

LOUISIANA TECH UNIVERSITY

UNIVERSITY THEATRE

2009 – 2010

Graduate and Undergraduate

STUDENT HANDBOOK

Welcome,

I would like to take this opportunity to welcome you all to the School of the Performing Arts and the University Theatre. The faculty and I are delighted that you have chosen Louisiana Tech University to continue your education, whether it be at the graduate or undergraduate level.

This student handbook is being provided by the department to all graduate, undergraduate majors, and minors of the department. The faculty and I go to great effort to help you adapt the professional environment in which you will find yourself working. All students are expected to participate fully in all areas assigned and all opportunities presented to you.

If there is any advice that I can offer you, it is:

1. Take advantage of every aspect of the University Theatre
2. Get to know all of your faculty, regardless if you are studying their area of specialization
3. Get to know your peers, company members
4. Finally -- you will get from this department and your education what YOU put into this department and your education.

One way to begin taking advantage of your educational opportunities is to read the information provided to you in this handbook. If you have questions, please ask me or one of the other faculty.

I wish you the best of luck in all of your academic, professional and personal endeavors this year.

Now . . . let's get started.

Cherrie Sciro
Coordinator of Theatre

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Failure to comply with any or all of the responsibilities, requests or expectations covered in the Student Handbook, specified dates indicated in the listing of "Highlight of Important Dates," or the Student Production Calendar will result in the graduate student having his or her scholarship and or assistantship revoked and/or the undergraduate student having his or her scholarship revoked

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School of the Performing Arts, Louisiana Tech University
Howard Performing Arts Center
Corner of Adams and Arizona
P.O. Box 8608
Ruston, LA 71272
Theatre Office: (318) 257-2930
Fax: (318) 257-4571**

UNIVERSITY THEATRE THEATRE STUDENT HANDBOOK

MISSION STATEMENT FOR THE SCHOOL OF THE PERFORMING ARTS

The Louisiana Tech University School of the Performing Arts provides comprehensive training in the fields of music, theatre, dance, movement, playwriting, stage management and arts management which connects the broad spectrum of historical and contemporary issues related to art and craft; and in promoting the relationship between theory and practice, prepares professionals and teachers for leadership in national and international culture and art for the twenty first century.

The School seeks to disseminate knowledge in five ways.

- **First**, we introduce students to the University's general education courses in the art and craft of music, theatre, dance, movement, playwriting, stage management and arts management and to creative opportunities available within each discipline.
- **Second**, we educate undergraduate majors about the place of the performing arts in society, history, processes, techniques, and skills. Students are then able to graduate not as specialists but as broadly educated individuals prepared to enter many professions, including careers in music, theatre, dance, movement, playwriting, stage management and arts management and education. We expect those who continue in the performing arts to seek further training.
- **Third**, we educate graduate students in theatre to become creative, skilled, and knowledgeable theatre scholars and artists with attention given to refined judgment and critical ability.
- **Fourth**, we expose the University community to performing arts events that are of the highest artistic merit.
- **Fifth**, we share with audiences and artists throughout the country new works developed at Louisiana Tech.

The School is committed to providing our students with a world context for viewing and appreciating the performing arts. Every effort will be made to expose our students to the expanse of performing arts as practiced throughout the world and within varied cultures.

THEATRE DEPARTMENT STATEMENT OF PURPOSE

The purposes of the Department of Theatre are to educate and train artists of the theatre and to provide for its students a foundation of professionalism and dedication to their art within a climate of diversity, discovery, and risk.

The following is a collection of rules and guidelines for the theatre student. Study of, and adherence to, these rules is necessary to attain the solid theatre education Louisiana Tech has to offer. This handbook will help students throughout their tenure at Tech. By following its guidelines, students will be placed in a position upon graduation to receive faculty recommendations that are critical for future academic and professional success.

FAILURE TO COMPLY WITH THE RESPONSIBILITIES, REQUESTS OR EXPECTATIONS REVIEWED IN THIS HANDBOOK WILL RESULT IN LOSS OF SCHOLARSHIP, ASSISTANTSHIP OR STANDING WITHIN THE DEPARTMENT AND COULD RESULT IN PENALTIES UP TO AND INCLUDING LOSS OF SCHOLARSHIP, ASSISTANTSHIP OR STANDING WITHIN THE DEPARTMENT AND/OR REMOVAL FROM THE PROGRAM.

(The Student Handbook for all Louisiana Tech University students is available at <http://www.latech.edu/tech/students/judicialhome.htm>, and all students are responsible for reading and knowing its contents.)

THE THEATRE STUDENT

By working with the theatre faculty, staff and guest artists, the student will have the opportunity to take classes and assume duties in many areas of the theatre and be involved in the production of many plays. This continuous exposure to productions will be the foundation of the theatre practitioner's training.

