

SOUTHERN UTAH UNIVERSITY

College of Performing and Visual Arts
Department of Theatre, Dance, & Arts Administration

Undergraduate Student Handbook

SUU CPVA TDAA Undergraduate Student Handbook
2020 revision

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Contents

Introduction	4
Mission Statement	4
Department Goal Statement	4
Department Objectives	4
“Good Standing” and Student Engagement	5
Academics	5
Academic Degrees Offered	5
Bachelor of Fine Arts	5
Bachelor of Arts/Bachelor of Science	5
Minors	5
Teaching Licensure	6
Accreditation	6
Departmental Admission Requirements	6
BA/BS Theatre Arts, Theatre Arts Education	6
BA/BS Dance, Dance Education	6
BFA Theatre Arts	7
Academic and Department Advisors	8
Departmental Assessment	8
Juries	8
Exit Interviews/Surveys	9
Departmental Communications	9
Faculty Information	9
Majors Meetings	9
Digital Callboard	9
Email	9
Department Information and TPE form	10
University Policies	10
Departmental Policies	10
Subject Matter, Course Content & Values	10
Departmental Probation Policy	10
Departmental Employment	10
	1

Departmental Scholarships	10
Complimentary Ticket Policy	11
Outside Work/Non-Departmental Participation	11
Early Departure/Late Arrivals	11
Student Travel Approval	11
Assumption of Risk	12
Technical Theatre	12
Studio	12
Gender Identity Announcement	12
Statement of Progression - Dance	12
Technical Production Experience Policy	12
Production Information	13
Casting Eligibility	13
Production Priorities	15
Rehearsal Policies	15
Theatre	15
Dance	16
Rehearsal Attire	16
Costume Policies	16
Undergarments	16
Measurements	17
Fittings	17
Appointment Time	17
Performances	17
Rehearsal Costumes	18
Hair and Make-up	19
Photo Call Policy	19
Strike	19
Facilities	20
Location	20
Safety	20
Smoking, Eating, Drinking	20
Student use of Spaces	20
Guidelines for the use of TAD Designated Spaces	21

Theatre Decorum	21
Rehearsal Space Decorum	21
Sound Systems	21
The Auditorium Theatre	21
The Randall L. Jones Theatre	22
Auditorium 108 (The Black Box)	22
Auditorium 109	22
Multipurpose Center Dance Studios	22
Scene Shop Guidelines	22
Properties Guidelines	22
Lighting and Audio Guidelines	23
Costume Shop Guidelines	23
Costume Shop Annexes	23
Design Studio Guidelines	23
Other Common Spaces	24
Student Organizations	24
Southern Utah University Dance Organization (SUUDO)	24
Second Studio	24
USITT	24
Other Organizations and Affiliations	25
ACDA	25
KCACTF	25
U/RTA/UPTA	25
NHSDA	25
Resources	26
Department Library	26
Black Box Grants	26
University Library	26

Introduction

Dear Student,

Welcome to the Department of Theatre Arts and Dance. The faculty and staff have updated this handbook as a guide for students enrolled as Theatre Arts and Dance majors/minors and/or participating in departmental productions, programs, and activities. It has been developed by the faculty and staff to create a clear understanding of the department's operating procedures, guidelines, and policies. We hope that this new edition will allow us to work together as a team with a collective understanding that furthers the educational and artistic goals of the theatre and dance programs.

Mission Statement

Our mission is to provide a nurturing and challenging educational environment through a rich diversity of theatre and dance disciplines, techniques, technologies, and productions. Central to our focus as a department is superior teaching and personalized mentoring; our classroom encompasses the studio, the stage, and the technical laboratory.

Department Goal Statement

The goals of the Department of Theatre Arts and Dance are to:

- Foster academic excellence through development of programs that meet national standards
- Promote quality personnel with expertise in their areas of teaching
- Enhance the cultural and aesthetic experience of our campus, community, and region through quality productions, leadership, and service learning
- Embrace a standard of artistic excellence, which is enhanced by strong professional links to the internationally recognized Utah Shakespeare Festival and professional dance organizations of Utah
- Create widespread visibility through our active participation with the ACDA, KCACTF, USITT, URTA, ATHE, and other professional/educational organizations
- Prepare students for successful transfer into graduate or conservatory programs and/or to pursue professional careers in theatre and dance performance, secondary education, and allied fields

Department Objectives

By engaging with TAD coursework, students will:

- Comprehend how the techniques and practices of theatre arts and dance are utilized for creative thought and artistic expression
- Execute basic production processes in the areas of acting, dance, stage direction, choreography, design, and necessary technical operations related to production
- Acquire multifaceted, globally-minded knowledge regarding the historical and cultural dimensions of theatre arts and dance
- Formulate assessments of quality, both creatively and critically, in works of theatre, dance and other related

art forms

“Good Standing” and Student Engagement

Students considered in “good standing” are those that demonstrate commitment to the department and their peers by:

- attending [majors meetings](#)
- completing [Technical Production Experience](#)
- fulfilling volunteer hours assisting with the annual High School Shakespeare Competition
- maintaining clear communication with their [departmental faculty advisor](#)
- discerning academic work as essential and maintaining degree requirements
- fostering an environment of empathy, respect, and care (including self-care)

Students’ demonstration of the aforementioned acts of commitment strongly influence the TAD faculty’s considerations regarding student employment, production assignments, casting, and scholarships. The department is able to function successfully because of the teamwork of its faculty, staff, and students. Everyone plays a vital role in upholding and furthering our mission.

Academics

Academic Degrees Offered

The Department of Theatre Arts and Dance offers the following Undergraduate Degrees. Follow the links for Catalog information.

Bachelor of Fine Arts

1. Theatre:

[Classical Acting Emphasis](#)

[Musical Theatre Emphasis](#)

[Theatre Design & Technology Emphasis](#)

Bachelor of Arts/Bachelor of Science

2. [Dance](#)
3. [Dance Education](#)
4. [Theatre Arts](#)
5. [Theatre Arts Education](#)

Minors

1. [Dance](#)
2. [Theatre Arts](#)

[Teaching Licensure](#)

1. Secondary Licensure in Dance Education
2. Secondary Licensure in Theatre Arts Education

Accreditation

Southern Utah University is an accredited institutional member of the [National Association of Schools of Dance](#) and the Northwest Commission on Colleges and Universities.

