

SCHOOL OF PERFORMING ARTS UNDERGRADUATE STUDENT HANDBOOK - THEATRE

Last updated August 2024 and current until a revision is issued.

This document provides all undergraduate students with an overview of the major policies guiding our academic program. This Handbook is used by students, staff, and faculty as a basis for decision making regarding academics, production work and graduation. As needed, this Handbook is revised and input from students is encouraged.

Students are bound by the Departmental rules and regulations of the most recent handbook - - not the handbook under which they entered the program. Students should assume the handbook is updated every year and check for an updated version every fall. If the handbook is revised in the middle of the academic year, an email will be sent to the departmental webcourse as notification.

Students should also read all other department handbooks and manuals, found on the School of Performing Arts website, for a clear and detailed overview of departmental operations.

UPDATED SECTIONS

While it is best to always review the entire handbook every year for small updates, returning students should pay special attention to these larger sections which have been updated for this year:

- BFA Admissions
- BA And Minor Admission
- NEW: specialization descriptions and minor options
- Probation Policy
- Department Communications
- Callboards
- Auditions And Casting (New Understudy Policy)
- Casting and Assignments
- Conduct, Probation and Program Removal Policies For All Theatre Majors (New Probation Policy)
- Removal of Portfolio Exhibit and Graduation sections (accounted for elsewhere)
- NEW: AI policy

TABLE OF CONTENTS

DEPARTMENT MISSION STATEMENT	4
DEPARTMENT PHILOSOPHY	4
THEATRE UCF DIVERSITY AND INCLUSION STATEMENT.....	4
DEPARTMENT FACULTY AND STAFF	5
BFA ADMISSIONS.....	5
BA AND MINOR ADMISSIONS	6
BA Specializations	6
FIRST YEAR STUDENTS.....	8
CURRICULUM.....	9
ACADEMIC ADVISING	9
DEPARTMENT COMMUNICATIONS	9
CALL BOARDS	10
STUDENT ASSISTANTS.....	10
TECHNICAL CREWS AND ASSIGNMENTS	10
THEATRE PARTICIPATION – PRODUCTION ASSIGNMENTS	10
UNDERGRADUATE SCHOLARSHIPS	12
ITEMS MAJORS AND MINORS ARE EXPECTED TO PROVIDE	12
PERFORMANCE PORTFOLIOS/Websites.....	13
DESIGN, TECHNOLOGY, AND STAGE MANAGEMENT PORTFOLIOS.....	13
BOX OFFICE POLICY	14
OFF-CAMPUS THEATRE WORK	14
EVALUATIONS/PORTFOLIO REVIEW SCHEDULE.....	14
AUDITIONS AND CASTING	15
CONDUCT, PROBATION AND PROGRAM REMOVAL POLICIES FOR ALL THEATRE MAJORS	16
DEPARTMENT.....	16
ACADEMIC PROFICIENCY AND ADVISING	16
CASTING/PRODUCTION ASSIGNMENTS	17
Understudy Casting Exception.....	19
Hardship policy	19
Professional conduct	20
PROGRAM REMOVAL	21
PROBATION	21
50% Rule for Probation	21
University Probation.....	21
THEATRE FACILITIES AND SAFETY PRACTICES.....	22
LOCKERS.....	22
COPY ROOM	22
COMPUTER LAB	22
USE OF THEATRE FACILITIES AND PROPERTY	23
SMOKING, EATING, AND DRINKING POLICY	24
THEATRE SAFETY PRACTICES	24
Drug and Alcohol Policy.....	25

MARKETING AND MEDIA	26
Social media	26
Logo use	26
Media	26
Interviews	27
Photography	27
STRIKE POLICY	27
SUMMER THEATRE – Pegasus Play Lab	27
PROFESSIONAL INTERNSHIP REQUIREMENT	27
LENGTHY ABSENCES	28
STUDENT ORGANIZATIONS	28
AI POLICY	28
UNDERGRADUATE EXIT CRITIQUE	29
REVISIONS TO THIS HANDBOOK	29

DEPARTMENT MISSION STATEMENT

AT THEATRE UCF...

We provide a competitive edge to undergraduate and graduate students seeking to achieve excellence as professional theatre practitioners and creative intellectual leaders while inspiring them to be aware and enlightened human beings. We enhance the life and culture of the University and community through the arts and collaborate with professional partners to build a stronger community.

VISION

Theatre UCF will continue to expand our national and international presence as a performing arts program, and become recognized for our intellectual, cultural, technological and professional environment with nationally and internationally recognized faculty, state-of-the-art facilities and professionally successful alumni.

VALUES

We believe in process, integrity, versatility, discipline, collaboration, creativity, respect, passion, diversity, and responsible use of resources in the pursuit of excellence.