Students should also seize the opportunity to attend all theatre productions and selected programs from the Music, Dance, and Visual Arts areas. Appreciation for the arts (and especially all the performing arts) is a priority of the theatre program, and attendance or participation in all events is a requirement of a theatrical education.

HONOR CODE

In the Fall of 2003, Louisiana Tech University adopted a new Academic Honor Code. It is available at <http://www.latech.edu/tech/students/judicialhome.htm> [Please note: the Honor Code was passed by the students in a campus-wide referendum.]

All theatre students must be familiar with the Honor Code and are bound by its provisions.

PLAGIARISM

The Louisiana Tech Academic Honor Code contains the following provisions regarding plagiarism:

“Representing another person’s work or any part thereof, be it published or unpublished, as one’s own, is referred to as plagiarism.”

The students of Louisiana Tech University through the adoption of the **Academic Honor Code** have determined that they are to maintain “the highest standard of conduct in academic affairs.” Upon admission to the University, all students accept the following “Honor Code Statement,” found on p. 19 of the current Louisiana Tech University Catalog available in hard copy or on-line: “Being a student of higher standard, I pledge to embody the principles of academic integrity.”

The Department of Theatre, Louisiana Tech University Policy on Academic Misconduct is as follows:

Since the honor code requires the individual instructor to determine if and when the code has been breached and to take appropriate action, the School of the Performing Arts Department of Theatre has established the following policy:

In the event a student enrolled in any SPTH course is found to be out of compliance with the "Academic Honor Code" in regards to cheating, falsification, stealing or gaining unauthorized access (as defined on pp. 19-20 of the catalog), that student, in the first offense at minimum, is to be given a failing grade for the project in question.

If a second offense occurs in any course within the Department, the student is to be given at minimum a failing grade for the course.

In the event of a third offense, the student is to be removed from the program of study with recommendation that the university take appropriate action.

All incidents of academic misconduct are to be reported immediately to the Director of Judicial Affairs through the School of the Performing Arts. The appropriate form is to be used and submitted to the Director of Judicial Affairs, Keeny Hall, 333, ext. 3396. The form is found on-line: www.latech.edu/students/judicial-affairs.shtml under "Report of Honor Code Misconduct."

Students have the right of appeal as defined by the Academic Honor Code, p. 21 of the University Catalog.

Addendum: Academic Probation:

Students who are placed on academic probation by the Graduate School will have two quarters to bring their GPAs into line (3.0) with Graduate School expectations. If, by the end of two quarters, a 3.0 GPA has not been achieved, students will be removed from the program of study.

Students on assistantship when academic probation is imposed will be allowed to continue as an assistant through mid-term of the quarter following their identification as achieving probationary status. At mid-term, students will be assessed by the faculty to determine if academic progress is being made. If it is discovered that students are not making adequate progress toward reaching the required academic standard, they will be removed from the assistantship. Students who enter their second consecutive quarter still on academic probation will not be eligible for an assistantship appointment until the probationary status has been removed.

FACULTY ADVISORS

Each student will be assigned a faculty advisor. The student will keep in touch with the faculty member concerning developments in the student's professional training. It is the student's responsibility to:

1. Schedule advisement with the advisor during the planning period scheduled by the University and throughout the quarter as necessary. If the student does not schedule his/her advising appointment during advising times posted by the advisor he/she will have to schedule an appointment at their advisor's convenience.
2. The student seeking advisement must provide the advisor with:
 - A proposed schedule of classes written on the form provided in the advising form. Blank forms can be found in the theatre office or in the office of the advisor.
 - Include the section number, sequence number, and times of classes.
 - Have your Quarterly Activity Report Form filled out with all production activities pursued during the prior quarter, all academic notes of interest, awards and honors, classes passed, failed or dropped, etc. [Quarterly Activity Report forms are located in the Offices of the Coordinator of Theatre and the student's advisor .]

The student should take the courses advised by the faculty advisor unless the classes are closed or there is an extenuating circumstance. Any digression from the curriculum must be brought to the advisor's attention as soon as possible.

MAJOR/MINOR MEETINGS

All theatre majors and minors are required to attend the scheduled Friday, 12:15 pm weekly meetings. If a student has a 12:30 class conflict, he/she will be expected to attend the first 15 minutes of the meeting. If the student gets out of class at 12:15 he/she will be expected to attend. If it is a class conflict, the student must turn in a copy of the fee sheet for the appropriate quarter. If a student must miss a meeting he/she must submit a written letter to the Coordinator of Theatre stating the reason for the absence. If the absence is a doctor's excuse, the student will need to submit a letter and the excuse from the doctor's office. Outside employment is not an excused absence. Arrangements must be made in advance with the outside employer for any work schedule to allow attendance of the mandatory major/minor meetings.