Departmental Admission Requirements

If you are interested in becoming a theatre or dance major, you must be accepted into Southern Utah University (SUU) and declare a major within the Department of Theatre Arts & Dance. Applications for admission to SUU are available from the [Admissions Office](#) (435) 586-7740. Your [Academic Advisor](#) for the College of Performing & Visual Arts will sign you into your major (435) 586-5420. Once admitted to the University, certain degree programs may have additional requirements; these requirements are listed below by degree.

Visit the SUU Department of Theatre Arts and Dance [Admissions page](#) for specific application and/or scholarship forms, audition dates/times, etc.

BA/BS Theatre Arts, Theatre Arts Education

Students interested in pursuing either the BA or BS in Theatre Arts or Theatre Arts Education are not required to audition to join the program. Students are to declare their desired program when applying to the university.

BA/BS Dance, Dance Education

To register for major level technique classes (level III and above), students must complete a placement audition. Placement Auditions take place in February and also serve as scholarship auditions. The placement auditions include a three-hour review process with the dance faculty who evaluate each potential student. The evaluation includes:

- Movement exercises in Modern Dance, Jazz Dance, and Ballet
- A one-minute solo choreographed by the student applicant
- A brief interview with the faculty
- Dance Education students desiring to become candidates for licensure to teach in secondary schools are encouraged to apply to the College of Education and Human Development (COEHD) during the Spring semester of their sophomore year. Candidates must be accepted to the COEHD in order to complete upper division coursework required for licensure. **Admission into the secondary education program requires a joint disposition assessment approval by the COEHD committee and the TAD Dance Education faculty coordinator. Inquire with your departmental faculty advisor and/or [Advisors for the Beverley Taylor Sorenson College of Education and Human Development](#) for procedures.*

BFA Theatre Arts

Students interested in pursuing any of the BFA Theatre Arts emphasis are required to audition. While the department prefers in-person interviews, video submissions are also allowed. To maintain integrity and student focus within the degree, each emphasis will only admit a certain number of students each year. For incoming freshmen interested in the BFA the department has chosen to use Accepted as a means of organizing audition information and to host video submissions, there is also an audition fee which you will pay when you register through Accepted. Current students apply for the BFA during the spring show audition through the audition form. Due to degree completion requirements Sophomore, Junior, Senior and transfer students must receive permission from the department chair to apply for the BFA program.

Incoming Freshman Application Requirements for all BFA Theatre Arts:

- Accepted Application (Includes Audition Fee: Live Audition Fee \$10 / Video Audition Fee \$30)
- Resume
- 1-page Statement of Purpose
- Desired Audition Date and Time or Online Audition
- Admission to Southern Utah University

Musical Theatre Emphasis Requirements:

- Headshot
- (1) Shakespeare VERSE monologue- no more than one (1) minute
- (1) 32-Bar cut of a Musical Theatre song that shows your range- no more than one (1) minute
- Contemporary monologue- no more than one (1) minute

Classical Acting Emphasis Requirements:

- Headshot
- (1) Shakespeare VERSE monologue- no more than one (1) minute
- (1) Contemporary monologue- no more than one (1) minute

Theatre Design and Technology Emphasis Requirements:

- (1) portfolio of your work showing between 3-5 projects that showcase your abilities and talents

Current Student Application Requirements for all BFA Theatre Arts:

- Audition Form
- Resume
- 1-page Statement of Purpose

Musical Theatre Emphasis Requirements:

- Headshot
- (1) Shakespeare VERSE monologue- no more than one (1) minute
- (1) 32-Bar cut of a Musical Theatre song that shows your range- no more than one (1) minute
- Contemporary monologue- no more than one (1) minute

Classical Acting Emphasis Requirements:

- Headshot
- (1) Shakespeare VERSE monologue- no more than one (1) minute
- (1) Contemporary monologue- no more than one (1) minute

Theatre Design and Technology Emphasis Requirements:

- (1) portfolio of your work showing between 3-5 projects that showcase your abilities and talents

**Dismissal policy: After two consecutive semesters of unsatisfactory progress (see [“Good Standing” and Student Engagement](#)) toward graduation, a student will be dropped from the BFA program.*

Academic and Department Advisors

Students in the Department of Theatre Arts and Dance have the benefit of two advisors: a College of Performing and Visual Arts Academic Advisor and a TAD faculty departmental advisor/mentor. The CPVA Academic Advisor’s role is to help students complete their general education and other university requirements in a timely manner. Based on knowledge of degree requirements in the performing and visual arts, the CPVA Academic Advisor also tracks the student’s progress towards degree completion by reviewing transcripts and is the initial contact person for completing graduation paperwork.

The second resource available to students is the TAD faculty departmental advisor/mentor. This advisor is a full-time faculty member in the department who guides and evaluates a student’s progress in their major, and assists with career choices and/or graduate school preparation. Majors are responsible for communicating with their TAD faculty advisors and are strongly encouraged to do so at least once each semester.

In addition to the CPVA Academic Advisor and TAD faculty departmental advisor/mentor, students accepted into the Teacher Education Program work with the College of Education Academic Advisors in assisting with all Professional Education requirements for Secondary Licensure.

Departmental Assessment

Juries

Each semester during finals week the Department of Theatre Arts and Dance holds juries for students majoring in Dance and Dance Education and those within the Theatre Arts BFA program. BA/BS students in Theatre Arts may request a jury based on career goals and subject to the schedule provided below. Juries include an interview and discussion to assess progress and determine each student’s level of skill and competency. Jury forms are to be filled out [online](#) prior to the jury session.

Musical Theatre students will perform vocal juries under the guidance of their individual vocal teachers.

The jury schedule is as follows:

- Fall semester – Freshmen, Juniors, First semester Transfer Students, Graduating Seniors
- Spring semester – Sophomores, Seniors, First semester Transfer Students, Graduating Seniors

Exit Interviews/Surveys

Exit Interviews and surveys are provided for graduation candidates to assess program strengths and weaknesses.

Departmental Communications

Faculty Information

The Theatre Arts and Dance Department offices are located in South Hall on the corner of Dewey Ave and 200 South. The Department Office phone number is (435) 586-7746. The administrative assistant will be able to assist you. You will also find additional information on our [website](#). Faculty office phone numbers and email addresses are available in the [SUU directory](#).