DEPARTMENT PHILOSOPHY

All degree options emphasize excellence in production work and in the classroom and laboratory. To be an artist, it is necessary to understand one's time and place in society and something to say about it. We believe this is best accomplished by combining a strong liberal arts education with intensive practical training in theatre history, theatre arts, crafts, and skills. In addition, we strive to instill within our students the importance of process as well as product. A successful theatre product, though ultimately essential, is of little long-term benefit to the student who does not understand and appreciate how that success was achieved. Regardless of degree, or career choice, all theatre majors must demonstrate continued growth and development as theatre artists and practitioners with high professional standards of competency if they are to successfully complete their course of study.

THEATRE UCF DIVERSITY AND INCLUSION STATEMENT

The University of Central Florida and School of Performing Arts considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include but are not limited to sex, race, age, size, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Members of UCF Theatre must be committed to actively listening to perspectives that are different than their own, and actively affirming and including different perspectives in the creative process, including but not limited to sex, race, age, size, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. We aim to demonstrate our commitment to diversity through season selection, course content, recruitment, faculty makeup, and a constantly evolving conversation with students, faculty, patrons, and the UCF community.

1. We will not tolerate racism, homophobia, transphobia, xenophobia, religious intolerance, or hate speech in any form.
2. Conflict Resolution Paths will assist students in seeking help for problems in the classroom, rehearsal hall, or otherwise. Members of the Conflict Resolution Path will be trained.
3. Theatre UCF students and faculty are encouraged to use inclusive practices in the office, classroom, and rehearsal spaces.
4. Artistic and creative teams should include active inclusion of the people whose stories they are telling so that we are telling the stories of diverse ethnic and social backgrounds responsibly, both on stage and in other leadership capacities.
5. We affirm that students will be heard, acknowledged, supported, and safe from any retribution for expressing their needs and opinions.
6. We will reflect diversity in the curriculum, season selection, marketing, and casting.
7. We will take an interdisciplinary approach to diversity, both at UCF and in our Orlando community.

DEPARTMENT FACULTY AND STAFF

For the most current listing of faculty and staff please visit the School of Performing Arts website.

BFA ADMISSIONS

All students who wish to attend UCF must apply to and be accepted by UCF. Departmental auditions and interviews have no bearing on University acceptance. Apply to UCF as early as possible for the greatest chance for University acceptance. Students wishing to become BFA theatre majors must audition or interview (depending on the specific major) with the Theatre Department. See the department website for details. Students may only audition or interview for BFA programs one time unless after auditioning they complete an AA at a Florida College System Institution and then transfer to UCF. They should do so in the audition cycle prior to matriculation at UCF. Students should audition or interview for all BFA programs they are interested in during the same audition cycle. This means, for example, it is ok to audition for the Acting program and Musical Theatre in the same audition cycle. Due to impacts on time to graduation, the department does not support students who are declared BA Theatre majors auditioning for or being accepted into a BFA program.

If a student is released from a theatre program for any reason, they must complete a full semester of coursework as a theatre pending, undeclared, or other major before re-auditioning or re-interviewing for ANY theatre program to ensure that the problem that caused the initial removal has been rectified.

Students cannot be accepted into any theatre program if their theatre GPA is below 3.0.

BA AND MINOR ADMISSIONS

All students who wish to attend UCF must apply to and be accepted by UCF. Departmental acceptance procedures have no bearing on university acceptance. Apply as early as possible for the greatest chance for university acceptance. Students wishing to become BA theatre majors or minors must interview/apply to the Theatre Department. Visit our website at theatre.ucf.edu to find the deadlines and requirements.

BA SPECIALIZATIONS

Students must choose one of the following specializations when becoming a BA Theatre major:

ADMINISTRATION & DIRECTING

The Bachelor of Arts (BA) in Theatre with a specialization in Administration and Directing offers an exploration of both the creative and administrative aspects of the theatrical world. Designed for students passionate about the performing arts who aspire to lead and shape the future of theatre, this program provides a blend of theoretical knowledge and practical skills essential for success in the industry. Through coursework and hands-on experience, students explore the historical and contemporary trends shaping the theatre landscape, preparing them for a career path that will lead them to positions like Artistic Director, Executive Director, Box Office Manager, Marketing Director, and Stage Director.

Students in this specialization must select one of the following targeted minors:

- Accounting
- Art History
- Business
- Community Arts
- Creative Writing
- Diversity and Social Inequality
- Diversity Studies Leadership
- Entrepreneurship
- Event Management
- Finance
- Human, Strategic, or Technical Communication
- International Business
- Journalism
- Leadership
- Marketing
- Non-Profit Management
- Psychology
- Public Administration
- Writing and Rhetoric

THEATRE EDUCATION

The Bachelor of Arts in Theatre with a specialization in Theatre Education is designed for students who are passionate about both the art of theatre and the impact of education. This program provides a comprehensive understanding of theatrical arts while students minor or major in Education so they graduate with the skills needed to inspire future generations in a variety of educational settings. Students will explore how theatre can be used as a tool for learning across various subjects and age groups and includes developing programs for schools and community organizations. Graduates of the program will pursue careers teaching in public schools, directing TYA productions, and coordinating education programs in community arts programs.

