

# SIU Department of Theater Undergraduate BA Handbook

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How to Use This Handbook

This handbook works in tandem with the Production Handbook and other handbooks on the Department of Theater website, as well as the SIU Undergraduate Catalog. Please make use of links to other documents as directed. Check with your faculty mentor if you have any questions.

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## **University Mission Statement**

SIU embraces a unique of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching focused on nurturing student success. As a nationally ranked public research university and regional economic catalyst, we create and exchange knowledge to shape future leaders, improve our communities, and transform lives.

## **Department of Theater Mission Statement**

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

The Theater Department is committed to the continued refinement of its primary objectives that 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.

## **Department Program Goals**

Goal 1: Demonstrate an understanding of the individual artist's place in the theater as a collaborative art.

Goal 2: Demonstrate an understanding of, and an appreciation for the process of theater production.

Goal 3: Demonstrate the relationship of theatre in world history, societies, and cultures.

Goal 4: Master skills, vocabulary, and concepts necessary in today's theater to understand and practice the art of theater.

## **Program learning Outcomes/Objectives**

During their course of study, students graduating from SIU with a B.A. in theater or a B.F.A. in musical theater should develop:

SLO (student learning objective) 1: The ability to think conceptually and critically about text, performance, and production. (Goals 1, 2, & 4)

SLO 2: An understanding of playwriting and production processes, aesthetic properties of style, and the way these shape and are shaped by artistic and cultural forces. (Goals 1, 2, & 4)

SLO 3: An acquaintance with a wide selection of theater repertory including the principal areas, genres, and cultural sources. (Goals 1, 2, & 4)

SLO 4: An ability to develop and defend informed judgements about theater. (Goals 1, 2, 3, & 4)

SLO 5: Skills and abilities in the areas of performance and/or production appropriate to individual goals and interests. (1, 2, & 4)

SLO 6: Intermediate to advanced competence in one or more theater specializations in creation, performance, or scholarship. (1, 2, 3, & 4)

## **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:

### **SIUC Department of Theater Website**

The Department of Theater's website contains information about the Department's academic and production programs. All Theater and Musical Theater majors and minors should familiarize themselves with this website: <https://cola.siu.edu/theater/>

### **The SIUC Theater Department of Theater Calendars Via Google**

All Department of Theater Calendars are located on Theatre Department Website. To access these Calendars, please go to <https://cola.siu.edu/theater/productions/calendars/>

The SIU Theater **Academic Calendar** gives you access to all Department of Theater committee meeting times, scholarship interviews and auditions, annual graduate reviews, production auditions, special performances, lectures, master classes, workshops, and events.

The SIU Theater **Production Calendar** gives you access to all schedules and deadlines for Department of Theater productions including auditions, special performances and/or previews, special tech calls, technical rehearsals and performances.

These departmental calendars allow you to integrate your class, work, and social schedules into your Department of Theater schedule. By doing this, you will be able to stay on top of your busy schedule and have the best opportunity for success.

## **The Green Room**

The Green Room—COMM 1038—is a place for students to gather and relax between classes and when on break in rehearsals or shop hours. It also serves as an information center where several announcement boards are housed. (See information below).

PLEASE NOTE: THE GREEN ROOM IS NOT TO BE USED AS A REHEARSAL SPACE.

## **DOT Student Email List**

At the beginning of each semester, the office staff of the Department of Theater updates the official Theater major and minor email list. It is through this email list that the DOT notifies all Theater and Musical Theater students of important information related to departmental auditions, special events, schedule changes, academic and production opportunities, as well as notifications of professional auditions, interview and training opportunities that the office receives. This is the DOT's best and most efficient way to communicate important information to all of its faculty and students in a timely manner. All Theater/Musical Theater majors and minors should make sure that the DOT office staff has their correct, officially assigned, @siu.edu email address included on this list. Students should also make a habit of checking this email at least once a day to ensure they do not miss any important department and theater related information.

## **Announcement Boards**

There are various announcement boards located around the department, each of which serves a different purpose. The locations are: The Green Room announcement boards located in Comm 1038, and the official SIU Theater Production Call Board located in the dressing room area outside the stage left door of McLeod Theater.