Majors Meetings

Each semester, the Department of Theatre Arts and Dance holds a Majors Meeting in which attendance of majors present will be recorded. The meeting is held the first Thursday of each semester. At this meeting, faculty/staff, student organization leaders, CPVA Academic Advisors, and the Chair will communicate important information regarding the following topics:

- Policies or additions and updates therein
- New additions to the department - students, faculty, and staff
- Important dates
- Auditions

The meeting concludes with a department-provided meal and time allocated for an informal meet-and-greet for conversation and questions.

Digital Callboard

This is the department's primary mode of communication with the TAD community. It is necessary that majors:

- bookmark [the Callboard site](#) in their preferred browser and check it regularly
- [subscribe to the email list](#) to stay informed

Callboard will provide students with information regarding crew assignments, casting, production calendars, upcoming events, daily calls, room scheduling, relevant forms, and much more.

Email

Students are asked to ensure that their contact information listed in the My SUU Portal is up-to-date, as this is the department's primary mode of communication with individual students. It is the student's responsibility to check their email regularly. Also, if preferred, each student can use their university-assigned SUUMAIL email account (assigned upon student admission; this account is valid as long as the student is at the university).

Department Information and TPE form

Every fall students are prompted to fill out an online form to report current contact information, emergency contact information, and request TPE assignments. Students also have the option of having their email and phone

number included in a department directory available to other majors when seeking students for group or production work.

University Policies

See the [SUU Student Handbook](#).

Departmental Policies

Subject Matter, Course Content & Values

To study Theatre & Dance is to study the human condition. The department respects SUU's policy on academic freedom and reserves the right to address controversial issues as they relate to the art forms. If anything occurs that you feel is inappropriate or compromises trust, please feel free to discuss these feelings with the instructor, the department chair, or any faculty or staff member with whom you feel comfortable.

Departmental Probation Policy

The Department of Theatre and Dance reserves the right to place students on departmental probation based on lack of adherence to University/Departmental policy, including failure to complete technical production experience assignment(s). Students placed on departmental probation may not participate in departmental productions (including 2nd Studio, SUUDO, and Black Box Grants) until they have satisfied their probationary status. Students remaining on probationary status for two consecutive semesters are advised to pursue another major.

Departmental Employment

The Department of Theatre and Dance offers employment opportunities for full-time students. Student employees work in various capacities throughout the department, primarily assisting with production, front of house, and office work. Visit the [SUU Human Resources Employment website](#).

Departmental Scholarships

Incoming scholarship recipients are determined during the spring placement/audition process. Returning students must complete the [departmental scholarship application forms](#) to be considered for an award the following year. Departmental scholarships are awarded on an annual basis, and therefore, not recurring. The faculty will determine eligibility and awards based on financial need, and [departmental standing](#).

In order to qualify for a theatre or dance scholarship, students must be full-time theatre or dance majors. Students on scholarship must maintain a 3.0 cumulative grade point average. It is advised that students apply for [general scholarships offered by SUU](#).

Complimentary Ticket Policy

Complimentary tickets are not available. All students with a current Student ID card that have paid their student

fees (indicated by an ID sticker provided by the University Cashier) can enter all productions free of charge.

Outside Work/Non-Departmental Participation

Productions or projects that take place elsewhere on or off campus, and do not utilize Departmental funding or space will be considered outside projects. BA/BS students involved in outside projects, are requested to seek advice from their faculty mentor. The Department of Theatre Arts and Dance supports the students' desire to extend their experiences beyond the department. However, in order to insure that students do not become over-committed to outside projects thus, adversely affecting their coursework, the faculty will be of assistance. The BFA program limits BFA student involvement in all production work outside the department without permission during the academic year. BFA students wishing to work on productions considered outside projects should submit an outside project permission form with any required documentation to the administrative assistant for the faculty to vote upon.

Early Departure/Late Arrivals

Students involved in production contracts that overlap with the school year may petition the department to be excused from theatre and dance classes for the duration of their contracts. Students are expected to be responsible for any material covered and any assignments missed during this period. Students are reminded of the following departmental policy: any student missing more than 25% of class meetings cannot receive a passing grade in departmental courses.

Student Travel Approval

Students requesting travel funds by the University, CPVA or TAD will follow these procedures:

- A TAD faculty/staff member will be responsible for the group and accompany the group on their trip.
- A TAD faculty/staff member will propose student travel logistics, including an itinerary listing tentative dates/times as well as an itemized estimate of cost or budget
- The Department Chair will approve/disapprove the request based on budget and/or artistic considerations.
- If utilizing a University vehicle, all SUU Motor Pool regulations will be followed.
- If utilizing a personal vehicle, students will complete a liability waiver through the TAD Office Administrative Assistant
- Requests for outside funding will be approved by the Department Chair.
- Student senate bills will be approved by the Department Chair(s) 10 days prior to submission.
- Monies raised from student fundraisers will be deposited in a departmental account.
- Students will be active participants in the event attended if University funds are being utilized.

Assumption of Risk

Technical Theatre

Working within theatrical production carries with it certain inherent risks that cannot be eliminated regardless of

the care taken to avoid injuries. I know and understand and appreciate these and other risks are inherent in the activity I am participating in. I hereby assert that my participation is voluntary and that I knowingly assume all such risks. The Department of Theatre Arts and Dance does take all possible precautions for the welfare and safety of its students. If students feel work is too risky or notice risks to their health or welfare, the student should stop working and immediately report the condition to any faculty member or directly to the department chair.

Studio

Movement, Dance, and or Stage Combat coursework carry with them certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I know and understand and appreciate these and other risks are inherent in the activity I am participating in. I hereby assert that my participation is voluntary and that I knowingly assume all such risks. The Department of Theatre Arts and Dance does take all possible precautions for the welfare and safety of its students. If students believe choreography or movement is too risky or notice other risks to their health or welfare, the student should stop immediately and report the condition or concern to any faculty member or directly to the department chair.

Gender Identity Announcement

Students have the right to express their gender identity freely. The faculty are committed to creating a safe and positive learning environment for each and every student. If a student would prefer that we use a specific gender pronoun, please let faculty know during class introductions, office hours, or by email.