Students in this specialization must select one of the following targeted minors:

- Education
- Early Childhood Development and Education
- Exceptional Student Education
- Art Education

TECHNICAL PRODUCTION

The Bachelor of Arts (BA) in Theatre with a specialization in Technical Production offers students with a passion for bringing productions to life through lighting, sound, scenery, projections, and/or costumes, an immersive and hands-on education. Whether pursuing a career in technical theatre, themed entertainment, or event production, graduates emerge from the program equipped with the skills, knowledge, and hands-on experience to excel in the fast-paced world of live entertainment. Through internships, industry partnerships, and networking events, students can connect with professionals in the theatre industry, opening doors to future employment opportunities. Graduates of the program are prepared for a variety of technical roles in the theatre industry, including Props Manager, Stage Carpenter, Sound Engineer, Makeup Artist, Wardrobe Supervisor, Scenic Artist, Production Electrician, Fly Operator, Audio/Visual Technician, Costume Technician, Lighting Programmer, and Stagehand.

Students in this specialization must select one of the following targeted minors:

- | | | |
|----------------------|--------------------------|---|
| • Accounting | • Entrepreneurship | • Math |
| • Art History | • Event Management | • Physics |
| • Business | • Hospitality Management | • Studio Art |
| • Community Arts | • Information Technology | • Technical Communication |
| • Digital Humanities | • Leadership | • Technical Education and Industry Training |
| • Digital Media | | |

THEATRE STUDIES & DRAMATURGY

The Bachelor of Arts (BA) in Theatre with a specialization in Theatre Studies & Dramaturgy is ideal for students who are passionate about the art of storytelling and the role it plays in crafting meaningful theatrical experiences. Students will develop their research skills, learning to gather and synthesize information that informs the growth of a production. Emphasizing critical thinking, students will engage in the analysis of dramatic texts and performances, learning to adapt material for different audiences and venues. Students will have the opportunity to work closely with directors and creative teams to ensure that the vision for the production is grounded in thorough and insightful dramaturgical work. Career paths include Dramaturg, Literary Manager/Agent, Playwright, Artistic Director, Researcher, Archivist, Festival Curator.

Students in this specialization must select one of the following targeted minors:

- | | | |
|---------------------------|------------------------------------|---------------------------------|
| • Africana Studies | • Medieval and Renaissance Studies | • Music |
| • American Studies | • International and Global Studies | • Political Science |
| • American Indian Studies | • Journalism | • Psychology |
| • Anthropology | • Judaic Studies | • Religion and Cultural Studies |
| • Art History | • Linguistics | • Sociology |
| • Asian Studies | | • Technical |

- Creative Writing
- Digital Humanities
- Digital Media
- Diversity and Social Inequality
- European Studies
- History
- Human Communication
- Language (any)
- Latin American Studies
- Literature
- Mass Culture and Collective Behavior
- Middle Eastern Studies
- Communication
- Women's and Gender Studies
- World Comparative Studies
- Writing and Rhetoric

APPLIED PERFORMANCE

The Bachelor of Arts (BA) in Theatre with a specialization in Applied Performance is designed for students who are passionate about the art of performance and seek to leverage their skills in diverse professional settings beyond traditional acting or musical theatre careers. Through high-impact learning opportunities like community engagement projects, collaborative productions, and service-learning, students gain experience applying their performance skills in real-world contexts including educational outreach, social advocacy, court rooms, corporate training, healthcare, teaching artistry in community-based organizations like hospitals, museums, libraries, and original works.

Students in this specialization must select one of the following targeted minors:

- Africana Studies
- Aging Studies
- Asian Studies
- Business
- Cognitive Sciences
- Communication and Conflict
- Communication Sciences and Disorders
- Community Arts
- Crime, Law, and Deviance
- Criminal Justice
- Digital Humanities
- Digital Media
- Diversity and Social Inequality
- Diversity Studies
- Leadership
- Education
- Entrepreneurship
- Environmental Studies
- Exceptional Student Education
- Health Sciences
- Human Communication
- Humanities and Cultural Studies
- Judaic Studies
- Latin American Studies
- Legal Studies
- Mass Culture and Collective Behavior
- Mass Media
- Middle Eastern Studies
- Music
- Nonprofit Management
- Political Science/Pre-Law
- Professional Selling
- Psychology
- Public Administration
- Public Service
- Religion and Cultural Studies
- Social Work
- Sociology
- Urban and Regional Planning
- Women's and Gender Studies

FIRST YEAR STUDENTS

New students are accepted into BFA programs on a provisional basis the first year. Faculty evaluate class, production work and audition juries each semester to determine if first year students will continue in the program. BA students are accepted directly into their program of study without a provisional period after completing the prerequisite courses.

CURRICULUM

Students are expected to follow the departmental curriculum. Specific courses required for each program are outlined in the University Catalog. Requirements may be substituted only with approval of Undergraduate Coordinator after consultation with the Program Coordinators. Attendance is required in all theatre courses. Examinations must be taken on scheduled days unless officially excused. Some courses require practical work in theatre productions or time spent in shops outside of regularly scheduled class times. Such work shall be specified in the beginning of each term. A detailed course syllabus will be provided the first day of class. Samples of curriculum for all undergraduate programs in the Theatre Department can be found in the undergraduate student catalog on the UCF website.

