Topics Seminar (These often include topics of playwriting interest)

Production Activities:

Undergraduate playwrights are eligible to participate in a number of production events:

1. JOURNEYS: an annual festival of student-written plays
2. COFFEE HOUSE READINGS: arranged independently by the graduate playwrights but open to undergraduates as well
3. ONE-DAY PLAY DAY: a one-day playwriting/production workshop open to all students

For further information or to become involved in these and other activities, please contact Head of Playwriting.

UNDERGRADUATE COURSES AND OPORTUNITIES IN DRAMATURGY:

Although there is no specific sequence for undergraduates interested in dramaturgy, there are a number of courses and activities available. Students are encouraged to follow either the performance or the design/tech sequence of classes, adding or substituting the following upper level courses:

THEA 455 – Dramaturgy
THEA 454 – American Theater
THEA 450 – Topical Seminar (when specific to the field)

In addition, it is suggested that a student serve as the Production Dramaturge for a season production.

UNDERGRADUATE COURSES AND OPORTUNITIES IN DIRECTING:

Segun, do you wish to add a statement in this area?

INTERNSHIPS (THEA 260)

The SIUC Department of Theater encourages its undergraduate to participate in internship programs with theaters and theater related organizations outside the department, and grants academic credit of up to 15 hours to students who successfully complete those internships. These credits would count as Theater electives. Students interested in securing an internship should talk with their Mentor about possible programs and the procedures for registering and receiving credit of internships. When beginning an internship, students must complete the “Internship Contract” form found in Appendix B of this hand book.

Specifically, the Department of theater has created internship partnerships with the following organizations:

The HB STUDIO Summer Intensive Workshop and SIUC/HB Studio Scholarship

HB Studio is the oldest professional acting studio in New York City. Every spring auditions are held for a six week summer acting intensive. Out of hundreds of applicants, twenty lucky actors from around the globe are admitted to the Hagen Summer Intensive program. SIU Theater annually offers one theater major a \$1000.00 scholarship toward the tuition. All SIU theater students who successfully complete the internship can register for up to 9 credit hours toward their theater B.A or 3 hours toward their B.F.A.

INDEPENDENT STUDY (THEA 390)

The department also provides credit to students interested in pursuing an independent theater related project in academic or creative research. A maximum of 3 hours may be taken for any given project, and a cumulative maximum of 6 hours may count toward the degree. Talk with your Mentor to find out if an independent study may be right for you.

EXIT EXAMINATION

All students majoring in theater are also required to take an exit examination during their final semester and complete an assessment questionnaire. The exit examination consists of approximately 50 multiple choice questions based on information taught in the theater core courses. The purpose of the exam and assessment questionnaire is to aid the Department of Theater in the manner and methodology by which it teaches each student.

GRADUATION

The guidelines and procedures for graduation may be found on SalukiNet under Records and Administration. <http://registrar.siu.edu/>.

Please be sure to check in with both your DOT Faculty Mentor and the CoLA academic advisor at least one year prior to your anticipated graduation date, to make sure you are on track.

HINTS FOR APPLYING TO GRADUATE SCHOOL

- Start early in the Fall semester of your senior year.

- Identify schools that offer the type of program you are interested in (MA, MFA, etc.). Do this by discussing your goals with your mentor and other faculty members, going to the library and looking at college catalogs (third floor information desk will help with this), and writing to schools for information and catalogs (always ask for application materials at this point, so you have them when you need them).
- Schedule a test date for the GRE (Graduate Record Exam) as early in the semester as possible. These scores will determine your ability to receive financial assistance from assistantships and/or fellowships. You want the scores available when you send in your applications, and you want to have time to retake the test, if you do not do well the first time. Buy a study guide for the test and use it. These scores are very important. Go online to the Graduate School website for testing dates and locations.
- Request letters of recommendation from at least three faculty members who know your work well. Begin by identifying people who are willing to provide such references, and let them know you will be providing the proper forms as soon as you decide which schools you will be applying to, and as soon as you know what is required. You should know which members of the faculty will be taking care of this well in advance of applying.
- Gather the application forms for the schools you wish to attend. Spend time reading through the information and make a list of required documents, audition times, etc. for each of your chosen schools. Get the important dates and locations entered into your schedule, so you do not miss any deadlines. No graduate program wants to admit and fund a flake who cannot keep track of requirements.
- Complete all application materials and distribute recommendation forms to the faculty who will be writing references. Be sure to include any special instructions from the school, the correct envelope for the recommendation (with postage, if that is necessary), and a copy of your resume, along with a note to the recommender of the items you would like highlighted.
- Send in the forms, recommendations, etc. well ahead of the published deadline. All your application materials should be completed and mailed no later than January 1 of the year you wish to begin school. The later you submit your materials, the less chance you have of receiving funding.

PRODUCTION/PERFORMANCE OPPORTUNITIES

The SIUC Department of theater is committed to producing quality productions which provide the undergraduate student with a variety of opportunities for learning about the art and craft of Theater.

SUBSCRIPTION SEASON

The Department of Theater presents a season of anywhere between four to six production each academic year. These shows are marketed to the public in a variety of season subscription packages. Generally the subscription season shows are produced in the McLeod Theater, though often when appropriate, productions will take place in the Christian H. Moe Theater.

The subscription season is planned each fall for the next academic year by the Play Selection committee. Undergraduate students wishing to suggest plays for the subscription season may do so by contacting their undergraduate representative to the Play Selection Committee, and/or submitting a completed "Play Selection" form, which can be found in Appendix B of this handbook. There is no limit on the number of forms a student may submit.

In general, the subscription season shows run for four performances: three evening (Thursday through Saturday) and one matinee (Sunday). Two shows each season are usually designated as productions suited for high school matinees, and a 10 am performance is added on either Thursday or Friday. Runs are usually extended if a season subscription play is produced in the Christian H. Moe Theater.

Rehearsal/production periods for each production usually begin six weeks prior to the play's opening performance. Tech week usually begins the week before opening, with the week-end before opening often designated for longer tech rehearsal days.

SELECTION OF SUBSCRIPTION SEASON PLAYS

Before plays are actually selected for production our subscription season, the departmental Season Planning Committee meets (weekly during the spring semester a year and a half before the season being selected) to establish the number of productions, length of /rehearsal process, number of individual performances, and any special events which will be necessary for the new season. This committee also establishes guidelines on the necessary resources in terms of budget, time and personnel available for each production/event.