SPTH 260/460 PRACTICUM

All majors are required to enroll in Theatre Practicum a minimum of 7 times before graduation. This class is fundamental to the department's goal of providing experience in practical theatre production to all students, and a labor pool which enables the production of fully realized plays. Failure to meet the requirement will adversely affect the student's ability to graduate in a timely fashion.

CLASS ATTENDANCE

The Theatre Program recognizes that many of its students are heavily committed to departmental production activities. The faculty, when possible, attempts to schedule class assignments with this commitment in mind. However, students cannot assume that production commitments take precedence over academic assignments. A production assignment, cast or crew will not be considered an acceptable excuse for late academic assignments or absences from class. In addition, students are to refrain from using production responsibilities as excuses for missing classes and/or class assignments for courses in the major/minor area.

THEATRE PROGRAM PRODUCTION PRIORITIES

The Theatre department's first priority is academic. The following is strictly the Theatre department's production priorities list. Nothing should ever be scheduled over main stage rehearsals, technical or performances.

- FIRST: The quarterly main stage productions.
- SECOND: Projects resulting from required course work such as Ten Minute Play Festival or the Graduate Directing Project .
- THIRD: Laboratory productions offered to the public.
- FOURTH: Additional student and organization projects. [i.e. TTP or Alpha Psi Omega productions]
- FIFTH: Opportunities outside the university setting. [i.e. Community Theatre]

THE CALL BOARD

The University Theatre Call Board is located on the wall outside the Coordinator of Theatre's office. All messages of academic, production, or personal importance will be placed there. It is required that theatre majors and minors check the Call Board by 3 p.m. daily. Not having read a notice is not an excuse for failure to respond and will be considered irresponsible behavior.

AUDITIONS

All students except those who have secured management, technical, or design positions prior to the audition dates for a show must audition for all Theatre Department productions. This includes all productions listed on the season brochure. Arrangements must be made in advance with any outside employer for the work schedule to allow attendance at all mandatory auditions. It is the student's responsibility to carefully read and complete the audition form for each show. All information requested on the audition form **MUST** be completed fully and in detail. All theatre majors, minors, and graduate students must attend auditions in appropriate dress and with the requested audition piece(s) prepared.

CASTING

Cast lists for shows will be posted on the University Theatre Call Board. Students must indicate acceptance of roles by initialing the cast list. This should be done prior to 3 PM on the day the cast list is posted. Theatre majors, minors, and graduate students who are unwilling to accept a role must receive approval from the Director and/or the Coordinator of Theatre prior to auditions. The format for doing so is to submit a typewritten request in standard business format indicating the reasons for declining to all faculty members. This must be received at least 48 hours prior to the first audition date.

STUDENT WORK RESPONSIBILITIES

As part of the practical aspect of theatre education, all theatre majors, minors, and graduate students are required to attend all work calls, hang and focus, and strikes unless there is a conflict with a class. These responsibilities apply to ALL students, regardless of scholarship, assistantship, or work-study status, as they are not part of the regularly scheduled workload for those with any form of financial remuneration. Special permission can be obtained on an individual basis for other conflicts such as National Guard, special family events, etc. Students who have conflicts will present an absence request in writing to the Coordinator of Theatre at least two weeks in advance. Make arrangements in advance with your outside employer for your work schedule to allow you to attend all work calls, hang and focus, strikes and any other event that the Coordinator of Theatre or Director of School of the Performing Arts deems mandatory.

The Theatre Program at Tech prepares the student with a comprehensive education. Therefore, activities in all areas of theatre are expected of the theatre major. The student should plan with his/her advisor so that by the time of graduation the student will have work experience on productions in all the major areas of theatre, including performing, design, technical work, stage management, and front-of-house operations. Students must write a letter of intent to the faculty to secure assignments in areas other than performance.

PROTOCOL

The theatre student will always conduct him/herself in a professional manner while engaged in SPA related activities. Student decorum, in the community and beyond, reflects on the University Theatre.

Theatre students will address all faculty and staff with a formal title in all official departmental business and whenever non-majors or members of the general public are present. This includes all faculty, staff, patrons and secretaries. Students will not address members of the faculty by their first names unless specifically asked to do so. Hearing another student using familiar address does not mean that it is condoned.

EQUIPMENT

Property of the University Theatre and the SPA must be used in keeping with the state's property guidelines. No property of the state may be moved within or taken from the campus without following the very strict University regulations. Please confer with the appropriate faculty member before relocation of property. Specialty equipment and power tools are not to be used without the knowledge and consent of the faculty or supervising graduate student and is strictly monitored.