ACADEMIC ADVISING

The Department of Theatre assigns a theatre faculty advisor to each student and continuation in the program requires students consult their theatre advisor every semester. Students who do not consult their theatre advisor by the last day of classes each semester,, will be subject to the department probation policy. . Multiple cases of probation for non-advising could lead to removal from the program. These events need not be consecutive. Please see the probation section for additional information.

It is the responsibility of the student, not the Department, to schedule advisement meetings. Information on advisor assignments and scheduling methods will be posted in Theatre Info and Updates prior to the first day of theatre department advising. All students are encouraged to meet with their advisor whenever they have questions, concerns or problems with academic, professional or personal matters for guidance or a referral. Should an advisor be unable to assist the student directly, they will direct them to those persons, offices, or agencies best qualified to help. Students must not add or drop classes or change class sections without first consulting with their advisor. The Department will not be held responsible for any unauthorized changes which adversely affect the student's progress toward graduation and no accommodations should be expected from the Department under such circumstances.

DEPARTMENT COMMUNICATIONS

Theatre majors are automatically added to the department webcourse **Theatre UCF Info and Updates**. This is where you will find helpful information, guidance, and important departmental announcements. Please read through all the information available and ensure your notifications are turned on for all announcements from this webcourse. All departmental announcements will be sent through Theatre UCF Info and Updates.

We use an email listserv to share non-departmental opportunities and announcements with you. You may sign up with whatever email address you prefer and participation is optional. To subscribe, send an e-mail to listserv@listserv.cc.ucf.edu and in the body of the e-mail, type (all caps): SUBSCRIBE THEATRE YOUR_FIRST_NAME YOUR_LAST_NAME

CALL BOARDS

CURRENT PRODUCTION call boards, located in the Performing Arts Center and/or Theatre building, are for the express use of the Theatre Department and its related activities.

PRODUCTION SHOPS callboard is in the Theatre building outside the Scene Shop and includes information for students involved in production, technical theatre class, or crew assignment.

STUDENT ASSISTANTS

The department welcomes the opportunity to hire students who have work-study funding. Please contact a faculty or staff member in the area in which you wish to work ASAP if you have been awarded Work Study through your FAFSA (Free Application for Federal Student Aid) application. You can request a review of your work study status through the Office of Financial Aid if you were not originally awarded Work Study but are interested in receiving it.

TECHNICAL CREWS AND ASSIGNMENTS

Be sure to read the Department Production Handbook. All aspects of technical work including scenery, props, lighting, projections, costumes and make-up will be carried out under the leadership of the various faculty/staff members in the design/technical areas or student assistants working under their supervision.

All crew heads shall meet at a weekly production meeting with the Artistic Director, the Stage Director, the Designers, the Technical Director, the Production Manager and/or their representatives for schedule changes, needs, problems, etc. All crew members are expected to check their email at least twice a day each day for announcements and necessary schedule changes. All crew members must attend Designer Run and are expected to participate on a regular basis as assigned by the faculty/staff. Any unexcused absence from a work call, crew meeting, technical or dress rehearsal, or performance will most likely result in the student being relieved of their assignment, dropping of their grade, and/or disciplinary action.

THEATRE PARTICIPATION – PRODUCTION ASSIGNMENTS

Think of every show as a class—because it is a class and as a class, you have to be registered in order to participate on the productions. Because of the professional nature of Theatre programs at UCF, participation in productions is an important part of a Theatre UCF education. Production work gives students the opportunity to experience different aspects of theatre and the circumstances to practice the ideas and skills learned in the classroom.

Participation in productions is a privilege to be earned and not a right guaranteed by payment of tuition. Tuition pays for, among other things, classes and the right to study and work with UCF Theatre faculty, staff and visiting guest artists. Tuition does not buy the student the right to leadership positions within productions. Leadership positions in productions is based upon each student's unique abilities, level

of training, and experience which are determined through auditions, interviews, faculty recommendations, classroom performance, and the needs of the production.

THEATRE PARTICIPATION GUIDELINES

Students will be evaluated and graded by the director and/or their supervisor following the close of each production using the rubric which can be found on the department web site. Failure to successfully satisfy participation requirements will likely result in dismissal from the Theatre program. Unprofessional behavior in a production will result in the lowering of a student's grade, disciplinary action, and/or dismissal from the program.

DEFINITIONS OF THEATRE PARTICIPATION COURSE PREFIXES:

- **THE—Theatre Participation—Management** is for Front of House (Box Office, Ushering, etc.)
- **TPA—Theatre Participation—Production** is for Design/Technical Work (stage manager, scene shop, costume shop, run crew, designer, board operator, light operator, wardrobe, etc.)
- **TPP—Theatre Participation—Performance** is for Acting/Directing Roles (actor, assistant director, choreographer, etc.)