### **Green Room Boards**

Three (3) boards are housed in the Green Room, divided into sections which include:

1. Departmental Announcements
2. Audition & Casting Announcements, and Costume Fitting Schedules
3. Academic Announcements
4. Student Organizations Announcements
5. Notices of advanced Educational and Training Opportunities
6. Notices of professional Job Interview and/or non-SIU Theater Audition Announcements

### **Production Call Board**

Located in the hallway back stage dressing room area, next to the McLeod Theater stage left door, this board contains only information relating to individual productions in our season, including rehearsal and performance sign in sheets, production and rehearsal schedules, rehearsal notes, production contact lists, costume fitting schedules, etc.

## **Undergraduate Orientation**

An orientation meeting of the entire Department of Theater faculty, graduate and undergraduate majors is held during the first week of each 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/semester and to elect undergraduate representatives to departmental committees. At the beginning of each semester, CHECK THE GREENROOM ANNOUNCEMENT BOARDS AND YOUR OFFICIAL @siu.edu EMAIL for date, time, and location of the Undergraduate Orientation.

## **Department Committees**

The Department of Theater has several standing committees to address issues that affect the department's academic and production programs with provisions for undergraduate representatives to the committee. These undergraduate representatives are elected by majority vote during the Fall Undergraduate Orientation Meeting for a one-year term. It becomes the responsibility of these undergraduate representatives to research and communicate the opinions of the undergraduate population concerning the projects and actions of 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. 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

### **Recruitment and Retention Committee**

This committee oversees recruitment and retention efforts of the department including university Open Houses, external recruitment events and Drama Daze.

Undergraduate students elected to the committee: 2

### **Archie's Committee (ad hoc)**

Archie's Committee (ad hoc)

The Archibald McLeod Awards for Theater are given at a Ceremony held at the end of spring semester. This student 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 academic class and 1 faculty member. Undergraduate students elected to committee: 8; 2 from each: Freshman, Sophomore, Junior and Senior.

Faculty Representative: 1

## University Committees

In addition to departmental committees, each year the Department of Theater nominates faculty and/or students to serve as representatives to the following University committees.

### Fine Arts Activities Fee Committee

The [Student Fine Arts Activity Fee](#) provides funding for visiting artists and cultural activities in the visual, literary, performing or applied arts. Funding is available to departments and student RSO's sponsoring Fine Arts events through the Variable Allocation fund. As a Fine Arts department, The Department of Theater receives an annual fixed allocation.

Faculty Representative: 1

Student Representative: 1

### CoLA Council

The [Council of the College of Liberal Arts](#) (CoLA Council) was established to create a governance system for the operations of the college at large. The CoLA Council consists of both faculty and students representing academic units from the social sciences, humanities, and arts that comprise our college.

Faculty Representative: 1

Student Representative Nominee: 1

## Student Organizations

### USITT

USITT is a student chapter of the [United States Institute of Theatre 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.

### Africana Theatre Laboratory

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

### New Play Lab

SIU New Play Lab is a student run organization designed to foster the creation of new work through collaboration. The group produces evenings of shorts (Undergraduate Big Muddy Shorts), 24 Hour Projects, and other performances and events. The goal of SIU New Play Lab is to create a student led laboratory to experiment with different ways to

create new theater. The New Play Lab is open to any student, any major, any interest, typically attracting script writers of all sorts, actors, directors, and designers.

### **FIERCE Musical Theater**

FIERCE Musical Theater, is an independent student run musical theater RSO that has been around 2015. What began as a few students creating extra performance opportunities for themselves to be able to sing outside of their classes has grown into an organization that produces entertainment on a year-round basis generally consisting of one full-scale musical and one or more cabarets. The casts and crews of our productions come from a diverse range of majors and backgrounds and there is an active student government board that is elected annually in the spring to oversee the function of the group as well as make key decisions. Membership is open to all active SIUC students. In the past FIERCE has produced musicals such as *Godspell*, *Heathers*, *Once on this Island*, *BARE*, and *Twisted*.”

### **Southern Illinois Dance Company**

The Southern Illinois Dance Company (SIDC) has been a part of the university’s cultural scene for over forty years. The company’s first name was the Southern Illinois Repertory Dance Theatre. The name changed during Associate professor Emeritus Donna Wilson’s time at SIU.