Statement of Progression - Dance

Progression to any Dance Major level III technique course requires mentorship and/or faculty approval. If a student desires to progress to a level III technique course, it is required to meet with the faculty member before requesting a course registration approval. Please note: faculty's determination for level III advancement will take into account student's attention to previous DANC coursework, completion of core dance training within the Theater/Musical Theater major, technical ability, injury prevention, and relative level of incoming students.

Technical Production Experience Policy

- All theatre arts and dance majors will participate in at least ONE technical production experience per academic year.
- All technical and design students will participate in at least TWO technical production experiences per academic year, and will be graded as part of production practicum coursework.
- All theatre arts and dance minors will participate in at least ONE technical production experience during their course of study.
- Students taking the advanced practicum requirement during their senior year will be considered to have met their technical production experience for that year.

The goals of the production experience this are to:

- Extend experience outside the traditional classroom
- Promote the value of commitment by theatre and dance practitioners

- Provide all students with knowledge of technical production areas required to make any production happen

The Production Experience Coordinator will assign the technical production experience to each student at the beginning of the academic year based on department need, as well as student input whenever possible. Students will complete a Technical Production Experience form at the beginning of each academic year. Students who enter the department after assignments have been made will meet with the Production Experience Coordinator to be assigned. Technical Production Experiences range from building a show to crewing a show and vary in length.

Students who hold Crew Head positions and those who are members of the production team for a mainstage show will be considered to have met their Technical Production Experience for the year. These positions will be assigned by faculty in conjunction with the Production Experience Coordinator.

Whenever possible a student shall not be assigned to a crew during another assignment's build, rehearsal, or performance. When such conflicts do occur, for whatever reason, discussion of the student's commitment and priorities will be held between the interested parties and the production experience coordinator.

**Technical Production Experiences may include positions assigned in production shops, mainstage crew positions, front of house, marketing, and production team positions within 2nd Studio.*

***Failure to complete one's Technical Production Experience during the academic year will result in forfeiture of all performance and design experiences in any departmental venue for the proceeding academic year.**

Production Information

Casting Eligibility

Auditions for mainstage productions are open to all SUU students, faculty, staff, and members of the community. Preference in casting will be given to majors/minors in "good standing" with the department.. Occasionally a guest artist or faculty member may be cast, broadening the learning experience for the students cast. These cast members will be publicly announced before auditions take place.

Dance

All Dance and Dance Education majors are expected to audition for mainstage dance productions and are encouraged to audition for Musical Theatre productions. Students may be cast in a maximum of two dance works per production. This policy exists to both protect student wellbeing and encourage diversity in casting.

Student Dance Concert

Auditions for students interested in choreographing for the mainstage Student Dance Concert take place the semester prior to production. Choreographer auditions include a one-minute minimum movement demonstration performed by the choreographer or dancers and a brief interview with the dance faculty. Programming decisions will be announced by the faculty within the week following auditions. Chosen Student Choreographers will each be assigned a dance faculty mentor for the choreographic and production processes.

***Students chosen to choreograph for the Student Dance Concert will complete their Theatre Production Experience requirement alongside/as part of the choreographic process. See the TAD Production Handbook for more information.**

A casting audition for the Student Dance Concert occurs alongside Theatre casting auditions the semester prior to production.

Faculty Dance Concert

The casting audition for the mainstage Faculty Dance Concert occurs alongside Theatre casting auditions the semester prior to production. The dance faculty independently audition their pieces and collectively cast dancers for the concert. Following casting announcements, cast students are required to enroll in DANC 4300 - Dance Ensemble. Audition dates and a tentative rehearsal schedule for guest choreographers will be shared on a case-by-case basis no less than two weeks prior to the audition date. Casting in certain works of choreography may require attendance in specific technique classes (i.e. Jazz or Tap Dance).

Theatre Arts Casting, Production and Design Assignments

In order to provide for a more balanced academic and production work life for students, Theatre Arts faculty and students will adhere to the following policies regarding casting, design assignments and production experience for all departmental supported productions.

Audition Expectation and Format

All performance majors are required to audition for every mainstage theatre production. Auditions are held in a professional manner which includes proper dress, thorough preparation of audition material, resumes and headshots. Materials are submitted through an online form which will be sent out about two weeks prior to auditions. The audition format typically consists of a prepared monologue not to exceed one minute or a prepared monologue and song not to exceed one minute each. Callbacks usually consist of cold readings from the script.

Departmental Supported Productions

Any production wherein a student or faculty member receives academic credit or reassignment, funds from the Department of Theatre Arts and Dance, or access to rehearsal and performance space scheduled through the Department of Theatre Arts and Dance will be considered departmental supported productions.

Casting

Directors will not cast a student in more than one production during the same semester. Exceptions to this policy must be voted on by the Theatre Arts faculty and pass by a majority vote.

Production and Design Assignments

Faculty assigning students to production and design work should not assign a student to more than one major production role during the same semester. These roles include all designer and assistant designer positions as well as those of director, assistant director, stage manager, technical director, costume shop manager, assistant stage manager and assistant technical director. Exceptions to this policy must be voted on by the Theatre Arts faculty and pass by a majority vote.

Classroom Projects

Projects created through coursework that utilize departmental resources (i.e. directing projects, EDGE projects, etc.) are typically not considered departmental supported productions even though they may utilize space and provide academic credit to some persons participating. These projects will be classified by the faculty as needed.

Production Priorities

The Department of Theatre Arts and Dance attempts to avoid conflicts of coursework, productions and activities. Should a conflict arise, the student is responsible for discussing the conflict with the head of their respective area. Priority of scheduling is as follows (1) Coursework, (2) Departmental Mainstage Production Assignments, Design Assignments and Casting, (3) Technical Production Experience Assignments, (4) Other Departmental Supported Productions, (5) Classroom Projects. Exceptions to these priorities do not set precedent.

Rehearsal Policies

As is true in the field of theatre and dance, if the director or choreographer believes that a cast member's participation in a production is unsatisfactory, it is their right to replace said cast member. A commitment to the production and the creative process is expected, as well as a dynamic and collaborative work ethic. Rehearsals begin promptly at their scheduled times and all areas must be cleaned up and prepared for their next use directly following.