COURSE PREFIXES AND NUMBERS:

THE 2925—Theatre Participation—Management I (Take the first time)

THE 4093—Theatre Participation—Management II (Can repeat up to 8 times)

TPA 2290—Theatre Participation—Production I (Take the first time)

TPA 4298—Theatre Participation—Production II (Can repeat up to 8 times)

TPP 2190—Theatre Participation—Performance I (This is for Project Spotlight. Can be repeated)

TPP 4193—Theatre Participation—Performance II (This is for mainstage. Can repeat up to 8 times)

EVERY STUDENT CAST IN A SHOW OR WORKING ON A SHOW IN ANY CAPACITY MUST BE REGISTERED. If the required participation credits are completed, students can register for a zero-credit version. Additional Participation Credits can be taken and used as electives. Students are discouraged from taking additional excess hours that are not needed for their degree.

IMPORTANT NOTES:

- Any one production role or performance role fulfills one participation credit (running the light board for one production (TPA), performing a role in one play (TPP), etc.).
- Ushering and/or regular box office hours will be assigned for THE participation.
- Performing in a UCF departmental production to which tickets are sold or available to the general public (mainstage, blackbox,) satisfies an upper level TPP participation credit.
- Students cast in a show and enrolled in Intro to Technical Theatre Lab must fulfill both their commitment to the weekly lab AND their rehearsal/performance responsibilities.
- Any student involved in a UCF production in any way must be registered in the correct participation course.

- If a student is enrolled in Introduction to Technical Theatre Lab or a Stagecraft Lab and is either cast in a show or doing an additional show assignment not related to their class, they must still register for the appropriate participation credit.
- Any assignments not project based are 4 hour per week assignments in the scene shop, costume shop, electrics shop, etc.
- Students performing in the Dance Concert must register for the DAA prefix participation credit and must also be enrolled in a technique class the same semester as the dance concert.
- Student choreographers for the Dance Concert must be enrolled in Choreography practicum.

UNDERGRADUATE SCHOLARSHIPS

There are a limited number of scholarships available to outstanding theatre majors. These grants are awarded on the basis of talent and potential. Competition for scholarships is based upon audition, portfolio review, interview, and recommendations, GPA, and theatre participation. Scholarship Applications will be available to continuing students in the spring semester every year. Departmental scholarship recipients contribute weekly hours to the department. Awards of \$500 or less contribute 2 hours a week for a total of 30 hours a semester. Awards over \$500 contribute 4 hours a week for a total of 60 hours per semester. Scholarship hours are in addition to any course requirements. Students must submit a scholarship application every year.

SCHOLARSHIP HOURS EXCEPTION

There is one exception to the scholarship hours requirement. If you are enrolled in a class requiring shop hours (costume construction, stage electronics lab, etc.) while being cast in a department production, scholarship hours are waived during rehearsal and performance dates only. To have your hours waived, you must submit a request, in writing (email) and receive permission from the Undergraduate Coordinator stating the show, role, scholarship assignment, and dates impacted. This must be done before any hours can be waived.

ITEMS MAJORS AND MINORS ARE EXPECTED TO PROVIDE

The items listed below are required of all Theatre students but are not supplied by the Department. We consider it the responsibility of each student to supply those items appropriate to their gender expression and area of concentration. It is further strongly recommended that all students purchase their own computer and appropriate software.

DESIGN/TECHNICAL THEATRE & STAGE MANAGEMENT MAJORS

- Steel tape measure (min 12 ft.)
- Safety goggles or glasses
- 8 in. crescent wrench
- Safety shoes
- Stop watch or phone app
- Updated resume

Design Tech and Stage Management students will be required to supply additional materials for design and technology courses including tools and art supplies. An extensive list of additional supplies will be provided the first week of classes. *You should anticipate materials to cost an average of \$100 - \$200 per semester* with the supplies for Design Basics costing considerably more. Many Design Basics supplies can be used for future courses as well.

PERFORMERS

Performers are expected to have all of the following available for rehearsals and performances. In addition, on the first day of class each professor will provide you with a list of required materials. The items below may not all be needed immediately.

ALL PERFORMERS:

- Full size headshots and resumes
- Black jazz shoes
- Tap Shoes
- Makeup kit (including towel, wash cloth, sponges, makeup remover. Makeup kits will be on sale at the UCF Campus Bookstore.)
- Rehearsal clothes which may include: long rehearsal skirts (tight and/or full), sport coat, tie, fedora, hard-soled rehearsal dress shoes
- Performers are required to provide character, dance and or specialty performance shoes for productions as assigned by the Costume Designer.

Female Presenting	Male Presenting
<ul style="list-style-type: none"> • Black leotard • Pink tights • Pink ballet shoes • Black character shoes (2-3" heel, no t-straps) • Beige character shoes (2-3" heel, no t-straps) • Black Tap shoes (character) 	<ul style="list-style-type: none"> • Black tights • White t-shirt • Nude dance belt • Black dance belt • Black jazz shoes • Black ballet shoes

PERFORMANCE PORTFOLIOS/WEBSITES

It is recommended that each student build a professional dossier of photos, reviews, and other information in a portfolio or website for their future personal use.