The organization became an RSO in the 1975. At present, the company auditions twice a year (August & January). At those auditions, the company accepts a number of apprentices to participate in that semester’s showcase. Apprentices are cast in a max of three pieces, and the student board, faculty advisor, and artistic director monitor their participation in the showcase. A successful evaluation will lead to joining the company as a full member.

In addition to the fall and spring showcases of choreography, the company play plays co-host to a guest dance artist twice a year through the DuoDance Program. The company also attends the American College Dance Association’s annual Central Region conference. All these activities give participating students an opportunity to perform and develop works for presentation. The company also provides a platform for theater faculty to further continue creative activity research through the art of dance.

The company uses Furr Auditorium as its main performance and storage space.

## **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. These are one- year, renewable, merit and talent-based scholarships. The Department of Theater faculty awards these scholarships based on the applicant’s financial need, academic merit, and demonstrated ability to succeed as

a Theater practitioner. The Department of Theater is dedicated to fiscally assisting talented and motivated students in all areas of theater. We particularly encourage the application of first-generation college students, students of color, LGBTQ individuals, and students with physical/learning differences.

Auditions and interviews for these are generally held in February prior to the academic year of award. Students interested in receiving a departmental scholarship should first complete SIU's General Scholarship Application. A complete list of available Department of Theater Scholarships is listed below and is also available through the SIU Undergraduate Academic Scholarship website.

Following completion of the [SIU General Scholarship Application](#), students must also submit a brief essay, and visit the Department of Theater office to set a time for an audition and/or interview.

### **To Apply**

#### *Step I – Complete “Academicworks” Online Application*

1. Log on to SIU Undergraduate Academic Scholarships at <https://scholarships.siu.edu/general-application.php>
2. Click on Link under photo on right hand side, “SIU General Scholarship Application”
3. In banner under heading note the exclamation mark and message and click on the provided link, “complete your general application”
4. Read and follow directions carefully. Once you have completed application you will be linked to the Department of Theater and all other scholarships that match your qualifications.

#### *STEP II – Write a brief essay*

1. The essay should be 3 paragraphs and one to two pages in length, typed, using 12-point font with 1.5 or 2 point line spacing.
2. The essay should describe the following:
  - a. Your goals for being a Theater/Musical Theater major, and what you have learned and accomplished toward those goals since becoming a Theater major at SIU. Incoming freshmen and transfer students should address high school, previous academic institution or other theater training or experience.
  - b. Your need for financial assistance with your education.
  - c. Your artistic and educational goals as a theater major for the up- coming academic year.
3. Submit an electronic copy of your essay to <mailto:dreidelberger@siu.edu>. The document should be saved as a PDF or Word Document and titled “Lastname\_Firstname\_ScholarshipApp” (Example: Doe\_Jane\_ScholarshipApp). Also make sure your name is clearly typed on the first page of the essay.

#### *STEP III – Sign up for an audition or interview*

1. Check with the Department of Theater office or Director of Undergraduate Studies for application deadlines and specific audition/interview date.
2. Preparation for the Auditions and/or Interviews:

- a. Actors - Prepare a two-minute audition consisting of one long or two short contrasting monologues. An interview with the faculty members present will follow. Be prepared to discuss your training to this point, your goals, and your accomplishments.
- b. Designers, Technicians, Playwrights, Dramaturges, and Directors – Bring a portfolio/examples of your work to discuss with the faculty present. Be prepared to discuss your training to this point, your goals, and your accomplishments.

The Following are the Department of Theater Scholarships and Awards for which you may be eligible. When completing the application, select the appropriate fund for your area of study.

### **Scholarship Funds for Undergraduate Students**

Scholarship Funds for Undergraduate Students:

Theater Undergraduate Scholarship

Verizon Scholarship Fund

Musical Theater Scholarship Fund

Theater Alumni Fund

The Ronald Naversen Scholarship for Design and Production

### **Department of Theater Annual Awards**

Each academic year, the faculty considers, and if appropriate, nominates and selects outstanding students to be recognized with the following special awards at the College of Liberal Arts Honors Day. To be eligible for awards that include a scholarship (\*), students must have completed an [SIU General Scholarship Application](#). Consult your faculty mentor for more information about these awards. NOTE: The faculty may not confer each award on an annual basis, and for various reasons may choose to wait and reconsider recipients for the next academic year.