Once the schedule has been set, the department's Play Selection committee is charged with the task of selecting plays to fill the planned slots. This committee is made up of four faculty members, one graduate student, and one undergraduate student. Student representatives are elected by his/her peers. The committee meets weekly during the fall semester. Scripts are formally submitted by theater faculty and students. (Play selection submission form can be found in Appendix B of this handbook.) Each submission is reviewed by the selection committee. The scripts are read by the committee and

discussed. A short list of plays is comprised and then presented to the entire theater faculty. The faculty then discuss the season as a whole to decide which plays will become a part of the upcoming season. As an undergraduate student, your line of communication to this committee and to the faculty concerning the selection of plays for a season is through your elected Play Selection Committee undergraduate student representative.

ADDITIONAL PERFORMANCES

In addition to the Subscription Season, the DOT also presents a variety of other performance and production opportunities:

Chamber Opera or Musical – A joint production of the Department of Theater and the School of Music usually not included in the DOT subscription season. Often produced in an alternate venue to the McLeod Theater such as Shryock Auditorium or the Moe Theater.

JOURNEYS – An annual festival of student written, directed and performed short plays. Usually occurs in Spring semester.

One Day Play Day - a one-day playwriting/production workshop open to all students. Usually occurs in early September.

New Faces – Presented early each fall semester, this is an annual performance of scenes and exhibit of design/tech work which showcasing all new theater majors, introducing them to the department and the community.

Graduate Directing Projects

Qualifying Project – A one act play, directed by a first year MFA directing student.

Heightened Language Project – A full length play using heightened language of some kind directed by a second year MFA directing student.

“One Nighters” – Each year the DOT faculty designate certain dates to be used by students who wish to produce their own theater productions. These productions are limited to one night of performance, and are limited in terms of rehearsal time and technical complication. For specific details on procedures for various types of performances see Appendix A of this handbook. Students wishing to produce a performance must apply to the faculty using the “PROPOSALS FOR STUDENT PRODUCTIONS” found in Appendix B of this handbook.

PRODUCTION/PERFORMANCE PROCEDURES, RULES AND REGULATIONS

PRODUCTION PROCEDURES

The procedures regarding productions at SIUC, including policies and procedures for auditions, casting, rehearsals, production assignments and duties, infractions and disciplinary actions are outlined in the “SIUC Department of Theater Production Handbook” which can be found online at

BOX OFFICE PROCEDURES

The Box Office for the SIUC Department of Theater is located in the Communications Building, next to the DOT office. The Box Office phone number is 618-453-3001.

Unauthorized personnel are NOT to be allowed in the Box Office. Authorized personnel are:

- Graduate Assistants assigned to work in the Box Office
- Student Workers assigned to work in the Box Office
- Business Manager
- University Auditors (when accompanied by Business Manager)

All other faculty, staff and students must conduct their business through the Box Office window during regular Box Office hours.

The Box Office is open Monday through Friday from 12:00 noon to 5:30 PM and one hour prior to each performance until fifteen minutes after the performance has started.

Student tickets priced at \$6.00 are to be sold only with the presentation of a valid student ID for each ticket purchased. Non-student ticket prices are \$15.00 for Adults, \$12.00 for Senior Citizens and \$6.00 for children.

Tickets are paid for at time of purchase and may be paid for with cash, check, Visa, MasterCard or Discover. Telephone and credit card sales are subject to a \$1.00 handling charge.

COMPLIMENTARY TICKET POLICY

The SIUC Department of Theater does not provide complimentary tickets to students for any of its ticketed performances. However, to encourage our theater majors to attend as many performances as possible, we have created a “last minute rush seating” policy:

All Theater majors are issued an official departmental sticker, which they should apply to the upper right hand corner of their SIUC Student ID (“Dawg Tag”). On the evening of any performance, a theater major can wait until curtain time, and then simply by showing the house manager or usher the ID and sticker, take any empty seat for that performance. The empty seats will be filled in a first come first serve manner, and of course there is no guarantee of seating for any given performance.

FACILITIES AND EQUIPMENT

PERFORMANCE SPACES

The McLeod Theater - A 488-seat, fully equipped proscenium theatre that was recently renovated with new, professional quality rigging, lighting and audio systems. The stage includes a hydraulic orchestra pit, which can be raised to stage level, to create a modified thrust. Performances of the SIUC Theater subscription season, as well as the McLeod Summer Playhouse take place in this theater.

The Christian H. Moe Theater - An intimate and flexible black box space which seats approximately 100 and provides an ever-changing venue for creating exciting theater. Appropriate season subscription productions, the annual *JOURNEYS* production as well as many other performances and events occur in this theater.

REHEARSAL AND PERFORMANCE CLASS SPACES

McLeod Theater and Christian H. Moe Theater – Both of our theater spaces also serve as classroom spaces during the day, and rehearsal spaces for current productions during the evenings. The majority of the department’s acting classes are taught in the Moe Theater, and as such, a set of rehearsal furniture is generally stored the space, and a rehearsal prop cabinet is maintained just outside of the loading doors. Technical shop hours occupy the both the spaces during afternoon times. Use of both of these spaces must be reserved through the DOT office manager, and reservation schedules for both spaces can be found on the SIUC Theater Google Calendar.

Communications Building Room 0023 – “The Studio” – A small classroom and rehearsal room located on the lower level of the Communications Building and accessed by stairs from off stage right of the McLeod Theater stage. The room has a raised wooden floor, some mirrors on the wall, and contains rehearsal furniture. The Studio is reserved through the DOT Office Manager, and a schedule of use is kept in her office.

Altgeld 116 – Dance Studio – Located in Altgeld Hall, the home of the SIUC School of Music, this space is a newly renovated, dance/rehearsal studio containing a spring dance floor and a mirrored wall. This space is used for opera, musical theater and dance classes, intermediate and advanced DOT movement classes and for rehearsals of joint School of Music and DOT productions. Use of Altgeld 116 must be reserved through the School of Music.

SHOPS AND DESIGN/TECH STUDIOS

CARE OF FACILITIES

PRIORITIES FOR USE

The use of Department of Theater performance, rehearsal and production spaces, as well as performance/production personnel and technical resources including props, costumes, lighting and shop equipment is subject to the following order of priority:

1. Regularly scheduled classes
2. Season subscription productions
3. MFA directing productions
4. Class projects
5. Projects initiated by theater majors
6. Rentals and projects initiated by non-theater majors

PROP RENTAL AND USAGE

Undergraduate Acting & Directing Classes

There is a cabinet with standard hand props for use by acting and directing classes. Directors and actors are expected to provide any other necessary props from their homes. Furniture prop use is limited to the rehearsal furniture located in both the Studio and Moe Theater spaces.