BUILDING POLICIES

The Howard Center for the Performing Arts is open from 8 a.m. to 11 p.m. Students who need to be in the building during other hours must be accompanied by a faculty member, the assigned graduate assistant or approved crew head. Prior arrangements must be made with the Production Coordinator or Technical Director. Permission cannot be given over the telephone. Remember any and all work materials and work areas must be cleaned and organized after being used.

The Theatre Green Room is a student lounge, meeting room, and class room. Students may eat and drink in this area provided all refuse is disposed of properly. Privileges will be revoked for all students for a period of one week any time the area is not found in the appropriate order by a faculty member.

Eating, drinking and smoking are not permitted in the Howard Center for the Performing Arts. No smoking is permitted in Howard Center except in cases of approved functions such as actor business in the final week of rehearsals and performances. There will be no smoking on the front steps of Howard Auditorium or the front steps of the Drama Building. It is each student's responsibility to assist in the safety of the Howard Center for the Performing Arts. To that end, students should alert the proper authority when unusual activities or unfamiliar individuals are present in the facility. If a Performing Arts faculty member is not available, students should contact the University Police at 318-257-4018.

OUTSIDE EMPLOYMENT

Graduate students on a graduate assistantship are employees of the university. All employees of the university are bound by rules established by the University of Louisiana Board of Supervisors and are directed to review Louisiana Tech University's Policy 1416, regarding Outside Employment of the University Employees.

SCHOOL ORGANIZATIONS

The Tech Theatre Players is a student organization that promotes effective communication between students and faculty in the SPA. This organization enhances the academic, performance, and social areas of the students' experience in the program.

Alpha Psi Omega is the nationally recognized Theatre Honors Society. Membership in this organization is contingent on a theatre student's dedication for his/her craft as well as maintaining the highest of academic standards. Students will be invited to join after completing work on several productions (often above and beyond the call of duty) and

maintaining a 3.0 GPA for two quarters. Members of Alpha Psi Omega retain their membership for life.

These organizations are valuable assets to the freshman or transferring student, especially in acquainting him/her with the department and the University as a whole. The School of the Performing Arts provides a close knit and cooperative environment in which to work, and the student organizations enhance that atmosphere. Organizations will have a faculty sponsor present at all sponsored activities.

COORDINATOR OF THEATRE OFFICE & FACULTY OFFICES

Theatre students should maintain a business-like manner in all the offices. Relaxation and general hanging out should be done in the theatre Green Room.

Students working in the Coordinator of Theatre's office, box office, or in any way meeting the public (like putting up posters) must be dressed professionally. The requested look is pressed slacks, skirt or nice jeans with a collared shirt. Other attire is acceptable if it would be considered equally professional than the clothing described.

Faculty correspondence and class materials are confidential. Teachers' desks and papers are strictly off-limits.

Students who have copying needs for class work must not use the SPA copy machine for any reason. Student organizations may have copies run in the SPA office with written permission from the Coordinator of Theatre. Additionally, the fax machine is not for student use.

TELEPHONE USE

Students should use SPA phones only for official business. All incoming calls should be answered "University Theatre. This is _____ may I help you?" Intercom calls should be answered with the area and the student's name. For instance: "Mr. Smith's office. This is Gary." Messages taken concerning School business should be dispersed as soon as possible. Ask the caller for the correct spelling of his/her name, regardless if the name is Smith or Jones, and phone number. If the caller says that the faculty has his/her number please say: "In the event Mr. Smith is not in his office when he returns your call, may I take your number for his convenience."

SCHOLARSHIP GUIDELINES

I. PHILOSOPHY

The scholarship program is designed to reward the outstanding student of theatre and to attract him/her to Louisiana Tech University. Students should look upon themselves as departmental aides who contribute to the theatre program as needed.

II. SCHOLARSHIP REQUIREMENTS

- A. Theatre Major/Minor
- B. Maintenance of an overall 3.0 GPA
- C. Maintenance of a 3.5 GPA in the major
- D. Suitable progress toward the degree goal; student must complete a minimum of 27 credit hours per year.
- E. Satisfactory fulfillment of assigned responsibilities for departmental productions.
- F. Attendance of all school meetings
- G. An audition or portfolio interview will be required of all applicants. The audition/interview will be scheduled throughout the year.
- H. You **must adhere to all of the return dates** and end of quarter dates that are specified on your list of "Highlight of Important Dates". [If you have a conflict with any of the dates, such as not being able to get plane reservations, etc., please notify the Coordinator of Theatre ASAP.

FIRST FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS WILL RESULT IN THE SCHOLARSHIP BEING REVOKED FOR ONE QUARTER.