Theatre

All students cast in mainstage theatre productions are required to register for THEA 4140 - Rehearsal and Performance credit. Mainstage theatre productions are considered academic training and part of the program curriculum. Rehearsal and Performance credit ranges from 1-3 credits based on contact hours. Please consult with your faculty advisor for the appropriate level of course enrollment. Exceptions may be made at the discretion of the faculty adviser and department chair. Student directors and assistant directors on mainstage productions as well as student directors on 2nd Studio productions may receive credit for their work through enrollment in THEA 4541 Advanced Theatre Practicum. Students cast in 2nd Studio productions may register for THEA 2141- Rehearsal and Performance credit with the approval of the 2nd Studio faculty advisor. Grading for Rehearsal and Performance will be assessed on an evaluation by the director of the production based on rehearsal discipline, growth, professionalism and adherence to rehearsal guidelines and expectations.

All theatre students cast in Theatre mainstage productions are expected to adhere to the following policies and procedures:

- Students must provide proper rehearsal clothing.
- Students must check the callboard daily for rehearsal calls.
- Students are expected to arrive at rehearsal/performance calls 10 minutes prior to the call and immediately begin preparing for rehearsal/performance. If you experience any conflicts, you must notify the stage manager immediately.
- Students are expected to bring their script and 2 pencils to every rehearsal and record all blocking.
- Once a portion of the production has been blocked, students are expected to be memorized by the next rehearsal of the blocked material. Students must meet all memorization deadlines. Failure to do so inhibits

the progress of a production.

- Students are expected to demonstrate professional behavior with respect for all persons at all times during rehearsal/performance including all members of the production company.
- Students are expected to document all notes given by the director and/or stage manager in writing to avoid repetition of notes.

Dance

DANC 4300 - Dance Ensemble is an audition-based course that serves as an advanced study in ensemble performance. A student's eligibility for course enrollment is contingent upon casting in the Faculty Dance Concert, as the product of this class is the Faculty Dance Concert itself. All students cast in the Faculty Dance Concerts are required to register for DANC 4300 - Dance Ensemble for 2 credits. Enrollment exceptions may be made at the discretion of the Department Chair (i.e. if a student previously satisfied the degree requirement and the 2 credits will push the student over 18 credits). Mainstage dance productions are considered academic training and part of the program curriculum.

All students cast in Dance mainstage productions will adhere to the following policies and procedures:

**See DANC 4300 - Dance Ensemble syllabus for more information.*

- Attendance is required at all rehearsals, technical rehearsals, and pre-show warm up classes
 - In the event of an unexpected absence from a rehearsal, the absent student will contact the choreographer/rehearsal director in a timely manner
- Students are expected to arrive at rehearsal properly warmed-up, ready to participate physically, creatively, cognitively, and collaboratively.
- Personal belongings should be secured in the locker room using personal locks.. The department is not responsible for lost or stolen items
- Cell phones and the use of other electronic devices are not permitted during rehearsals.
- Students are expected to demonstrate appreciation and respect for all production staff and crew

Rehearsal Attire

Consult Director or Choreographer for specific rehearsal attire.

Costume Policies

Undergarments

Female-identifying dancers or those in transition will be required to provide their own flesh toned, low profile (no lace or textured design), thong and pasties. Bra needs will be discussed in fittings for individual costumes for both theatre and dance. *Male identifying dancers or those in transition* will be required to provide their own thong cut dance belt. *Non-binary students* should expect a conversation during their measurements or fittings discussing which undergarments will be appropriate for their characters.

Measurements

Body measurements are taken before costumes are tried on and fit. The Designer and Costume Shop Manager will determine who will need to come in for measurements based on when performers were previously measured, if at all. Scheduling method will be posted on the callboard website as soon as casting is announced.

Clothing worn for measurements should be close to the body, or layers should be removeable to have access to the performer's body, including their waist, legs, and thigh between their legs. Female-identifying students or those in transition are asked to wear a supportive bra (not a bando, bralette, or sports bra). Hair to the shoulders should be worn up, yet able to be taken down for photos. Performers uncomfortable being measured within the main costume shop area are encouraged to request measurements be taken in a private area.

Fittings

Different from measurements, a fitting is the process of trying on clothing and/or a mockup of potential clothing the performer may wear. The Designer and Costume Shop Manager will determine who will need to come in for a fitting. This time will be posted on the call board website as soon as a show is cast, and continue regularly when rehearsals begin. Fittings are a time for the designers, drapers, choreographers, and performers to have a conversation about style, fit, color, etc.

Female-identifying students or those in transition should wear the bra they were measured in. Students are asked to wear underwear. Male-identifying students or those in transition wearing a dance belt for the production should wear their dance belt for their fitting.

Performers are expected to make the production team aware if anything about their costumes is unsafe, uncomfortable, or impedes movement. Performers are welcome to ask questions for clarification about their clothing, but are reminded that the design is for their character within a larger design, and thus, personal preferences are not always prioritized.

Appointment Time

Punctuality for appointed times - measurement, fitting, or otherwise - ensures the continuation of flow in the costume shop and design team process. Should a scheduling problem arise, the student should communicate with the stage manager for a new time to be scheduled. If a student will be late, they should call the costume shop at 435-586-7999. If freshening up is necessary, please check in on time before asking to be excused to do so. At five minutes late, a performer will be contacted by the Costume Shop Manager and stage management will be notified.

Performances

Students are asked to wait to enter the dressing rooms or take costume pieces until the "into costume" call, allowing time for pre-production necessities. Once called, students should check in with their wardrobe crew about dressing and to make a pre-show, performance, and post show plan. Quick change rehearsals may be held during tech rehearsals or before dress rehearsals. To avoid staining costumes actors/dancers should provide a robe, smock or old shirt to wear as cover during application of make-up.

The process to dress is as follows:

- Dressing in base layer, shoes, and mic belt (if applicable)
- applying foundation and preparing wig or styling hair

- receive microphone and fit (if applicable)
- finish dressing and applying make-up
- put on wig or hat
- apply facial hair (if applicable) with towel or robe over the costume

Sealed water containers are permitted in dressing rooms. Once in costume (including undergarments) performers are not permitted to consume anything besides water. If pregnant or ill, please consult the wardrobe crew about eating in the green room in undergarments and a robe. To avoid damage or discoloration to costumes, students should avoid wearing colognes or perfumes while in costume. For performer safety, and for the longevity of socks and tights, performers must wear shoes or slippers when outside the dressing rooms.