Hand props are available for Undergraduate Acting and Directing scenes held the last week of classes. Students must make an appointment with the Graduate Assistant in Properties to borrow props. Times for borrowing props are regular Scene Studio hours. Do not wait until the last minute to borrow properties, as Graduate Assistants may be busy with their production duties. The student is responsible for securing properties after each rehearsal.

The borrower must return all props immediately after the final presentation. Lost props will be assessed a fair market value and applied to the Students Bursar bill. The borrower must return all props immediately after the final presentation. Lost/damaged props will be assessed a fair market value and applied to the Students Bursar bill.

Graduate Directing Projects

Hand props are available for Graduate productions (Journeys, One Nighters, Heightened Language Plays, One Acts, etc). Furniture props are limited to the rehearsal furniture located in both the Studio and Moe Theater spaces unless there is a specialty item in which case the Faculty Scenic Designer must be consulted. Students must make an appointment with the Graduate Assistant in Properties to borrow props. Times for borrowing props are regular Scene Studio hours. Do not wait until the last minute to borrow properties, as Graduate Assistants may be busy with their production duties. Do not alter or paint any props without permission from the Faculty Scenic Designer. The student is responsible for securing properties after each rehearsal unless there is an assigned stage manager or prop crew member. The borrower must return all props immediately after the final presentation and clean the stage and props cabinet.

Lost/damaged props will be assessed a fair market value and applied to the Student's Bursar bill.

Outside Projects

Props will be rented/loaned to outside organizations (high schools, junior colleges, fraternities, charitable organizations) at the discretion of the Faculty Scenic Designer or Technical Director. A flat fee of \$25.00 will be assessed for the first 5 items and \$5 for every item after that.

Please note: Many props like pillows, papers, books, etc., are easily obtained at home and the student is expected to provide these themselves and not borrow them from the except for the final scene presentations.

COSTUME RENTAL AND USAGE

For Production: All shows (however large or small) requiring costumes or use of costume facilities (including dressing rooms) must have approval by Costume Faculty in writing—see form included in the back of this handbook.

Persons costuming the show must follow Costume Shop Rules and Guidelines for Designers available from Kathryn Wagner.

For Class Projects:

Students wishing to borrow costumes for class projects and showcase performances must sign them out from the Costume Shop Manager during the following times: 8:00AM - 3:00PM, Monday through Friday. Costumes may not be checked out at any other time. It is best to set up an appointment with the shop manager ahead of time by calling 453-7592.

It is a good idea not to wait until the last minute to check costumes out, as the costume shop personnel may have other appointments or be out of the shop.

Costumes must be returned promptly and checked in with the costume shop manager or designated personal.

Costumes are not available for parties, Halloween or other personal uses.

Policy for Internal Loans

Students within the Department of Theater at SIUC (majors, minors, and students currently enrolled in theater classes, may borrow costumes (for theater class assignments only) without a rental fee providing the following:

1. You will be charged a 5.00\$ cleaning fee per costume if you are borrowing a large amount of costumes. If you are being charged a cleaning fee, you will be expected to pay for the costumes when you pick them up—not when they are returned. The shop accepts cash or check—we are not a bank and can't always make change. Please plan accordingly.
2. Plan to borrow well in advance of need. Contact the costume shop manager to schedule an appointment during shop hours—9:00AM to 3:00PM Monday thru Friday. Do not plan on coming in the day you need the costumes. Bring any pertinent size information for your actors. You will not be allowed to bring actors in to try things on or use the fitting rooms. Only the borrower will be allowed in the stock room—do not bring other actors/ friends with you. They may be asked to leave.
3. Only the costume shop manager can sign costumes out to you. No unsupervised pulling is allowed. The graduate student workers in the costume shop are not at your disposal. They are not allowed to look for things for you nor can they check out clothes to you.
4. Some costume items will not be loaned out. These include, but are not limited to: any footwear, wigs, accessories, or any item that may be needed for ongoing productions at SIUC. The faculty costume designer reserves the right not to loan any item within our stock as she deems necessary.
5. Return costumes promptly after use on the day you have arranged with the shop manager. Please note that you may drop them off up until 6:00PM on Monday, Tuesday, Thursday or Friday. Please give your return to either the costume shop manager or a graduate student worker. All items must be returned in their original condition—with the exception that they are now dirty. The costume shop oversees all cleaning of costumes. Please do not launder the garments yourself. Please alert the shop manager if something is damaged.
6. The costume shop reserves the right to suspend loaning of costumes when the production build schedule is very heavy or to not loan to persons who do not agree to these conditions or who does not follow the procedures as stated above.
7. Please remember that we are trying to be supportive of you by allowing costume loans, therefore, please be respectful of our time, space and personnel when you come into the Costume Shop.

Costume Rental Policies

1. To whom we rent:

SIU-C Costume Shop will accept applications to rent costumes a minimum of two weeks before the date needed. We will rent only to theater organizations and schools who are producing a play. We also rent to students at SIUC for film, photography, and other class projects. We reserve the right to deny rentals based upon (1) current SIU-C production needs and (2) the discretion and convenience of the Faculty Costume Designer and/or Costume Shop Manager. We reserve the right to extend the rental option to individuals outside theater as our time and schedule permit. The Faculty Costume Designer will make final decisions about rentals.

2. Costumes we DO NOT rent:

These include, but may not be limited to: vintage clothing, wigs, hats, shoes and accessories in general.

3. Rental rates

Aprons.....	8.00	Nightgowns.....	15.00
Blouses.....	10.00	Slacks.....	10.00
Shirts.....	10.00	Knickers.....	10.00
Bloomers.....	10.00	Pants.....	10.00
Petticoats.....	15.00	Men's Suits.....	15.00
Military.....	25.00	Period dresses.....	35.00
Capes.....	25.00	Modern dresses.....	25.00
Shawls.....	10.00	Robes.....	15.00
Sweaters.....	15.00	Overcoat.....	10.00
Vests.....	15.00	Other items.....	TBA

4. Upon receipt of your application:

We will review it and contact you to set up a time for you to come in and make selections. Payment for your rental will be due at time of pick up. The SIU Costume Shop will accept cash or checks made payable to: SIU-C Theater Dept. Due to limited space, we **do not** have an area to try things on. We ask that no more than two persons come in to select costumes.