SECOND FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS WILL RESULT IN THE SCHOLARSHIP BEING REVOKED FOR THE ACADEMIC YEAR.

THIRD FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS WILL RESULT IN THE SCHOLARSHIP BEING REVOKED PERMANENTLY.

If a student does not participate fully in any given quarter, he/she must return the full amount of waiver or scholarship (or a partial amount as determined by the Coordinator of Theatre) to the University.

III. SCHOLARSHIP ASSIGNMENTS

Scholarship assignments will be made for each production at the earliest possible time and, whenever possible, before actual work begins on that production. The student will be given his/her preference of job assignment whenever possible; however, the student will be shifted in responsibilities so that he/she receives a variety of experiences. Every effort will be made by the department to keep demands on the time of scholarship students reasonable.

Scholarship students should expect to serve on a minimum of three production running crews during each academic year. The scholarship student will complete

a total of 75 scholarship hours per quarter. Performance in a production will count as 30 scholarship hours toward the completion of this requirement. Crewing a production will count as 30 hours toward completion of the requirement. If either of these options is impossible to complete, the student may be granted permission to complete all hours in the shops or offices as assigned. **NOTE:** If the student is enrolled in SPTH 260/460, the student will complete a total of 80 hours (30 hours for SPTH 260/460 + 50 hours for scholarship)

IV. ASSESSMENT OF SCHOLARSHIP RECIPIENTS

The Coordinator of Theatre will assess both the academic and production work of the scholarship recipients at the end of each quarter. Assessment will be based on the student's fulfillment of scholarship requirements and the subjective analysis of the student's continuing progress.

A theatre scholarship is intended to be a reward for the student whose work is outstanding both in academia and in production; assessment will be based on a balance of these two parts of a student's work. Outstanding work in production is usually based more strongly on the attitude of the student doing the work than on the skill that the student may exhibit in any particular task. Production work must be done on time if the production is to be successful and if all working on the production are to gain maximum educational benefit. Therefore, a student who seeks to contribute more positively and consistently to the completion of a job will be assessed more favorably than a student who works the minimum time required or who seeks to do only certain kinds of work.

The faculty may, at the end of each quarter, withdraw aid from any student who, in the opinion of the faculty, has not satisfactorily fulfilled all the requirements for the scholarship. Should the faculty recommend such a revocation, the student in question will be notified in writing and given seven days to request a hearing and review. A panel consisting of faculty members and a student scholarship representative will seek to determine the merits of both the recommendation for revocation and the appeal by the student involved. The panel will make a recommendation to the Coordinator of Theatre.

If a student does not participate fully in any given quarter, he/she must return the full amount of waiver or scholarship (or a partial amount as determined by the Coordinator of Theatre) to the University.

V. REAPPLY

Due to the number of scholarships available for the theatre students, it will be necessary to schedule a meeting with the Coordinator of Theatre no later than the third week of Spring Quarter. At this meeting the Coordinator will need to be informed of any changes, such as moving off campus and or no longer in need of a dorm scholarship.

ADVISING

Students who are currently enrolled are expected to register for the next quarter during the early registration period conducted the last three weeks of each quarter. Department Heads or appointed faculty members advise during the schedule registration advisement period; however, the student should be well acquainted with his/her particular curriculum as well as any special registration requirement of his/her department or college.

Students are responsible for taking the courses required in their curriculum as they are offered and are responsible for completing any prerequisites.

RULES OF ADVISING:

- ♣ Please be responsible and on time for the advising appointment.
- ♣ If unable to make your appointment, please call the theatre office (2930) to cancel prior to your scheduled time.
- ♣ If the appointment is missed, and do not provide the advisor with a doctor's excuse or official university excuse, the student will not be allowed to reschedule a time to be advised.
- ♣ Please check the calendar before signing up for advising so that no changes or switching has to be made.
- ♣ Advising will be conducted on certain days, If you do not sign up to be advised on one of these assigned days, it will be at the advisors discretion as to or if to allow advising to take place.
- ♣ Please have an advising form filled out with all the pertinent information prior to advising.
- ♣ Getting advised is the responsibility of the student to remember. As it is the students responsibility to know what classes are needed to take each quarter. The advisor's function is merely to assist the student stay on a path to graduation.

BOARDS

Boards will be scheduled each quarter. The purpose for Boards is to allow each Theatre ***MAJOR*** the opportunity to meet with the entire Theatre Faculty at one time. The Theatre Faculty will review the students' progress in the program. Each student with an acting emphasis will be required to prepare two contrasting monologues or a monologue and a song, not to exceed 90 seconds total. There will be no accompanist provided. However a C.D. / tape player will be available to play taped accompaniment. Directors, Designers, Technicians, Stage Managers, Arts Managers and Playwrights will present a 3 minute presentation of their portfolio or prompt book, depending on discipline.