DESIGN, TECHNOLOGY, AND STAGE MANAGEMENT PORTFOLIOS

All design and technology and stage management majors are *required* to compile a portfolio of art/design/production work (drafting, scenery, costume, and lighting designs/technology work, process photos, paperwork, photographs of designs, construction projects, and visual art pieces). It is recommended

that you begin compiling these materials immediately so you have the materials necessary for your portfolio classes.

BOX OFFICE POLICY

Theatre majors may purchase one \$5 ticket to each production. This is an unadvertised “perk” for theatre majors only. These tickets must be purchased prior to the Monday of the production’s opening during regular box office hours. You can only exchange these discounted tickets if you upgrade to a full priced student ticket \$10. After the Monday prior to the production opening, you must pay the regular student ticket price of \$10 during regular business hours (until 6pm on the night of the show) or online. Exchanges within the same production is only possible for full price student tickets with at least 24 hour notice prior to the curtain time printed on the ticket. At 6pm on the night of the show all tickets are full adult price with no discounts.

OFF-CAMPUS THEATRE WORK

It is the department expectation that your coursework and production work take priority over other outside commitments.

For BFA Acting and Musical Theatre majors, departmental responsibilities include auditioning and being available for any production being cast from that audition (Fall auditions/callbacks in August – all Fall productions and the first show in the spring and Spring auditions/callbacks in October – all Spring productions). You should not pursue outside theatre work until after the results of these auditions and should not accept any offers that conflict with your departmental casting.

For all students pursuing a Stage Management or Design & Technology degree, responsibilities include being available for all productions in the academic year until assignments are distributed and once assignments are made, being available for all meetings and rehearsals associated with the production to which you are assigned. Design & Technology and Stage Management students must also be available for and participate in one summer theatre season and must enroll in 6 credits of summer theatre (typically the summer after the first year at UCF). SM and DT students should not pursue outside theatre work until their departmental assignments are finalized and should not accept any offers that conflict with department responsibilities.

Refer to the DEPARTMENT OF THEATRE CONDUCT and PROBATION, POLICIES for additional information on the impact of conflicting outside commitments.

EVALUATIONS/PORTFOLIO REVIEW SCHEDULE

Evaluations are available to all theatre students but are required of BFA students who wish to continue in the program. Students will be evaluated on academic and production endeavors as well as professionalism. Students may be called to evaluations/reviews at any time due to problems the student is encountering or due to meritorious performance that the faculty would like to commend in person. Sample evaluation forms can be found on the School of Performing Arts Website.

The following programs conduct regular evaluations at the end of the following semesters:

Acting:	Freshman/ 1st year Transfers All other students	Fall and Spring Spring
Musical Theatre:	Freshman / 1st year Transfers All other students	Fall and Spring Spring
Design & Technology:	Freshman/ 1st year Transfers Sophomore	Fall and Spring Spring
Stage Management:	Freshman/ 1 year Transfers Sophomore	Fall and Spring Spring

The Design & Technology and Stage Management programs require that you register for zero credit courses for BFA review and Portfolio Reviews. DT and SM portfolio review for Junior and Senior Level students takes place during the spring semesters. DT and SM students must complete two portfolio reviews prior to graduating. Transfer students, check with your advisor and/or Area Coordinator to be sure you meet this requirement.

AUDITIONS AND CASTING

Casting for all mainstage and black box productions is open to all enrolled UCF students. BFA Acting and Musical Theatre majors are required to audition for all Fall and Spring productions (summers are optional). BA majors are welcome to audition but are not required to audition. Stage Management majors are required to assist with all auditions and should consult with the SM Coordinator for specific information.

Announcement of auditions shall be made via Theatre Info and Updates Webcourse with casting information and directions provided in advance. Prior to auditions, directors will announce any special requirements or other specific information desired for the productions. Students are expected to carefully prepare for each audition including: a study of the complete script (when available), determination of roles most suitable, and preparation of scenes, songs and/or dances as the audition requires. Casting will be the responsibility of each individual director, with input from the Artistic Director and in collaboration with the other directors.

Students must provide the announced number of copies of a resume and headshot for each of the directors present at the audition. Photocopies of the headshot are acceptable, but it will be student's responsibility to provide these. Stage Managers will not be available for copying headshots for students who show up without them.

For callbacks, students must prepare the required vocal selections stated in the audition requirements. If asked to sing a song of your choice, it is required to bring sheet music in the correct key for the accompanist. If asked to sing directly from the show, sheet music will be available. Students are required to sing with the accompanist provided (no A cappella singing unless instructed to do so). A different modality may be used for accompaniment dependent upon the requirements of the production and approved by the creative team.