#### **Awards for Graduate or Undergraduate Students**

##### **\*Christian H. Moe Playwriting Award, Best Long Play**

Student receives a certificate and scholarship of \$250.00

##### **\*Christian H. Moe Playwriting Award, Best Long Play Honorable Mention**

Student receives a certificate and scholarship of \$50.00

##### **\*Christian H. Moe Playwriting Award, Best Short Play**

Student receives a certificate and scholarship of \$200.00

##### **\*Christian H. Moe Playwriting Award, Best Short Play Honorable Mention**

Student receives a certificate and scholarship of \$50.00

##### **\*Carolyn Forman Moe Playwriting Scholarship**

Student receives a certificate and scholarship of \$1000.00

##### **\*Ronald Naversen Scholarships for Theater Design and Production**

Student receives a scholarship of \$500.00-\$1000.00

##### **Eelin Stewart-Harrison Award for Excellence in Costume Design**

(Student receives a certificate and an appropriate book in their discipline)

##### **\*Mordecai Gorelik Award for Excellence in Scenic Design**

Student receives a certificate and an appropriate book in their discipline

**\*James Moody Award for Excellence in Lighting Design**

Student receives a scholarship of \$250.00 and a copy of James Moody's text Concert Lighting

**\*Award for Excellence in Technical Production**

Student receives an Alumni scholarship of \$100.00 and an appropriate gift

**Awards for Undergraduate Students Only**

**The Verizon Theater Scholarship**

Student receives a special scholarship of a \$500.00-1500.00. Presented annually to an outstanding Theater student

**\*Archibald McLeod Award for Academic Excellence**

Student receives an Alumni scholarship of a \$200.00, a certificate and an appropriate book in their discipline

**\*Outstanding Service to the Department of Theater**

Student receives an Alumni scholarship of a \$200.00, a certificate and an appropriate book in their discipline

**Award for Excellence in Performance**

Student receives a certificate and an appropriate book in their discipline

**\*Ira Aldridge Award**

Student receives an Alumni scholarship of a \$200.00, a certificate and an appropriate book in their discipline

**Awards for Graduate Students Only**

**\*R. Eugene Jackson Outstanding Graduate Student**

Student receives a scholarship of \$1,000.00

**\*Eugene Jackson Award for Outstanding Graduate Students in Playwriting**

Students receive funds to attend readings of their work at major venues

**\*The Fletcher-Irelan Award for Graduate Travel**

Selected students receive travel funds to attend and present at conferences in their field

**The Barnes-McLain Theater History Award**

Student receives a book related to their area of interest in Theater History

## **Student Employment**

The Department of Theater offers many opportunities for student employment as workers in our Main Office, Costume Studio, Marketing Department and Scenic Studio. In some cases, students 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 SIU. For information on availability within the department, please contact the Department of Theater Main Office to be directed to the appropriate supervisor.

## **Faculty-Student Mentoring Program**

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

- 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 registration number is required to register and will be provided by the academic advisor.
- A Mentor takes an active interest in and monitors a student's creative work and academic progress at SIU 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.

During the first week of each fall semester at Undergraduate Orientation, each undergraduate student is asked to complete a new, updated Annual DoT Mentor Information Form. These forms are kept on file the DOT office, and each Faculty Mentor is given a copy of the form for each student they will be mentoring. These forms provide the mentor with current contact information, as well as information on the student's current academic, artistic and career interests and goals.

Specific “Mentoring Day(s)” for advising students on class for the next semester will be scheduled and announced during the first few weeks of each semester and several weeks prior to the beginning of registration. Faculty Mentors will post appointment sign-up sheets on their office doors or contact students via @siu.edu EMAIL so that their student protégés can schedule a meeting.

Additionally, students should feel free to contact their Faculty Mentor and make appointments as necessary throughout the year to discuss any questions related to their artistic and academic goals. Take advantage of this unique opportunity.

## **Information and Procedures for the Progression Through the B.A. in Theater**

For further, more complete information, please consult the official SIU Undergraduate Academic Catalog.

### **The Bachelor in 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 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.