5. Return of costumes:

All costumes must be returned by the scheduled date. If they are not returned on time a late fee will be added to the total rental fee. (20.00/week 1st week, \$30.00/week 2nd week, etc.).Costumes must be returned to the Costume Shop (Room 0024 Communications Bldg.) - not the Theater Office.

6. Cleaning of and alterations to costume:

Please return costumes un-cleaned. The Shop will handle all cleaning. No costume may be altered or changed in any permanent way. All costumes must be returned to original or better condition upon return to the Shop.

LIGHTING RENTAL AND USAGE

The Department of Theater sound and lighting equipment is generally not available for rent or loan. Both the McLeod Theater and the Christian H. Moe Theater are equipped with lighting and sound equipment. For any performance in these theaters, other than an SIUC Season Subscription production, a rep lighting plot and basic sound equipment is generally available, however this equipment can only be operated by approved DOT personnel. For more information, contact the department’s Technical Director.

APPENDIX A:

DESCRIPTION AND PROCEDURES
FOR STUDENT PRODUCTIONS

THE ARCHIBALD MCLEOD EXCELLENCE IN THEATRE AWARDS

“THE ARCHIES” - PROCEDURES

Mission Statement: To bring together faculty and students for an evening of appreciating our Academic and Artistic excellence.

I. Committee Configuration

- A. The Archie’s Committee is a subcommittee of the Recruitment and Retention Committee for the Department of Theater at Southern Illinois University Carbondale
- B. The Committee should be comprised of eight students two from each class in school and two Faculty from the Recruitment and Retention Committee
- C. New Members will be selected from a list of six students submitted to the Committee by the instructor of the THEA220 Class and ranked by the Committee.
- D. Any gaps in rank that are formed from student leaving the committee will be filled by the Archie’s Committee using a majority vote.

II. Subcommittees

- A. There will be no subcommittees
- B. There will only be individual assignments

III. Award Nominations/Voting Procedures

- A. The faculty will nominate a maximum of four for each category
- B. The committee will nominate a maximum of one for each category
- C. The students will vote on each category from the 5 nominees
- D. Ballots will be tallied by the faculty members on the Awards Committee
- E. Voting will be open only to those who have seen all (or most) of the shows, regardless of major or minor
- F. Only Patrons vote for “Outstanding Production” Award

IV. Awards

- A. All awards will be placed on the program and have a prize
- B. A sample of the award categories is attached

V. Awards Ceremony’s Parameters

- A. The date of the Awards Ceremony is selected by the faculty during the first fall SAPM meeting
- B. Emcee
 1. Nominated by the Department of Theater in a CAS Session during the fall semester and selected by the Archie’s Committee.
- C. Limitations
 1. The Awards Ceremony will be created keeping in mind that it is achievable by committee members only, and no outside participants will be required
- D. Budget
 1. This is a self supported event that will only spend money that is approved by the Department Chair.
 2. Any Funds generated by this event will go into the Department of Theater Scholarship Fund.
- E. Any and all documents or media produced during the creation of the Department of Theater Archies will be the property of the Department of Theater.

CLASS PROJECTS

- I. Objective: To fulfill the requirements of Department of theatre Performance courses.
- II. Requirements
 1. Will comply with course syllabi and guidelines presented by the course instructor.
- III. Technical Requirements
 1. Scenery
 1. Only classroom rehearsal scenery can be used for this project.
 2. Lighting
 1. Only stock lighting with a lights up/lights down component is to be used for this project.
 3. Costumes
 1. See “Costume Rental Procedures”
 4. Props
 1. See “Prop Rental Procedures”
- IV. Facility usage
 1. Performances
 1. Performance Dates, times and theaters will be determined by the instructor.
 2. Rehearsal
 1. Rehearsal spaces will be arranged by the course instructor
 3. Dressing rooms will not be guaranteed for these projects.
- V. Procedures
 1. Casting procedures will be determined by the course instructor.
 2. All items and facilities used in this production must be returned to it’s original state and location no more than 24 hours after the close of the production.
 3. Through out the production process any space which is also used as a class room must remain functional for class activities.

ONE NIGHT PROJECT

- I. Objective: To provide students with the opportunity to independently create and produce a theatrical event.
- II. Requirements
 1. This project is limited to one day of facility usage. A limited number of these productions will be determined by the faculty and specifically scheduled for each semester.
 2. The student must secure a willing faculty supervisor for this project.
- III. Proposals
 1. Students interested in producing a “One Night” must submit a completed “Proposal for student production” form.
 2. Proposals must be approved by the full faculty at a regularly scheduled Faculty meeting. Therefore, all proposals must be submitted prior to a faculty meeting scheduled no less than three weeks prior to the scheduled performance date.
- IV. Technical Requirements
 1. Scenery
 1. Only stock scenery which is not in current use for a season production is to be used for this project.
 2. All items must be requested and approved by the Faculty Technical Director.
 3. All scenery must be completed with-in a 4 hour call.
 2. Lighting
 1. Only lighting instrumentation which is not in current use for a season production is to be used for this project.
 2. All items must be requested and approved by the Faculty Technical Director.
 3. All lighting plots and effects must be completed with-in a 4 hour call.

3. Costumes
 1. See “Costume Rental Procedures”
4. Props
 1. See “Prop Rental Procedures”
- V. Funding
 1. No Departmental funds are available for this project.
- VI. Labor
 1. The student proposing the project will fill all design and technical staff appointments by using volunteers.
 2. All design/tech personnel must be approved by the faculty supervisor prior to official appointments.
- VII. Facility usage
 1. Performances
 1. Performance Date, times and theater will be determined by the Department of Theater in the Spring Semester one year before the project.
 2. Rehearsal
 1. The director is responsible for scheduling rehearsal spaces. See “Priorities for Scheduling”
 2. The number of hours spent in rehearsal will be limited. The rehearsal schedule must be approved by the faculty supervisor.
 3. Dressing rooms will not be guaranteed for this project.
- VIII. Procedures
 1. Casting
 1. Will take place after any conflicting departmental productions.
 2. All cast lists must be approved by the faculty supervisor prior to posting
 3. All casting procedures must follow the departmental guidelines set out in “Auditions and Casting”
 2. All items and facilities used in this production must be returned to its original state and location no more than 24 hours after the close of the production.
 3. Through out the production process any space which is also used as a class room must remain functional for class activities.