Performers will be asked to declare body piercings and tattoos on their audition forms. Be aware that tattoos and facial or tongue piercings may have a negative impact on casting. Any products specified by the costume shop to hide or diminish tattoos including but not limited to cream makeups, powders, and sealers will be the financial responsibility of the actor. Actors may be required to remove piercings for performances.

Performers may NOT change their appearance in any way following auditions and casting (including but not limited to hair color, hair length, body art, etc.) without the approval of both the director AND costume designer.

You may be required to change your appearance as part of performing your assigned role which may include cutting or coloring your hair, using self-tanning products, etc. If the production requires such alterations, the department will pay for the products or treatments.

Refer to the CONDUCT, PROBATION AND PROGRAM REMOVAL POLICIES for additional information on expectations.

CONDUCT, PROBATION AND PROGRAM REMOVAL POLICIES FOR ALL THEATRE MAJORS

These policies are intended to instill in our students the degree of professionalism required and desired in the industry; to insure the efficient and productive operation of all production teams and to support students in pursuit of their academic degree programs. The goal of departmental probation is to ensure that a student is committing appropriate time to academic and departmental responsibilities without distraction of production work.

When a student is on department probation, they cannot hold a leadership position on a production to include cast, designer, or other area head on a mainstage, black box, Project Spotlight, UCF Celebrates the Arts, or any other department affiliated production. ACTF participation for nominees is acceptable, but the probationary student may not participate as a partner for a nominee. Non-class, extracurricular, or volunteer performance projects are not allowed during a student's probation semester.

DEPARTMENT

It is assumed that students will conduct themselves in a professional manner in their academic pursuits and as they execute their classroom and production responsibilities.

ACADEMIC PROFICIENCY AND ADVISING

All theatre and dance students are expected to maintain a 3.0 theatre GPA in all required courses and any theatre and dance coursework taken including required courses taken in other departments. These courses will be combined into a Theatre GPA section on the student's audit for tracking purposes. A 3.0 Theatre GPA must be maintained to continue in the program and is required to graduate. All students are expected to receive at least a C (2.0) in every theatre, dance, music, or other required course including . required courses taken in other departments. Failing to receive at least a C (2.0) in one of these courses

will require the student to re-take the course and will prevent them from continuing into higher level courses. No courses for which a student receives less than C will count toward total theatre credits.

As student's prepare for graduation, if their GPA is below 3.0, they can petition the undergraduate coordinator for up to 6 credits of non-passing grades be removed from their theatre GPA calculation if the student is unable to repeat the course due to scheduling, prerequisites or semester of offering.

The following details the additional ramifications of non-passing grades or missed academic advising. See the section on Probation for additional details.

NON-PASSING GRADES (BELOW A C (2.0))

- Fail a single Course for the major once = Warning and Recommend SARC ACE Coaching Session <https://academicsuccess.ucf.edu/sarc/ace/>
- Fail more than one Theatre or Required Course for the major in the same semester or a second failed Theatre or Required Course for the major in another semester = Probation and Required SARC ACE Coaching Session <https://academicsuccess.ucf.edu/sarc/ace/>
- Any other instance of 2nd probation = removal from the program

THEATRE GPA BELOW 3.0

- First time Theatre GPA falls below 3.0 but not lower than 2.9 = Warning
- Any time Theatre GPA falls below 2.9 = Probation
- Second time Theatre GPA is below 3.0 = Probation with Required SARC ACE Coaching Session <https://academicsuccess.ucf.edu/sarc/ace/>
- Third time Theatre GPA is below 3.0= Removal from Program

MISSED THEATRE ADVISING

- Miss Theatre Advising the first time = Warning
- Miss Theatre Advising the second time = Probation
- Miss Theatre Advising the third time = Removed from the Program

BFA REVIEWS

- Failing a BFA Review for the first time = Probation
- Failing a second BFA Review or a Portfolio Review = Removal from Program

CASTING/PRODUCTION ASSIGNMENTS

ALL students who audition are required to "perform as cast" with a professional attitude. Auditioning for department productions implies your availability and you are expected to accept the role you have been given in the company. Students should not be cast in more than one show a semester so that they have enough time and energy to successfully complete their coursework. The bridge show complicates this policy. So, if a student is cast in two shows that rehearse and/or perform in the same semester, they will have at minimum 2 weeks in between the closing of one show and their first called rehearsal of the second show so that they can attend to their academics and rest. All members of the company are required to attend all rehearsals and performances as scheduled and are expected to adjust their schedules to enable that time commitment.

BFA acting and musical theatre students are required to audition for and be available for all fall and spring departmental productions and accept any roles offered, including understudy roles (see exception below). All other students are welcome to audition. Students accepted into the BFA programs become the “ensemble members” of the department on which casting, production assignments, and other decisions are based. The productions give the faculty opportunities to train students in the production environment, which is an integral part of the training experience. If students are not participating in those experiences, then we are not fulfilling our contract to our students. Our accrediting body also requires that BFA students participate in productions throughout their time at UCF.

Failure to perform all components required at an audition (monologues, singing, dancing, as required) could result in removal from the BFA Program.