In addition to 39 hours (including THEA 220 as a substitute for THEA101 in the Fine Arts Area) of University Core Curriculum requirements, all theater majors must complete a theater core curriculum of 29 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 32 hours of theater electives, to include at least 9 hours at the 400 level. With the approval of the DOT faculty mentor and the CoLA advisor, these 32 elective hours may also include course work from outside the Department of Theater if they are germane to the student's specialization in performance, design, theater technology, history, criticism and playwriting. As examples, a student with an emphasis in performance may wish to take private voice classes in the School of Music as these will enhance their performance skills in the area of singing. A student with a focus in design may want to take classes in Art and Design to improve their drawing or art history background. These 32 hours of electives may also include a minor of 15 hours in such complementary fields as art, clothing and textiles, computer science, English, foreign languages, history, journalism, marketing and public relations, music, speech communication, philosophy, psychology, recreation, and sociology.

Theater course credit earned at other institutions of higher learning not automatically identified by the admissions and the registrar's office as University or Theater Core Curriculum requirements at the time of transfer, can be applied to Bachelor of Arts in Theater degree program with the approval of the Chair of Theater (see procedure below). Generally these courses will be accepted as Theater Electives.

## **Academic Advisement and Registration**

All Theater majors are assigned to a CoLA Academic Advisor. The Academic Advisor's office is located in the [CoLA Advisement Office](#), Faner Hall, Room 1229. The telephone number is 618.453.3388. Theater students must first meet with their Department of Theater Faculty Mentor (see above) and complete a mentor approval form before meeting with the CoLA Academic Advisor, and registering for classes. The academic advisor will not register a student or issue a Register User Number (R.U.N.) for self-registration without a current, completed and signed DOT Semester Mentoring Form. Once the CoLA advisor gives the student this R.U.N., all current Theater majors in good academic standing are authorized to register for classes on [Salukinet](#). Some restrictions apply. Check Salukinet each semester for the specific registration dates for the next semester's classes.

Additional information, including an advisement schedule, is posted at the CoLA advisement office, and describe on the Advisement Office [website](#). Please feel free to contact the academic advisor if you have any questions.

## **Application for Non-Articulated Transfer Credit**

To obtain transfer credit for theater courses taken at another institution but not already included in SIU articulation agreements, the student should first speak with the CoLA Advisor. The CoLA Advisor will then provide the Chair of Theater a copy of the student's transcript showing academic institution, date of semester the course(s) was completed, and grade received in course(s). Students may be asked to submit a catalog description and syllabus for courses taken at other institutions. These materials will be reviewed by the Chair of Theater who will complete an [Articulation of Transfer Credit](#) form approving the appropriate courses and determining how these courses can be applied to the SIUC BA in Theater: as a Theater Elective or a direct transfer to an existing SIU Theater course. This form will be sent to the CoLA advisor who will complete the request to include the approved transferred courses in the student's records.

Most courses without an existing articulation agreement with SIU will transfer as general theater elective credit unless the student requests a direct transfer to a specific course.

A note to transfer students: The Theater Department will make every effort to assure a timely graduation for students who transfer with a two-year degree. However, it cannot always guarantee that a student will be able to complete a theater major in only four semesters on the SIU campus. You are strongly encouraged to speak with your Faculty Mentor and the CoLA advisor as soon as possible to ensure a working academic plan for timely graduation. For more information on transfer credit, check with the [SIU Office of Articulation and Evaluation](#).

## **Course Credit Through Proficiency Examinations**

Following the philosophy of the University's proficiency examination program, the Department of Theater recognizes the importance of providing encouragement and support of academically and artistically advanced students. Such students are permitted to submit an application to demonstrate the mastery of certain courses through written and/or performed proficiency examinations. This allows students to apply the knowledge, training, and work experience they may have received in venues other than college level classes to their credits toward graduation here at SIU.

To apply for a proficiency examination, first check with the instructor of the course to see if that particular class is eligible for this option. If it is, complete a Department of Theater Proficiency Examination Request form. If the instructor approves the application, they will administer the exam. An exam may be written, practical or a combination of both, and will be designed to test the student's ability to demonstrate the course outcomes and competencies as stated in the course syllabus. The grade given for the examination will be Pass/Fail. Upon passing the examination, a student will be granted course credit and receive a "Pass" grade. Should the student fail the examination, no credit will be given. A student is not allowed to re-take a proficiency examination.