“ONE WEEK” PROJECT

- I. Objective: To provide students with the opportunity to independently create and produce a theatrical event.
- II. Requirements
 1. This project is limited to one week of facility usage. A limited number of these productions will be determined by the faculty and specifically scheduled for each semester.
 2. The student must secure a willing faculty supervisor for this project.
- III. Proposals
 1. Students interested in producing a “One Week” must submit a completed “Proposal for Student Production” form.
 2. Proposals must be presented to the faculty for approval no later than the semester before the project will be produced
- IV. Technical Requirements
 1. Scenery
 1. Only stock scenery which is not in current use for a season production is to be used for this project.
 2. All items must be requested and approved by the Faculty Technical Director.
 3. All scenery must be completed with-in a 4-8 hour call.
 2. Lighting

1. Only lighting instrumentation which is not in current use for a season production is to be used for this project.
2. All items must be requested and approved by the Faculty Technical Director.
3. All lighting plots and effects must be completed with-in a 4-8 hour call.
3. Costumes
 1. See “Costume Rental Procedures”
4. Props
 1. See “Prop Rental Procedures”
- V. Funding
 1. No Departmental funds are available for this project.
- VI. Labor
 1. The student proposing the project will fill all design and technical staff appointments by using volunteers.
 2. All design/tech personnel must be approved by the faculty supervisor prior to official appointments.
- VII. Facility usage
 1. Performances
 1. Performance Dates, times and theater will be determined by the Department of Theater in the Spring Semester one year before the project.
 2. Rehearsal
 1. The director is responsible for scheduling rehearsal spaces needed beyond the one week allotted in the performance space. See “Priorities for Scheduling”
 2. The number of hours spent in rehearsal will be limited. The rehearsal schedule must be approved by the faculty supervisor.
 3. Dressing rooms will be available from first dress rehearsal through closing of the production.
- VIII. Procedures
 1. Casting
 1. Will take place after any conflicting departmental productions.
 2. All cast lists must be approved by the faculty supervisor prior to posting
 3. All casting procedures must follow the departmental guidelines set out in “Auditions and Casting”
 2. All items and facilities used in this production must be returned to its original state and location no more than 24 hours after the close of the production.
 3. Through out the production process any space which is also used as a class room must remain functional for class activities.

GUIDELINES FOR THE MFA IN DIRECTING HEIGHTENED LANGUAGE PROJECT

- I. The purpose of the Heightened Language Project is to provide an opportunity for the MFA student director to:
 1. Research, analyze and develop a production approach for a text in which language is used in a heightened or non-realistic manner.
 2. Learn how language affects performance choices in terms of staging, movement, physical and vocal gesture and characterization.
 3. Work with actors to create a unified performance of the approach and the text.
- II. Requirements
 1. The project must utilize a text in which the language is in some way heightened through structure, verse, the addition of music, etc.
 2. A faculty member must agree to supervisor and evaluate the production

3. This project will be made an assignment of THEA 520 Directing Seminar, and evaluated and assigned a grade through that course. The instructor of record for that course during the semester the project takes place may or may not be the faculty supervisor for the project.
 4. Production must be limited to ninety minute total running time.
 5. Productions must be presented for the public, but limited to no more than two performances. Number of performances will be determined by the Faculty of the Department of Theater.
 6. The project will occur in the candidate's 3rd or 4th semester of the MFA program.
- III. Proposals and means of evaluations
1. This project is a required project for the MFA in Directing, and as such a written proposal is required under the direction of the student's thesis committee.
 2. The candidate should consult with the committee chair as well as the head of performance, and heads of the various design technical areas to ensure that the project will integrate well with the planned subscription season in terms of space, technical and personnel resources.
 3. The proposal must include a statement of educational goals and outcomes for the projects. This statement will be developed by the MFA candidate and approved by the project's faculty supervisor.
 4. The means of assessment and evaluation of the project will be based on the educational goals and outcomes for the project and will be made by the supervising faculty member
 5. The faculty supervisor and candidate must agree at the time of the project's approval on the methods of evaluation and a timely deadline for evaluations to be completed. This information must be communicated to the candidates committee.
- IV. Department of Theater priority for use of rehearsal spaces, performance/production personnel and technical resources is as follows:
1. Regularly scheduled classes
 2. Season subscription productions
 3. MFA directing productions
 4. Class projects
 5. Projects initiated by theater majors
 6. Rentals and projects initiated by non-theater majors
- V. Scheduling
1. The performance date(s) for this project will be determined by the Season Planning Committee in the academic year prior to the project.
 2. The director will have access to the performance space for the entire week during which the performance will take place.
- VI. Auditions and Casting
1. Casting for the project must not interfere or conflict with any subscription season production of the Department of Theater.
 2. Casting for the project may NOT occur until after all conflicting subscription season productions of the Department of Theater have been cast. Auditions may occur simultaneously with season subscription productions, but season subscription productions will receive priority in cases of dispute over a particular actor.
 3. All cast lists must be approved by the faculty supervisor prior to posting. The faculty supervisor will also discuss casting with the head of performance and/or any faculty or guest directors working on conflicting productions.
 4. All casting procedures must follow the departmental guidelines set out in "Auditions and Casting" in the departmental production handbook.
- VII. Rehearsals
1. The project is allowed a maximum of 90 hours of rehearsal time to be held in a rehearsal period that is not to exceed five weeks, including the week of performance.
 2. The director is responsible for scheduling the rehearsal spaces. (See "Priority for use of rehearsal spaces, performance personnel and technical resources").
 3. The rehearsal schedule must be approved by the faculty supervisor or MFA committee.
- VIII. Technical Requirements