GENERAL REQUIREMENTS FOR BOARDS:

1. Sign up for Board appointment must be done in advance. The sign up sheet is on the call board next to the Theatre office.
2. These are general auditions, and many people will be being seen. Auditionees should arrive at least 30 minutes prior to their audition/interview time and check in with the Stage Manager as soon as they arrive.
3. Present two prepared monologue - a total (for both pieces) of **90 seconds or less**. If you go over your 90 seconds the stage manager will call "time" and you must stop at that very moment.
4. If you plan on doing a monologue and a song -- Be prepared to sing, 16 bars of the song. There will be no accompanist, so please bring an accompaniment tape. Do not perform the song a-capella. If you plan on singing, must alert Don Stevens in writing at dstevens@latech.edu no less than one week prior to the boards.

MONOLOGUE DO'S AND DON'TS:

1. When you come on stage, say both your first and last name, pausing slightly between the two so that the auditors can hear you clearly. Then introduce your monologue- "Hi, my name is First name (pause) second name, and I will be doing Dorine from "Tartuffe" by Moliere. If you aren't sure of pronunciations, get them before you audition.
2. Men's Apparel:
No flip flops. Please dress as if you were going on a job interview, as this is exactly what it is. Everything must be ironed and shoes must be polished. NO white socks.
3. Women's Apparel:
No flip flops. Please dress as if you were going on a job interview, as this is exactly what it is. Everything must be ironed. Tight clothing or clothing that reveals your belly button is a distraction. Wear make-up (the lights are harsh) and keep your hair off your face. Don't wear backless shoes, or high platform shoes. A simple low-heeled pump is the best bet for any audition.

It is important for both men and women that we need to see your natural movement, not restricted by footwear. Again I remind you to dress like a professional. Remember, if you don't respect what you do, no one else will.
4. Do not choose a story monologue, they do not show the range of an actor.
5. Do not use props. Only use a chair if absolutely necessary.
6. Don't talk to chairs or inanimate objects. In general, place the person you are supposedly talking to somewhere on the back wall of the theatre over the heads of the auditors.
7. In your imagination, you should be talking to someone from whom you need something. And, you must fully understand the meaning of every word in your piece.
8. Choose monologues that are within a range of ages that you play comfortably. An 18 year old boy doing Willy Loman just won't cut it.

9. Movement is good! There is no rule that says you have to stand center and stare straight ahead for the entire time.

INTERVIEW / PRESENTATION DO'S AND DON'TS:

1. When you enter the room, introduce yourself using your full name, pausing slightly between the two so that the auditors can hear you clearly. You may shake hands; you must make eye contact with each person you are interviewing with. If you are going to do a presentation you must introduce your work and walk us through your portfolio. If you aren't sure of pronunciations, get them before you interview.
2. Men's Apparel:
No flip flops. Please dress as if you were going on a job interview, as this is exactly what it is. Everything must be ironed and shoes must be polished. NO white socks.
3. Women's Apparel:
No flip flops. Please dress as if you were going on a job interview, as this is exactly what it is. Everything must be ironed. Tight clothing or clothing that reveals your belly button is a distraction. Wear make-up and keep your hair off your face. Don't wear backless shoes, or high platform shoes. A simple low-heeled pump is the best bet for any interview.

GUIDELINES FOR GRADUATE ASSISTANTS

Graduate assistants will serve as the primary support staff of the theatre and the SPA and will be given major production and/or administrative duties.

- I. **Selection:** graduate assistants are selected on the basis of GPA, and letters of recommendation, audition or interview.
- II. **Graduate assistantships are \$2000 to \$6000 for nine months.** The individual is paid on the last working day of each month.
- III. **Arrival and departure dates for graduate assistants will be determined by faculty.** State holidays and any additional holidays may be granted by the Director of the School of the Performing Arts. Students who anticipate needing early dismissal in May should alert his or her advisor at the earliest possible date so the arrangements can be made.
- IV. **The graduate assistant is the role model for the undergraduate.** He/she will be given certain privileges. The view undergraduates have of the assistant and how he/she handles these privileges will impact the success in managing the assistant's area assignment.
- V. **Graduate assistants with at least 18 graduate credit hours are eligible for teaching duties.** Students should petition the Coordinator of Theatre for teaching assignments.
- VI. **Graduate assistants are eligible for Theatre Scholarships.** Applicants must maintain a 3.8 GPA. Recipients will sign an agreement containing responsibilities of the scholarship. Failure to comply will result in the retraction of the award, and it will be the student's responsibility to refund the accepted monies.
- VII. **This is a professional assignment.** The graduate assistant is expected to treat the position as an internship preparing for a major role in a non-academic setting. As such, there will be times that work above and beyond traditional business hours (i.e. nights and weekends) is necessary. Graduate Assistants are expected to take the lead in attending, supervising, and encouraging undergraduate attendance at all extra work calls—either official or unofficial.
- VIII. **The faculty strives to assist the student in beginning a professional network.** Components of this process are attending appropriate sessions with guest artists, serving on hospitality crews for theatre events, and attending professional meetings as promoted by the faculty. The student can expect to have certain expenses for travel to meetings and therefore, should include these costs into the student's budget.
- IX. **All Graduate Assistants will go through an Annual Evaluation Review with the theatre faculty.** This review will consist of both a written and oral format, completed by the Graduate Assistant and the faculty, and will be scheduled far