All stated University general rules governing proficiency examinations will apply to any DOT student applying for this option. For a list of these rules and further information please consult your Mentor, and the current [SIU Undergraduate Catalog](#).

## **Undergraduate Grading and Scholastic Regulations**

For information and explanations on university policies such as admissions, transferring, grading systems, grade point averages, point systems and academic standing, pass/fail grades, scholastic probation and suspension, class standing, academic credit and other policies and regulations set by the University, please consult the [SOUTHERN ILLINOIS UNIVERSITY CARBONDALE 2020- 2021 UNDERGRADUATE ACADEMIC CATALOG](#).

## **Incomplete Grades**

A grade of *INC* may be assigned, when, for reasons beyond their control, students **engaged in passing work** are unable to complete all assignments for a particular course. An incomplete must be changed to a completed grade (*A, B, C, etc.*) within a time period set by the instructor—subject to University policy on the maximum for this time period—or by graduation, which ever occurs first. For more information on incomplete grades, please see the information on this topic included on the Registrar's [website](#).

## **Academic Grievance Policy**

For information regarding an academic grievance please refer to the [College of Liberal Arts Academic Grievance Policy](#).

## **Exit Examination**

The Department of Theater Exit Examination is a common examination given to all BA and BFA students, and is based on materials taught in required Theater Core Classes. The purpose of the examination is to measure and assess student learning during a student's academic career in the department. All students majoring in Theater and Musical Theater take this exam twice during their time here:

1. At the beginning of their first semester, Usually while enrolled in THEA 220. Students who do not enroll in THEA 220 due to a credit transfer should consult their faculty mentor about taking the exam.
2. During their final year in the program in THEA 420/421 - Senior Seminar/Senior Capstone Experience.

Students should note that this Exit Examination is used only for assessment purposes to aid the Department of Theater in the manner and methodology by which it teaches each student, and not as a requirement to graduation or the conferring of the BA or BFA degrees. The Department of Theater Chair maintains the results of this test, and review of the results are shared with and monitored by the Director of Undergraduate Studies.

## **Program of Study for the BA in Theater**

The following guide contains a general outline suitable for those pursuing a BA in Theater. Guides with classes more specifically targeted to various interest areas such as performance, dramaturgy, directing, playwriting, costume, lighting, or technical direction) can be obtained from a student's faculty mentor.

[See Curricular Guide Here](#)

## **Internships (THEA 260)**

The SIU Department of Theater encourages its undergraduates 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, submitting the Contract to their SIU DOT faculty instructor and a copy of the Internship Supervisor Evaluation form to the on-site supervisor for the theater providing the internship opportunity. At the end of the internship, the student will present the completed Supervisor Evaluation to their SIU Dot faculty instructor.

## **Independent Study**

The Department of Theater offers undergraduate students a chance to propose and receive academic credit for Independent Study projects through the course THEA 390. Your DOT Faculty mentor can speak with you about developing an Independent Study project, and recommend the appropriate faculty member to supervise the project. You will also need to discuss any independent study projects with your CoLA advisor, and complete and receive approval from a faculty sponsor on a departmental Independent Study Proposal form. For more information on the University's policy on Independent Study, please consult the Department for Curriculum and Instruction's [website on the topic](#).

## **Acting Coaching**

Acting coaching is available on an as needed basis from all members of the Performance Faculty. Students should contact individual Performance Faculty member(s) directly to schedule coaching times.

## **SIU Theater Production Season and Additional Performance and Production Opportunities**

### **SIU Theater Season Description**

The Department of Theater combines the advantages of a large research University experience with the excitement of a fully functioning theater production company: SIU Theater.

SIU Theater produces a season of four to six productions each year. In addition, numerous student-directed productions, play readings, and other production opportunities can occur depending on scheduling. You will have the chance to explore live theater and develop the necessary skills to compete in the art and industry of Theater. Academic credit can be awarded for performing in and working on departmental productions. Talk to your faculty mentor about:

THEA 300 – Theater Practicum: For work as a production crew member on a SIU Theater season production. Required for all Theater majors (4 credit hours: 1+1+1+1).