1. Scenery
 1. Only stock scenery which is not in current use for a season production is to be used for this project.
 2. All items must be requested and approved by the Faculty Technical Director.
 3. All scenery must be completed with-in a 4-8 hour call.
 2. Lighting
 1. Only lighting instrumentation which is not in current use for a season production is to be used for this project.
 2. All items must be requested and approved by the Faculty Technical Director.
 3. All lighting plots and effects must be completed with-in a 4-8 hour call.
 3. Costumes
 1. See “Costume Rental Procedures”
 4. Props
 1. See “Prop Rental Procedures”
 2. A prop cabinet will be provided for the productions rehearsal period.
 5. Technical/Dress Rehearsals are limited to two rehearsals prior to opening.
- IX. Funding
1. This project will have a maximum budget of \$200.00 provided by the Department of Theatre. This is intended for items such as royalties, paint, special props, printing, scripts, etc.
 2. All items purchased must follow the purchasing procedures of SIUC Department of Theater.
- X. Design/Technical Labor
1. Candidates will make all design and technical staff appointments by using volunteers.
 2. All design/tech personnel must be approved by the faculty supervisor of each design/tech area prior to accepting appointments.
- XI. Facility usage
1. Performances
 1. Performance dates, times and theaters will be determined by the Department of Theater in the Spring Semester one year before the project.
 2. Through out the production process any space which is also used as a class room must remain functional for class activities.
 3. The Director will be allowed to exclusively utilize the performance space for a period of one week prior to the performance date(s).
 - a. Exception: If the performance space is also used as a class room, regularly scheduled classes take precedence over production work or rehearsals. Classes must be able to continue in the space through out the production week unless prior arrangements are made with individual instructors.
 2. Rehearsals
 1. The director is responsible for scheduling all rehearsal spaces, with the exception of the performance space in the final week of rehearsals, which will have been automatically reserved of the project by the department.
 2. Dressing rooms will be available from first dress rehearsal through closing of the production.
- XII. Post Production
1. Strike must occur, all items (sets, props, costumes, texts, headsets, etc.) must be returned to original locations and all facilities must be returned to original their original states with-in 24 hours after the close of the production.
 2. A written self-evaluation of the project and any other paperwork required by the faculty supervisor of the project will be due at a specific time agreed upon by the candidate and faculty supervisor. This evaluation must occur with-in the same semester as the project

APPENDIX B:

DEPARTMENTAL FORMS

THEATER - B. A. DEGREE

Effective Summer 2001, Revised 11.04.2008

NOTE: This is not a complete listing of requirements. It is the student's responsibility to review the undergraduate catalog for graduation requirements, prerequisites, etc.

Name: _____

Dawgtag: _____

Tran. Hr: _____ Jr. Coll. Hr: _____ Catalog Yr: _____

UNIVERSITY CORE CURRICULUM (UCC)

41 hours. See reverse side. Use THEA 220 as substitution for THEA 101 in the Fine Arts area.

THEA MAJOR REQUIREMENTS: 60 hr. 2.0 cumulative GPA.

THEA CORE: "C" or better in each course. 27 hours.

COLLEGE OF LIBERAL ARTS REQUIREMENTS:

1. **FOREIGN LANGUAGE:** One year of a single language.

_____ -4 _____

_____ -4 _____

2. **WAC REQUIREMENT:** One course that fulfills the Writing-Across-the-Curriculum requirement.

_____ **THEA** _____ **311A** - (3) _____

3. **AN ADDITIONAL ENGLISH COMPOSITION COURSE:**

The requirement can be fulfilled by completing an English composition course beyond University Core Curriculum, or a second departmental WAC course. Creative writing courses do not satisfy this requirement.

ENGL _____ -3 _____

Or

_____ (WAC) - (3) _____

4. **THIRTY-NINE CREDITS AT THE 300/400 LEVEL** _____

RESIDENCY REQUIREMENT:

Proficiency, CLEP, and Military credit hours are not counted toward the Residency Requirement.

90 credit hours at SIUC _____

Or

The last 30 credit hours at SIUC _____

SENIOR LEVEL INSTITUTION REQUIREMENT: 60 hr.

Includes CLEP, Military and Proficiency Credit, if credit transferred from a four-year school.

60 credit hours from senior level institutions _____

MINIMUM 121 TOTAL SEM. HRS. AND 2.00 CUMULATIVE GPA

Electives: 20 hr. outside of THEA, may include foreign language and the third Engl. composition course.

THEA 220- (3) _____ Hours count in UCC, not in THEA total

THEA 205 - 2 _____

THEA 217 - 3 _____

THEA 218A-3 _____

THEA 218B or C-3 _____

THEA 300 - 1 _____

THEA 300 - 1 _____

THEA 300 - 1 _____

THEA 300 - 1 _____

THEA 311A-3 _____ (WAC)

THEA 354A-3 _____

THEA 354B-3 _____

THEA 402 - 3 _____

THEA ELECTIVES: 33 hours, to include 9 hours at the 400 level.

THEA _____

THEA _____

THEA _____

THEA _____

THEA _____

THEA _____

THEA _____

THEA _____

THEA _____

THEA _____

THEA _____

THEA _____

THEA _____

THEA _____

THEA _____

THEA _____

MUSICAL THEATER - BFA. DEGREE
Effective Summer 2009, (Revised: 11.14.2008)

Name: _____

Dawgtag: _____

Tran. Hr: _____ Jr. Coll. Hr: _____ Catalog Yr: _____

NOTE: This is not a complete listing of requirements. It is the student's responsibility to review the undergraduate catalog for graduation requirements, prerequisites, etc. Courses may not be offered every semester. Enroll in courses when they are available.

UNIVERSITY CORE CURRICULUM (UCC)

41 hours. See reverse side. See Chapter 3 in the Undergraduate Catalog for more information. Use THEA 220 as substitution for THEA 101 in the Fine Arts area.

COLLEGE OF LIBERAL ARTS REQUIREMENTS

See Chapter 4 in the Undergraduate Catalog for more information.

1. **FOREIGN LANGUAGE:** One year of a single language.

Waived for students graduating with a BFA Degree in Musical Theater

2. **WAC REQUIREMENT:** One designated Writing-Across-the-Curriculum course.

THEA 311A - (3) _____

3. **AN ADDITIONAL ENGLISH COMPOSITION COURSE:** The requirement can be fulfilled by completing an English composition course beyond University Core Curriculum, or a second designated WAC course. Creative writing courses do not satisfy this requirement.

ENGL 290 or 291 -3 _____
 Or

_____ (WAC) - (3) _____

4. **THIRTY-NINE SEMESTER HOURS AT THE 300/400 LEVEL**

Has _____ Lacks _____

UNIVERSITY RESIDENCY REQUIREMENT

90 semester hours at SIUC _____
 Or

The last 30 semester hours at SIUC _____

Proficiency, CLEP, and Military credit hours are not counted toward the Residency Requirement.

SENIOR LEVEL INSTITUTION REQUIREMENT

60 semester hours from senior level (4 year) institutions _____

Includes CLEP, Military and Proficiency Credit, if credit transferred from a four-year school.