enough in advance for the student to clear his/her calendar. The purpose of the AER is for the faculty members and Graduate Assistant to honestly assess the work of the student and offer suggestions for his/her improvement. Student performance during the AER, coupled with the faculty assessment of his/her professional, production, and academic work will be part of the formula for determining whether or not the student is offered an Assistantship for the following.

GUIDELINES: THE COMPREHENSIVE EXAMINATION PROGRAM, M.A. IN SPEECH /THEATRE

The Master's Program at Louisiana Tech School of the Performing Arts Department of Theatre shall require as a component of the program of study a Comprehensive Examination. This Comprehensive Examination shall be comprised of written and oral tests. ***Students selecting Plan A (Thesis), will be exempted from the Comprehensive Examination Program with their oral defense of the submitted thesis serving as the "oral" component of the degree program.***

For all Plan B (Non-Thesis) students, the Comprehensive Examination shall be subjective in nature.

Test questions will be solicited from the Department of Theatre Faculty but not limited to the Department of Theatre Faculty.

This group of individuals shall be referred to as the Comprehensive Examination Board.

These questions shall be at the discretion of the members of the Examination Board and shall be concerned with the nature of theatre.

All faculty of the Department of Theatre and the Director of the School of the Performing Arts shall comprise the Examination Board.

Additional members shall be included at the discretion of the Director of the School of the Performing Arts and/or the individual student and shall be jointly approved.

The Director of the School of the Performing Arts shall act as editor for the faculty solicited questions. The Director shall provide the Examination Board with a copy of the edited version of the Section Two Test before it is made available to the qualifying student.

Upon approval, the student shall be allowed to pick up these questions at 9:00 A.M. the first Friday of the academic quarter of the student's anticipated quarter of graduation.

Students will have any and all resources available to them and must turn in their responses the following Monday by 9:00 A.M.

Students shall observe the following format for the submission of their answers:

Cover page

Cover letter addressed to the Examination Board

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Question(s) with answer(s) with internal documentation as required

A Works Cited page as per MLA Style to include all outside resources used

All work must comply with the Louisiana Tech University Honor Code available on-line

This submission shall be a twelve point standard font (New Times Roman), single spaced lines, double spaced paragraphs, left margin a minimum of .75 inches, number pages excepting cover page and cover letter, and printed on quality paper.

The student shall submit a copy to each member of the Examination Board.

The members of the Examination Board shall schedule a meeting to allow for the student's oral defense of the Comprehensive Examination.

This Oral Defense must occur within one week of the receipt of the Test Questions and Answers.

The Comprehensive Examination shall have the following results; pass, high pass, rewrite (all or part), not pass. In the event of a rewrite the student will be allowed to resubmit the question(s) within a time frame designated by the Examination Board and following all the above listed criteria.

In the event of a Not Pass the student will be required to sign up for a Liberal Arts 503 Directed Study class to prepare them for the next opportunity to take the Comprehensive Examination.

In the event the student achieves sequential Not Pass grades on the Comprehensive Examination they will be required to withdraw from the program.

FAILURE TO COMPLY WITH THE RESPONSIBILITIES, REQUESTS OR EXPECTATIONS REVIEWED IN THIS HANDBOOK WILL RESULT IN LOSS OF SCHOLARSHIP, ASSISTANTSHIP OR STANDING WITHIN THE DEPARTMENT AND COULD RESULT IN PENALTIES UP TO AND INCLUDING LOSS OF SCHOLARSHIP, ASSISTANTSHIP OR STANDING WITHIN THE DEPARTMENT AND/OR REMOVAL FROM THE PROGRAM.

Highlight of Important Dates for the 2009-2010 Academic Year

This calendar is subject to change.