THEA 400 – Theater Production: For performing in or serving in a major production capacity for an SIU Theater season production. While this course is not required, it is strongly recommended as a means of gaining up to 6 hours of senior level, Theater elective credit.

## **The Chicago Theater Standards**

According to its Mission Statement, The Chicago Theater Standards is “...a voluntary tool for self governance that seeks to nurture communication, safety, respect and accountability of participants at all levels of theater production.”

The Standards were created in 2017 by a group of 20 Chicago theater participants in an effort to “...foster awareness of what artists should expect, and what companies can strive to provide in their spaces.” In fall of 2020, the SIU Department of Theater agreed to use these standards for its production programs, and seeks to follow these procedures and protocols except where superseded by an existing University protocol or procedure. All Department of Theater students are strongly encouraged to familiarize themselves with the CTS document before participating in a production.

## **SIU Theater Season Process for Selection**

The Department of Theater faculty serves as a committee of the whole in season selection and planning, as well in establishing a calendar for all productions and other events presented by the Department of Theater and its constituents. Representative(s) from the School of Music participate in selecting and scheduling joint productions.

The selection process usually begins in September previous to the academic year for which the season will be chosen. Faculty and students make written suggestions (see Season Selection Form) to the faculty planning committee. During this period the faculty develops a schedule for the season based on determined academic and artistic needs. In December, the faculty finalizes the next year’s season, and the season is formally announced to students and the public at the orientation meeting during the first week of the spring semester.

### **Guidelines for Season Selection**

According to Appendix F of the Department of Theater Operating Paper (2009), the combined plays and seasons of plays selected for production by the Department of Theater should:

- Provide Students an opportunity to experience and explore a particular theatre or dramatic style. Over a period of four consecutive years, the plays should represent a variety of different styles and culture.
- Provide a stylistic and/or educational contrast to the other productions chosen for the same season, creating a balanced and cohesive season.
- Provide a performance opportunity that allows students to explore how theatre simultaneously reflects and shapes the worldview of its original period as well as the society in which it is performed.
- Provide training opportunities that showcase current students' strengths while improving their weaknesses.
- Provide an opportunity for artistic and intellectual growth for a diverse population of students, faculty, guest artists and audience.
- Provide artistic and intellectual opportunities that are on par with current discipline and industry standards.
- Provide students, faculty, and guest artists the opportunity to work with canonical and new works of theatre that embody the hallmarks of enduring theatre (theatre which delights, instructs, and challenges its audience).
- Provide quality productions for a diverse audience.
- Be produced within the budgetary, production and personnel parameters of the department.

## **Additional Performances/Productions**

### **Class Related Performances and Events**

In addition to the SIU Theater Season, the department also schedules and opens to the public, several class related performances such as the annual New Faces event, monthly Big Muddy New Play Readings, Directing and Acting class scene and play presentations, and Senior Capstone performances and presentations – in no particular order.

### **Student Initiated Production Opportunities**

When departmental resources and schedules permit, the Department of Theater faculty will schedule and make available throughout each academic year, a performance space for One Day and/or One Week production opportunities. The faculty's objective in making these venues and dates available is to encourage students to independently create and produce theatrical events. Students must complete a Production Proposal form, which will be considered by the full Department of Theater faculty and if approved, the venue and appropriate support will be provided as requested. For more information on One Day and One Week student production opportunities, please consult Student Production Projects Guidelines.

## **Audition Information**

Auditions for SIU Theater Auditions usually occur in the first week of each semester, and as announced on our [website](#), social media outlets and in the local press. Actors interested in performing in an SIU Theater production should attend auditions as announced.

For more detailed information on auditions and casting procedures, please see the SIU Department of Theater Production Handbook and The Chicago Theater Standards.

## **Production Team and Crew Participation Information**

For a description of all artistic, production and crew related positions available on SIU Theater Productions, please see the SIUC Department of Theater Production Handbook.

## **Rehearsal and Performance Guidelines and Policies**

Rehearsal and performance policies and the specific expectations of all production personnel are described in the SIUC Department of Theater Production Handbook and follow The Chicago Theater Standards. Please reference these documents for all guidelines and information related to SIU Theater productions.