Dressing room assignments will be made according to gender identity. Non-binary performers may expect a private conversation during measurements or fittings to establish their dressing room preference, if they have one. Mix gendered dressing rooms may be necessary based on available space in smaller venues, but changing schedules will be established to ensure the comfort of performers. Dressing room assignments are also based on character tracks, dresser tracks, and other considerations. Dressing room preference requests may be made, but cannot always be honored.

It is expected that students will care for their costume, removing before any activity not pertaining to the production. Costumes or wigs damaged while doing any unauthorized movement will be billed to the performer. Students will report specific costume repairs, spots, or other concerns to their dresser for recording. When possible, students will rehang costumes throughout the show as they were found, asking the wardrobe crew for instructions when needed. If time is not permitted, discarded pieces should be draped over a chair or the wardrobe crew should be notified.

Before costumes are removed, the hair crew will remove hats, wigs, and facial hair. Then, students will remove costumes, with assistance if requested. Laundry items, including socks or tights, are to be draped over the back of the student's chair for check in. Bras, tights, underwear, and dance belts should be put into provided lingerie bags by the performers. Personal performance undergarments that need laundering are surrendered to the crew starting first dress rehearsal and will be placed in laundry bags by performers and laundered by crew nightly. Questions can be addressed to crew. To assist the wardrobe crew, changing should be done in a timely manner. Performers may receive notes from their designer or dresser between shows about their costumes.

Rehearsal Costumes

Mainstage Productions

Theatre: Performers are expected to provide basic rehearsal items as follows:

- Male roles: Suit jacket, hard soled shoes (dress shoes)
- Female roles: Long skirts, character shoes, often high heeled shoes

Dance: Consult choreographer for specific rehearsal attire.

Upon request of the Director in coordination with the designer and costume shop, rehearsal costumes will be made available for mainstage productions. Requests for rehearsal clothing should be addressed in production meetings or rehearsal reports. Some skirts, petticoats, foundation garments, gloves, fans, capes, and trains are most available. Actual/show costume pieces and shoes will be utilized upon approved request and may include time restrictions.

Student Directed Shows And Directing Projects

For student directed shows, directing projects, and classroom scene projects, rehearsal costumes will be handled on an individual basis and at the discretion of the Costume Shop Manager. Be aware that stock is limited and rehearsal clothing may not be available.

See the [TAD Production Handbook](#) for more information about student productions.

Hair and Make-up

If cast, students are asked to refrain from altering their appearance, including hair color, length, or facial hair, piercings, or tattoos. Requests are made through stage management.

Often, specialty hair trims, cuts, or colors are done in the costume shop with the shop cosmetologist. If these will not be done in house, research will be sent with a performer and reimbursements will be made up to an agreed upon amount. A performer may request to have hair treatments reversed after closing.

Performers are scheduled for hair fittings (measurements, head/face tracings, cuts or colors) as they are for costume fittings.

Performers are required to provide their own makeup, including applicators, brushes, and sponges. The basic and professional make-up kits can be ordered from the following: The WIZZ on Main Street or from Ben-Nye and Kryolan catalogues located in the Costume Shop. At minimum, a performer should obtain a cream or liquid foundation to match their face, a highlight and shadow, setting powder, and mascara.

To prevent cross contamination, makeup is not to be shared amongst performers. Specialty makeup, along with hygienic containers and applicators, will be provided on a show by show basis. For productions including specialty makeup, either period or conceptual, make up training will be scheduled like a fitting. During this time, performers will be instructed in applying their show makeup.

Performers will be informed if the first dress rehearsal will be in hair and make up. Various hair gels, sprays, brushes, combs, bands, and pins will be provided. Performers should return these items at the end of each day. Pins and bands may be kept neatly at their station. Performers may provide their own products if desired. Performers may receive notes from their designer or hair crew between shows about their hair or makeup.

Photo Call Policy

The primary purpose of photo calls is to provide photographic records of the directorial, costume, stage design and choreographic highlights of all productions presented by the TAD Department. There will be a two hour limitation for photos to be taken.

The stage manager will be responsible for adhering to the schedule. The stage manager will note this time in the stage managers book as a "Photo Call" for that performance.

At least twenty four hours prior to the photo call, the director, designers, choreographers, and other interested parties will submit a list of desired images to the stage manager to insure an accurate and suitable record of each production. The director of each production will have final say if the list needs to be paired down for time.

Strike

Immediately following the final performance of all departmental productions, the entire company for that particular production will participate in striking the technical elements of the production and restoring the theatre to repertory status. If it is reasonably expected that the strike call will finish after midnight, strike will be scheduled at a later time, typically the next business day.

Facilities

Location

See the [campus map](#) for more information.

- Auditorium Theatre building, corner of University Boulevard and 300 West
- Randall L. Jones Theatre (30 S 300 W St), across 300 W from the Auditorium
- The Engelstad Theatre (200 Shakespeare Ln), east of Randall Jones
- Eileen and Allen Anes Studio Theatre (300 W Center St), southside of Utah Shakespeare Festival
- Multipurpose Center (654 W 200 S), near Student Center/American First Center, dance studios
- General Classrooms (130 S 300 W St), south from the Auditorium on 300 W
- Department and Faculty offices are located in South Hall.

Safety

All students are expected to have read and understand the department [safety and health handbook](#). First-Aid boxes are available in all studios and shops. Inform the department Administrative Assistant or shop supervisor of any items that need to be replenished. In rehearsals, students are asked to be aware of others in the space and to listen to their bodies. If a student is in pain, not feeling well, or having difficulties performing the tasks at hand, they should let the choreographer, rehearsal director, or director know. As well, if a student has a known condition that will limit their full participation, they are to let the choreographer, rehearsal director, or director know before the first day of participation. If a student needs medical attention, refer to the [SUU Medical Emergency Protocol](#). In a life threatening emergency, students are directed to call 911. Students involved in an accident should contact their supervisor (faculty, staff, employer, etc.) immediately to fill out an [accident report form](#).

Smoking, Eating, Drinking

Smoking and alcoholic beverages are not allowed in any SUU buildings at any time ([see University Policy 11.2](#)). Food and beverages are not allowed in rehearsal spaces, shops, studios and theatres. Water, in a container with a lid, is allowed in rehearsal spaces, shops, studios and theatres.