**MINIMUM 135 TOTAL SEM. HR. AND 2.00
 GPA IN MAJOR AND 2.0 CUMULATIVE GPA**

REQUIREMENTS IN MUSIC: 35 hours

MUS 020 or MUS 022 -1 _____; -1 _____; -1 _____; -1 _____

MUS 030a, b, c or d -1 _____; -1 _____

MUS 104a -1 _____

MUS 104b -1 _____

MUS 105a -3 _____

MUS 105b -3 _____

MUS 140x -1 _____; -1 _____

MUS 240x -1 _____; -1 _____

MUS 340x -1 _____; -1 _____; -1 _____; -1 _____

MUS 402 -2 _____; -2 _____; -2 _____; -2 _____

MUS 471 -3 _____

MUS 489 -3 _____

REQUIREMENTS IN THEATER: 40 hours

THEA 203b - 3 _____

THEA 205 - 2 _____

THEA 217 - 3 _____

THEA 218A-3 _____

THEA 220 - (3) _____ Hr. included in UCC

THEA 300 or 400 - 1 _____; -1 _____

THEA 303a - 3 _____

THEA303b - 3 _____

THEA 311a -3 _____ (WAC)

THEA 317a - 3 _____

THEA 317b - 3 _____

THEA 322 - 3 _____

THEA 354a - 3 _____

THEA 403a - 3 _____

THEA 424 - 3 _____

REQUIREMENTS IN DANCE: 12 hours

KIN 103a - 2 _____; 103c -2 _____; 103F -2 _____

THEA 323 -1 _____; -1 _____; -1 _____

THEA 423 -1 _____; -1 _____; -1 _____

APPROVED ELECTIVES IN MUS OR THEA: 7 hours

Department of Theater
Internship Contract Form
THEA 260/561

Internship credit may be granted for work at professional or educational theater companies. Written reports are required of both the student and their internship supervisor (1-15 Undergraduate, 1-12 for Graduate) Prerequisite: prior approval by faculty supervisor. The following steps must be observed.

1. Under the guidance of the instructor of record the student describes the project, agrees on the number of credit hours to be taken, and names the internship supervisor.
2. The student signs the form.
3. Faculty supervisor approves the project by signing the form.
4. Copies are made for both the instructor and student.
5. The student and the internship supervisor both submit evaluation forms to the instructor(s) of record.

Name of Student _____ I.D.# _____

Semester/Year of enrollment _____ Number of credit hours _____

Internship Supervisor _____

Contact Information (company name, address, phone number, e-mail, etc.)

Project Description (use back if necessary):

Student's Signature: _____

Date: _____

Approved by
Faculty Signature: _____

Date: _____

Department of Theater
THEA 260/561
Internship Evaluation

Intern name: _____

Supervisor name: _____

1. Briefly describe the primary assignments and responsibilities the intern has been expected to perform this semester.

2. Rate the intern you supervised on the criteria below according to his/her level of accomplishment or ability demonstrated in the internship this semester:

4= exceptionally high level; a superior performance; exceeded expectations

3= high level; consistent

2= moderate level; adequate; met some but not all expectations

1= low level; definite improvement needed; did not meet expectations

_____ A. Degree to which overall objectives and internship responsibilities have been met by intern.

_____ B. Ability to assume active responsibility within the shop or department.

_____ C. Development of practical skills and competencies.

_____ D. Ability to work effectively with people.

_____ E. Reliability and maintenance of commitments and assignments.

_____ F. Ability to function effectively independent or close supervision.

3. Please make any comment with respect to these ratings you would like to share with us about the internship. Use the back of the page as necessary.

4. On the following scale how would you rate the overall level of satisfaction with your intern's performance this semester? (1= terrible, 2= unhappy, 3= mostly dissatisfied, 4= mixed, 5= mostly satisfied, 6= pleased, 7= delighted)

Response: _____

Signature: _____ Date: _____

Please return to:

Theater Department
Mailcode 6608
Southern Illinois University
Carbondale, IL 62901-6608

618-453-5741
618-453-7582 Fax

Department of Theater
Independent Study Contract Form
THEA 390/530

Independent work on selected problems in academic or blend of academic and creative research. A maximum of three hours may be taken for a single project and a cumulative maximum of six hours may count toward the Theater degree. Prerequisites: Consent of Instructor. Written reports are required of both the students. The following steps must be observed.

1. Under the guidance of the instructor of record the student describes the project, proposes a reading list, suggests a method of evaluation, and agrees on the number of credit hours to be taken.
2. The student signs the form.
3. Faculty supervisor approves the project by signing the form.
4. Copies are made for both the instructor and student.

Name of Student _____ I.D.# _____

Semester/Year of enrollment _____ Number of credit hours _____

Faculty Supervisor _____

Contact Information (company name, address, phone number, e-mail, etc.)

Project Description (use back if necessary or attach description):

Student's Signature: _____

Approved by
Faculty Signature: _____

**DEPARTMENT OF THEATER
ELECTIVE CREDIT REQUEST FORM**

Student: _____ ID # _____

The following classes have been reviewed and should substitute for Department of Theater elective credit. A maximum of six hours may be substituted. Students may not request this elective credit waiver if they have already received 15 elective credits for a minor in another department.

Department	Course	Hrs.	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Rationale for acceptance:

Mentor: _____ Date: _____

Copy for Student and Mentor files and submit to Undergraduate Advisor.

Undergraduate Tuition Waiver and/or Scholarship — Theater department tuition waver scholarships are awarded to theater majors only, by the Recruitment and Retention Committee based on the following criteria: talent, academic achievement, need, leadership and service. (2.0 minimum GPA)

Verizon Scholarship — Awarded to the Department of Theater student or students that most demonstrates excellence in all areas including talent, academic achievement, leadership and service. (3.0 minimum GPA)

Name: _____

Today's Date: _____

Social Security or
SIU ID Number: _____

Requesting Financial Aid
for Year & Semester _____

Permanent Address:

E-mail: _____

Phone: _____

Local Address: _____

Local Phone: _____

College G.P.A.: _____

Major: _____

Minor: _____

Applicants are strongly encouraged to apply for Financial Aid. Have you? _____

Would you like to be considered for the Verizon scholarship? _____

Use the back or a separate page to answer the following.

1) Do you have a part or full time job? Please specify.