## **Complimentary Tickets to Performances and Open Seat Policy for Theater Majors**

It is the policy of the Department of Theater to provide complimentary tickets only for the following:

1. Providers of production assistance to the specific productions
2. Special Guests of the University or Department
3. Potential Students and their guest visiting the department
4. Patrons and Donors to the Department

For individuals meeting these criteria, a Complimentary Ticket Form must be completed and approved by the Chair of Theater and submitted to the Box Off.

Theater majors and minors are not granted complimentary tickets to productions, but can attend any SIU Theater production without cost through our Open Seat Policy for majors and minors with a Student I.D. THEATER Sticker. When seats are available, all Theater and Musical Theater majors and minors are allowed to take open seats at the time of curtain for any performance. All majors and minors should take their SIU Student I.D. card to the Main Theater Office, where a sticker will be provided to identify them as a major or minor to the ushers at any productions. At performance, the student will show their I.D. with sticker to an usher at a few minutes before curtain, and they will be admitted to the theater and allowed to take any open seat. These open seats will be available to Theater/Musical Theater students on a first come first served basis.

## **Production Photographs and Access to Archival Videos**

### **Production Photographs**

Official production photographs for SIU Theater since 1995 are stored on the online storage site [SmugMug](#). Students interested in downloading photographs for personal or professional reasons are encouraged to do so directly from the site. As a professional courtesy, if using these photographs for professional reasons such as a promotional

website, reel, digital or hard copy portfolio, please make every effort to credit the title of the play, playwright, director (choreographer, musical director, etc.) and all production design. If known, please credit the production photographer as well.

For photographs prior to 1995, please make inquiries to the Department of Theater Chair.

## **Archival Videos**

The department generally makes an archival video of all season performances. Students can request clips from these videos for use in actor reels and design/tech portfolios. For information about and access to available archival videos please contact the Chair of the Department of Theater.

## **Facilities, Resources, and Equipment**

### **Priorities for Use**

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

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

### **Performance and Rehearsal Spaces**

See the Department of Theater [website](#) for descriptions of our performance, rehearsal and shop spaces. Use of these spaces must be reserved through the DOT Office Manager who can also provide information on availability of each space.

### **Prop/Costume Rental and Usage**

Please see respective area head during shop hours for further information. Please note: Costumes are often not loaned out for class projects without the specific request and involvement of the course faculty instructor or faculty supervisor.

## **Special Activities**

### **Drama Daze**

Every year the Department of Theater sponsors DRAMA DAZE, an all-day theater event offering special workshops and performances to area high school students. DOT classes are suspended for that day, and all Theater majors and minors are strongly encouraged to participate in making this event possible. DRAMA DAZE is extremely popular and is a valuable and visible outreach and recruiting tool for the Department of Theater. Your assistance is appreciated.

## **McLeod Summer Playhouse (chair to review)**

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 SIU students, and SIU 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](#).

## **The Archibald McLeod Awards for Theater (“Archies”)**

are given at a ceremony held at the end of spring semester. The mission statement for the ‘Archies’ event is:

- To bring together faculty and students for an evening of appreciating our Academic and Artistic excellence.
- To recognize those students who have completed their degree and are graduating, and those who have demonstrated excellence in classroom and/or artistic production work.
- To increase retention through offering models to which the students can aspire.
- To educate our students about assessing excellence in theatre.

## **K.C.A.C.T.F.**

The SIU Department of Theater often participates in the programs of the Kennedy Center American College Theatre Festival (KCACTF). KCACTF is a national theater program that strives to improve the quality of collegiate 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 the [national website](#) and/or the [Region 3 website](#).

## **Professional Organizations**

Faculty and students are active members and participants of many professional organizations whose activities enhance the learning and professional practices of the department.

Students are encourage to learn more about membership and participation in these and other key theater organizations by talking with your faculty mentor and by reviewing these websites:

- [The Association of Theater in Higher Education](#)
- [Mid-America Theater Conference](#)
- [The Black Theater Network](#)
- [United States Institute for Theater Technology](#)
- [The Southeaster Theater Conference](#)
- [Stage Directors and Choreographers Society](#)
- [Society of American Fight Directors](#)

- [Dueling Arts International](#)
- [American College Dance Association](#)
- [United Professional Theater Auditions](#)
- [University Resident Theater Association](#)
- [The A-1 Theater Conference and Auditions](#)