Student use of Spaces

Registered students may utilize University facilities for rehearsals, performances, and meetings as long as they adhere to the guidelines for use of each space. Requests are placed through the [Digital Callboard](#). Space priority is given in the following order (1) Scheduled Courses, (2) Mainstage Productions, (3) Departmental Supported Productions, (4) Classroom projects. Student reservations are to be scheduled between 7:00am and 10:00pm.

Guidelines for the use of TAD Designated Spaces

Theatre Decorum

- Feet remain on the floor in front of the seat being used.
- Water is the only liquid or food permitted in a container with a lid.
- Voices are at a volume respectful of work being done in the theatre.
- Personal items
 - can be stored in the theatre in an organized way during spacing, blocking, and tech rehearsals.
 - are to be stored in the dressing rooms during dress rehearsals and performances.
- Cell phones are silenced or off.

Rehearsal Space Decorum

- Sound systems are cared for by
 - turning off and locking after use.
 - leaving any cords untangled.
 - using volume at a reasonable level so as to not impair speakers (refer to the Peak Program Meter or Volume Unit Meter)
- The space is left clean and organized
- Water is the only liquid or food permitted in a container with a lid.
- Alterations of any space (including, but not limited to: tape on floor, items on walls, lighting, sound or special effects) are to be approved by the Department Chair.
- Materials (carpet, cubes, furniture) removed from a space are to be returned at the end of rehearsal
- See specific space guidelines for appropriate footwear.

Sound Systems

Spaces primarily used for movement rehearsals are equipped with sound systems. These systems are locked to protect devices and materials owned by the department. Keys will be loaned to students directing rehearsals for mainstage productions. Others may be considered for key access on a case-by-case basis and as deemed necessary by the Department Chair. Sound cabinet keys are held by the department Administrative Assistant and are to be returned within one week of the requisite production's strike. If the key is not returned by this time, the student will incur a fee of \$60 for lock-changing costs to the department.

The Auditorium Theatre

This multi-use space is primarily used as a scene shop for mainstage productions and a classroom for the Design/Technology classes. The Auditorium Theatre is also used on occasion for mainstage productions. Use of the Auditorium Theatre should be cleared with the Production Manager and Department Chair prior to any planning.

The Randall L. Jones Theatre

This multi-use space is primarily reserved for Departmental mainstage productions and Utah Shakespeare Festival productions. Use of the RJT must be cleared with the Production Manager and Department Chair and is subject to approval from the USF production manager prior to any planning.

Auditorium 108 (The Black Box)

This multi-use space is the primary rehearsal and performance space for departmental supported productions and class projects. AUD 108 also serves as a classroom for Acting/Directing Classes and other departmental functions throughout the year.

Auditorium 109

This is a multi-use space primarily reserved for acting, movement, and dance classes as well as rehearsals for departmental supported productions.

Multipurpose Center Dance Studios

MC 116 and 116A are primarily reserved for dance classes, rehearsals, and departmental supported productions. Furniture or large props deemed necessary for a rehearsal are to be approved by the Department Chair. Items will be equipped with proper skid protectors or padding to protect the floor.

Personal items are to be stored in the boxes provided or secured in the locker room. The department is not responsible for lost or stolen items. Street shoes are not permitted unless designated by the dance faculty.

Scene Shop Guidelines

The SUU TAD Scene Shop is located in the SR wing of the Auditorium Theatre stage and uses the stage space for construction of departmental scenery. The Scene Shop is the primary facility for construction of sets and properties for departmental productions. Any use of the shop space and equipment must be approved by the Technical Director. The Scene Shop is open from 10pm to 6pm Monday through Friday while classes are in session. Additional work calls outside of these hours may be utilized. Students should refer to the Technical Director or Shop Supervisor for appropriate equipment use and safety.

Properties Guidelines

The Properties Shop is located in the basement of the Auditorium Theatre. The priority of departmental properties is to support (1) mainstage productions, (2) departmental supported productions, (3) class projects. In these cases, arrangements for check-out and return of the prop must be made with the departmental properties coordinator at least 24 hours in advance. The user is responsible for full replacement of any lost or broken props.

Lighting and Audio Guidelines

The departmental lighting and sound equipment is to be used in support of mainstage productions, departmental

supported productions, and department-supported classroom projects. The electrics shop is located in the basement of the Auditorium Theatre. The sound booth is located in the balcony area of the Auditorium Theatre. Access to, and use of the equipment and supplies in these areas is limited and must be obtained through the Associate Production Manager/Sound and Lighting Supervisor. Any and all equipment checked out by a user becomes their responsibility and must be returned in good working order.

Costume Shop Guidelines

The Costume Shop is located in the basement of the Auditorium Theatre. It appears as AUD 007. Entrance is from the tunnel at the SW corner of the Auditorium parking lot. Regular departmental supported production hours are 2:00 PM – 6:00 PM Monday through Thursday, 9:00 AM- 1:00PM, and 2:00 PM- 5:00PM Friday. In special cases, production hours will be adjusted to accommodate production work (i.e. maintenance and prep crew). The Costume Shop will be considered open when a member of the Costume Shop staff is present; this includes the Faculty Costume Designer, Costume Shop Manager and/or Costume/Hair Artisans. If Faculty/Staff is not present, the costume shop is not open to those outside student workers.

The Costume Shop will serve all productions and practical classroom instruction, and therefore, tools, supplies, and or equipment will remain in the shop and used for SUU purposes unless approved by the Costume Shop Manager. The costume stock is available for rental, upon approval, for departmental supported productions. For more information about the costume shop, costume production, and student labor, see the TAD [Production Handbook](#) for details.

Costume Shop Annexes

The following are located off the Costume Shop and operate under the above guidelines unless otherwise specified.

- Design Prep Room/Old Adams Green Room: location for pull racks, along with stock discards/restocks, and departmental supported production work space.
- Old Adams Tunnel: under the Adams Theatre stage and contains shoe storage, “cold storage” for patterns, rarely used materials, and empty racks.
- Makeup Classroom: location for makeup classes and production makeup training (not available for departmental supported productions).
- Hair and Makeup Room: Located between the Makeup Classroom and Design Prep Room designated for hair fittings and hair artisans.
- Dye/Laundry Room: Located across the hall from the Design Prep Room. All safety procedures must be followed when dyeing in this room. Thorough cleaning must take place after each use to prevent contamination between dyeing and laundry. Laundry facilities are for production use.