2) Are you receiving any Financial Aid? _____ If so, list the kind you are receiving. Note that you cannot receive a Theater Scholarship if you also receive a PELL Grant. If you receive work study, the number of hours you are allowed to work may be reduced.

3) Give a brief but specific statement related to your financial need.

4) Please list examples of your history of leadership and service to the department of theater and/or to the university. Include a list of the departmental production in which you have been involved, and the nature of your involvement.

As an applicant for a tuition waiver award from Southern Illinois University, Carbondale, I understand that the University has the legal authority to release my name and address, the name of my former high school or college, the name of my award, and the award amount. This release is valid for the period of time the tuition waiver is in effect. (Refusal to accept this agreement will result in a forfeit of the waiver.)

The Theater Department wants to attract and retain talented, committed students who will succeed academically and become active members of our departmental community. Theater department scholarships are awarded, to theater majors only, by the Recruitment and Retention Committee based on the following criteria:

- 1) TALENT. Applicants should be certain that their work has been seen by appropriate faculty representatives, and that those representatives have communicated their impressions of the work to the

R & R Committee. Examples of an applicant's work may include renderings, models, prompt books, writing samples, monologues, and roles in productions.

- 2) **ACADEMIC ACHIEVEMENT.** New students must provide ACT scores and high school G.P.A. Continuing students must provide their SIU G.P.A. and are advised to attach a transcript.
- 3) **NEED.** Because we are unable to fund everyone who applies, all applicants should also file for Financial Aid. Theater scholarships are in the form of tuition waivers, and cannot be used if tuition is covered by other grants, including PELL Grants. Work study recipients may have their hours reduced if they receive the scholarship.
- 4) **LEADERSHIP AND SERVICE.** Applicants should provide evidence of their contributions to their department, school, or community. This evidence may include a resume, letters of recommendation, or both.

Application for Costume Rental

Daytime Phone Number: _____ E-mail address _____

SIUC Costume Shop
Communications Bldg. Rm. 24
Carbondale, IL 62901
Phone: 618-453-7592
Fax: 618-453-7582

*to be filled out and returned at least two weeks before scheduled costume pulling date

Name of organization: _____

Phone number: _____

Name of contact person: _____

Phone number: wk. _____

Hm. _____

When costumes will be needed from: _____ to: _____

Date costumes will be returned: _____

Name of production: _____

Number of actors to be costumed: _____

Time period: _____

Approximate list of items needed: _____

PROPOSALS FOR STUDENT PRODUCTIONS

The Department of Theater supports, through use of departmental facilities, a limited number of productions or readings of new play scripts produced by student organizations affiliated with the Department of Theater. In order to insure that the academic welfare of our students and departmental productions are not adversely affected, the project must have a faculty advisor and Departmental approval.

Specific times are established each semester for the presentation of these productions. Students should submit proposals along with a copy of the script to the Season Planning/Play Selection early in the semester in which they are going to be produced.

Title: _____
(Include a copy of the script if applicable)

Dates requested: _____
(Include first, second and third choices for performance dates)

Number of performers & gender required: ____ F ____ M ____ non-gender specific

Audition information dates: _____

Length of rehearsal period: _____

Identify Personnel:

Director: _____ Phone _____ E-mail _____
(If this is a student, they must have taken THEA 402 Directing.)

Stage Manager _____ Phone _____ E-mail _____
(If necessary)

Playwright _____ Phone _____ E-mail _____
(If new play)

Faculty Advisor: _____ Phone _____ E-mail _____

Describe any technical requirements/expectations.

(These should be kept to a minimum as these affect the departmental resources in terms of personnel and facilities.)

How will this project be funded?

(The department must be assured that performance rights will be secured and royalties paid before a production can be produced)

Any additional information regarding the project, **including a brief, narrative description of your goals and reasons for wanting to produce the project**, should be attached to this form.

Contact person: _____ Phone _____ E-mail _____
(This should be one student who will facilitate all communication between Department faculty and the production)

(Faculty Advisor signature)

(date)

(Department Chair's signature)

(date)

Department Of Theater
Southern Illinois University, Carbondale
PLAY PROPOSAL FORM

Proposals for plays are hereby solicited for the season of the Theater Department. This invitation is open to all and there is no limit to the number an individual can propose. All persons submitting proposals are requested to complete the proposal form providing all the required information with as much detail as possible. The initial information will help the selection process:

Name of Play.....

Name of Playwright.....

Total Cast Size:

-Small Cast (1-6)
- Medium (6-12)
-Large Cast (13+).

Men..... Women.....

We are looking for plays to fill the following categories. Please indicate the slot that best fits your proposed play(s):

- Comedy ----- e.g. Noises Off
- Serious Play --- --- e.g. The Crucible, Dancing at Lughnasa
- Musical ----- e.g. A Funny Thing..Forum, UrineTown
- Language play ----- e.g. Moliere, Shakespeare, Mac Wellman
- Family play ----- e.g. Our Town
- New Work/Cutting edge ----- e.g. New Playwrights, New works
- Black Theater ----- e.g. Fences, Topdog/Underdog, Death & The king's

Do you have a copy of your proposed play? Yes No.... If yes, please attach.

Justification for proposal: On a separate sheet, please give a reasoned justification..

Personal Information: Name.....

Tel **E-mail**.....**l**.....

A deadline for submission will be set each fall semester. Proposals must be submitted to the **Theater Office** or **Play selection Committee in the Department of Theater, 1033 communications Building**, by the announced date. **Check with the Selection Committee for more details.**



Cast/Crew Infraction Form

(To be filled out by the Stage Manager or Production Manager)

Students Name: _____

Production: _____

Assignment: _____

Stage Manager: _____

Date: _____

Type of Infraction: _____

Explain: _____

(Below is to be filled out by the student.)

I agree with the above explanation. YES ___ or NO ___ (Please check one)

Comments: _____

Student's Signature: _____

Stage Manager's Signature: _____

Stage Manager, please make a copy of this for your records, and turn this form into Bob Holcombe as soon as possible.





Cast/Crew Infraction Form

(To be filled out by the Stage Manager or Production Manager)

Students Name: _____

Production: _____

Assignment: _____

Stage Manager: _____

Date: _____

Type of Infraction: _____

Explain: _____

(Below is to be filled out by the student.)

I agree with the above explanation. YES ___ or NO ___ (Please check one)

Comments: _____

Student's Signature: _____

Stage Manager's Signature: _____

Stage Manager, please make a copy of this for your records, and turn this form into Bob Holcombe as soon as possible.

+