Winter Dates

- December 1 Winter quarter begins. Graduate students and scholarship students work from 9:30 a.m. until 5 p.m.
- December 2 First day of classes
- December 4 Last day to drop/add and no-grade drops
- December 18 Christmas Holiday begins at the end of classes.
Last day to register for winter graduation
- January 4 Christmas Holiday ends. Classes resume at 8 a.m.
- January 8 Deadline for completing "I" grades from Fall
- January 18 Martin Luther King Jr. holiday
- January 19 Classes resume at 8 a.m.
- February 5 Last day to drop courses or resign with "W" grades
- February 8 Web registration for honor and graduate students starts
- February 9 Web registration for seniors starts
- February 11 Web registration for juniors starts
- February 12 Mardi Gras Holiday begins at end of classes
- February 18 Mardi Gras Holiday ends. Classes resume at 8 a. m.
Web registration for sophomores starts.
- February 22 Web registration for freshmen starts.
- March 2 Last day of classes
Degree candidate grades due on Faculty BOSS by 3:30 p.m.
- March 5 Winter quarter ends. (Graduate students and scholarship students must stay until 5 p.m. unless prior arrangements have been made with the Coordinator of Theatre.)
Winter graduation

Spring Dates

- March 9 Spring quarter begins. Graduate students and scholarship students work from 9:30 a.m. until 5 p.m.
- March 10 First day of classes
- March 12 Last day to drop/add and no-grade drops
- March 26 Last day to register for spring graduation
- April 1 Easter holiday begins at end of classes.
Deadline for completing "I" grades from winter
- April 6 Easter holiday ends. Classes resume at 5 p.m.
- April 30 Last day to drop courses or resign with "W" grades
- May 3 Web registration for honor and graduate students starts.
- May 4 Web registration for seniors starts.
- May 6 Web registration for juniors starts.
- May 10 Web registration for sophomores starts.
- May 12 Web registration for freshmen starts.
- May 18 Degree candidate grades due on Faculty BOSS by 3:30 p.m.
- May 21 Last day of classes - Spring quarter ends. (Graduate students and scholarship students must stay until 5 p.m. unless prior arrangements have been made with the Coordinator of Theatre.) Spring graduation

ALL students are responsible for attendance at all important dates to be found on the Official Stone Theatre Calendar, found at the following web URL:

<http://www.google.com/calendar/embed?src=qohp2pvi641vjvonekh5g051jrs0brg8%40import.calendar.google.com&ctz=America/Chicago>

LETTER OF INTENT EXAMPLE

Louisiana Tech Theatre Faculty
Stone Theatre
Ruston, LA 71272

Friday, September 11, 2009

Dear Theatre Faculty,

I am writing to request the position of production stage manager for our spring production of "Vanities". I understand this is the only PSM position that has not already been assigned and I would like to have the opportunity to work in this position again before my graduation in May because of my hope to be hired in a professional stage management position this summer or sometime soon.

I previously served as production stage manager for *Stained Glass Ugly* and *Dearly Departed* here at Stone Theatre. I also was the production coordinator/manager for "You Can't Take It with You" as produced by The St. Francisville Transitory Theatre. I have taken the stage management course and feel I am qualified for the position.

I am also interested in the position of sound designer for the spring musical *Sweet Charity*. I understand the production will include a complete band and singing and am ready to face the pickup challenges this is likely to introduce. I have done sound design and live reinforcement at the Stone and Dixie theatres and would love the chance to work on a full sale musical. I hope you will consider me for these positions.

Thank you,

James E. Lanius III

LETTER OF INTENT EXAMPLE

September 12, 2007

University Theatre
School of the Performing Arts
P.O. 8608
Ruston, LA 71272

Dear Theatre Faculty

I am writing to express my desire to serve as the Assistant Stage Manager for the Opera Workshop. As a management emphasis, I feel it is an appropriate position for me.

In the future, I hope to be Production Stage Manager for our department, but need to ASM first to understand all responsibilities expected. I am very good at making decisions as well as following instructions. I am a very dependable and responsible individual, which I believe are important qualities needed as an ASM. Unfortunately, I do not have any experience as an ASM. I am confident that my training from my management classes will prepare me for this role.

I have been Production Stage Manager before coming to Tech, and know I could properly work under one. I have stage managed *Singing in the Rain*, and *The Nerd*. I have served as the Production Stage Manager for the Palmetto Dramatic Association from 2004-2008. This is a weekend-long play festival competition including around 25 high schools from around the state.

I thank you for your time and consideration.

[Skip 4 spaces then type your name. DON'T FORGET TO SIGN YOUR LETTER]

Ansley Bice

cc.: Cherrie Sciro, Professor
Mark Guinn, Professor
Paul Crook, Assistant Professor
Don Stevens, Instructor