Design Studio Guidelines

The Design Studio is located in Auditorium 111 between the Black Box and the 109 Dance Studio. The Studio allows students to work on class and departmental projects in the design and technical areas. Access to the area is controlled by FOBs checked out through the department and must be returned at the end of each academic year. If a FOB is not returned by this time, the student will incur a fee of \$60 for lock-changing costs to the department..

Materials and supplies allocated for classroom work must not be used for personal projects and must remain in the studio. Students may checkout a shelf in the rear of the classroom to leave personal supplies and materials in the studio. Items are left at the users risk and are not the responsibility of the department. Work in the space is limited to the hours that the building is open and should end at 10:00 pm. In exceptional cases students may work past 10:00 pm but must obtain written permission from the Department Chair. It is the student's responsibility to clean up after they have worked in the Studio and to secure the room when they leave. At the end of each semester, the area will be cleaned and items no on shelving will, at the discretion of the department, be thrown out.

Other Common Spaces

Many common spaces with seating in any building are used by students to relax and rehearse. Special consideration should be given to all those in classrooms and workspaces when rehearsing scenes or congregating in these areas.

Student Organizations

Southern Utah University Dance Organization (SUUDO)

SUUDO exists to create entertaining, engaging, and educational dance experiences. SUUDO's primary objective is to act on behalf of students' interests within the art form.

SUUDO's mission includes:

- Promoting dance in a holistic way on the SUU campus and in the surrounding community.
- Providing opportunities for student choreography, performance, and/or teaching.
- Providing opportunities for professional development.
- Creating an integrated network and a healthy, safe community for students.
- Generating revenue and maintaining financial independence

Second Studio

Second Studio is the student theatre-production organization of the Department of Theatre Arts and Dance. The goal of Second Studio is to provide students with the opportunity to explore their craft outside the confines of major department productions. Students interested in participation in Second Studio acting, dance and production work should communicate their interest to the Second Studio Student Board who set and produce the Second Studio season.

Second Studio also strives for successful fundraisers throughout the academic year. Some of the fundraising activities are concessions at Theatre Arts and Dance Department productions, SUU Live, High School Shakespeare Competition concessions & dances. The money collected helps students attend conferences and provides opportunities for students to earn scholarships through performance, service, and activity within the department.

USITT

The United States Institute for Theatre Technology is the national organization for support of professional and educational design and technology in the United States. The Department of Theatre Arts and Dance holds a student chapter charter demonstrating the student commitment to this national organization. Each year the student chapter strives to create a community of design and production students through social and community service activities. The student chapter, along with the department, sponsors student attendance at the nation convention which is held in various locations across the U.S. The convention allows students the opportunity to attend workshops in their areas of interest, network, see the work of professional, educational and student designers and technicians, and make contacts for graduate school and job placement in their fields. Those wishing to attend with support of the University, College and the Department must plan well ahead of the convention as each student is responsible for part of the financial cost of the convention.

Other Organizations and Affiliations

ACDA

The American College Dance Association's primary focus is to support and promote the wealth of talent and creativity that is prominent throughout college and university dance departments. ACDA's sponsorship of regional and national dance festivals provides the venue for students to engage in three days of workshops, lecture demonstrations and master classes taught by instructors from around the region and country. The festivals also provide the unique opportunity for students and faculty to have their dance works adjudicated by a panel of both nationally and internationally recognized dance professionals in an open and constructive forum. Culminating with the presentation of pieces selected for their exemplary artistic quality. The festivals are the primary means for college and university dance programs to perform outside their own academic setting and to be exposed to the diversity of the national college dance world. Each year we take three dances to be presented at the festival and an average of sixteen students.

KCACTF

Through state, regional, and national festivals, Kennedy Center American College Theatre Festival participants celebrate the creative process, see one another's work, and share experiences and insights within the community of theater artists. The KCACTF honors excellence of overall production and offers student artists individual recognition through awards and scholarships in playwriting, acting, criticism, directing, and design. From time to time, through faculty discussion, certain productions are selected for adjudication for the festival. Students interested in attending the festival are encouraged to seek out a faculty sponsor to work towards that goal.

U/RTA/UPTA

Each year, the department may or may not choose to sponsor students to attend University /Resident Theatre Auditions/United Professional Theatre Auditions. The department will sponsor only students who represent the highest commitment to their studies and quality in their work.

NHSDA

The National Honor Society for Dance Arts (NHSDA) is a program of the National Dance Education Organization, created to recognize outstanding artistic merit, leadership, and academic achievement in students studying dance in public and private schools in K-12 education, dance studios, cultural/community centers, performing arts

organizations, and post-secondary education. The NHSDA offers three levels of induction: The Junior Program for grades 6-8, The Secondary Program for grades 9-12, and The Collegiate Program for students in college or university dance programs. Every year, the dance faculty inducts one senior to the NHSDA. This resume merit includes a certificate and a graduation cord (optional).

Resources

Department Library

The Department has a small library of scripts and theatre and dance-related books which circulate by permission of the department Administrative Assistant. It is located in South Hall 201.

Black Box Grants

Black Box Grants foster creative experimentation with performance forms and processes through funding innovative projects that emphasize content over spectacle and work with limited resources in stripped down spaces. The Department of Theatre Arts and Dance accepts applications for these Black Box Projects twice a year. The call for proposals is distributed over callboard at the end of each semester for work presented in the subsequent semester. Proposals for projects might encompass Dance, Performance, or Theatre with a specific desire for proposals that imagine and reimagine the notion of Rough Theatre. We encourage creative use of a variety of spaces on campus and discussion of multiple potential venues within your proposal. Budgets up to \$500.00 USD will be considered.

University Library

- Many theatre and dance related books, periodicals, videos and DVDs, CDs, and CD-ROMs are kept at the library, which is open 7 days a week.
- The Library also subscribes to a number of “proprietary databases” which are not available on the Web, and include resources in theatre and dance which will be of use in researching and directing. These are available 24/7 from on and off campus computers.
- A collection of materials donated by Burch Mann, founder of the American Folk Ballet, is housed in the Library’s Special Collections. This collection houses many books and related research materials on Americana which are available to students and faculty for research.
- Students have access to the entire collection of the International Encyclopedia of Dance, On the Boards, Alexander, and Kanopy.
- If you can’t find what you’re looking for, contact the [TAD representative librarian](#).