All Design & Technology and Stage Management students are required to be available for all production assignments for all department academic year productions (and one summer season of productions), accept the positions as assigned, and to remain with the production through strike and completion of all duties.

For theatre majors, failure to adhere to audition and casting policy or production assignment policy will result in immediate removal from the program unless standards for permission to be excluded are met. Exceptions will be considered for health reasons, family emergencies and other exigent circumstances.

These are policies that theatre students must remain in compliance with. Failure to comply with any one of the policies will result in removal from the program.

The following will result in removal from the BFA program:

- 1) Failure to audition for a UCF season production (A and MT)
- 2) Failure to accept the role as cast (A and MT)
- 3) Failure to accept the production position as assigned including crew positions
- 4) Failure to remain with the assigned UCF production during pre-production, rehearsals, performances, strike, and post-production (as appropriate to the assignment).

The following actions are cause for removal from the theatre program after review by the faculty and SPA Director:

- 1) Excessive lateness
- 2) Unpreparedness
- 3) Disrespectful attitude

The following exceptions apply only if arranged in advance:

- 1) A production conflict that falls within the guidelines of excused absence by the University (attendance at a University-sponsored activity, observance of a religious holiday, etc.) may be submitted at the season auditions or prior to season production assignment.

- 2) All students who have been nominated for Irene Ryan Acting or Barbizon Design competition may request, at the time of auditions, (by filling out the appropriate information on the audition form) to attend the American College Theatre Festival (typically in January).
- 3) Seniors may also request to attend 1 (one) of the following auditions in order to secure either an internship or to audition/interview for a graduate program (this must be noted at the time of auditions): Southeastern Theatre Conference, United States Institute for Theatre Technology, Unified Professional Theatre Auditions, University and Regional Theatre Association.

UNDERSTUDY CASTING EXCEPTION:

In the 2 semesters prior to graduation, a BFA Student may submit a request to the artistic director to NOT be cast as a Swing or as a General Understudy (sometimes called Offstage Understudy or Standby) if all of the following conditions are met.

- 1) The student has previously been cast as an Offstage Cast Member (Swing, Understudy, Standby, etc) in a Theatre UCF Production.
- 2) The student makes the request on the audition form, PRIOR to being called back or cast.
- 3) In the request, the student will provide details about their experiences and provide explanation of what they learned during their previous Understudy/Swing experience at Theatre UCF. (Show, role(s), Did you step in for rehearsal, did you step in for tech, did you go on during performances, reflection/explanation of what you learned.)

HARDSHIP POLICY

If you feel you have an extenuating circumstance precluding you from being cast or assigned a production position, you are required to submit documentation to the Director of the School of Performing Arts at least 2 weeks before auditions for A and MT students, and prior to the last day of class in the fall for DT and SM students for assignments for the following academic year. If you believe you should be released from your obligations after casting and/or assignments have been made, you must submit an appeal to the Director of the School of Performing Arts immediately upon discovering your conflict. The Decision of the Director of the School of Performing Arts will be final.

It is expected that students present their cases honestly. If it is discovered that the student has misled or lied to faculty in order to work around these policies, this will result in immediate dismissal from the program as well as a formal report being submitted to the Office of Student Conduct for violation of the Rules of Conduct in the Golden Rule Student Handbook.

1) **Financial hardship.** If the student is stating they cannot continue due to financial hardship the student will present their case to the School Director. If casting or production assignments have already taken place, this must be done no later than 30 days prior to the first rehearsal or 30 days prior to the first meeting or other obligation for non-cast positions. No exceptions will be made for financial hardship presented after that time.

2) **Health emergency.** Student must show proof from a medical professional, but health issues will be considered paramount. This can happen anytime during the process.

3) **Family emergency.** With evidence, short- or long-term excuses will be granted for family emergencies, on a case-by-case basis. The student must provide proof of the emergency to the Director of the School of Performing Arts. Family financial hardship will not be considered a family emergency.

4) **Professional opportunities.** Any work outside of UCF that would conflict with a UCF production in which you are cast must be cleared with the show director. If the outside opportunity negatively affects the production, the School Director will make a determination regarding the request. Because your primary obligation is to the department, only exceptional opportunities will be considered. The student must prove that this opportunity rises to the level of exceptional. Local short-term gigs like performing at a local theme park or in a local theatre will not be considered exceptional.

PROFESSIONAL CONDUCT

A professional attitude is always expected during production rehearsals and performances as well as in the classrooms, stairwells, and hallways.

PROMPTNESS –Rehearsal and Production schedules will be set according to department guidelines. Performers are expected to arrive at rehearsals up to fifteen (15) minutes early (as required by the director) for warm- up exercises (which may be led by a person assigned by the director). The Stage Manager will function in the capacity of rehearsal supervisor, and it is expected they will be treated with respect. Performers, stage managers, and technicians are expected to be punctual at all calls. Production team members (stage managers, assistant stage managers, student designers, technical, running and box office crews) are expected to meet all assigned schedules for rehearsals and production meetings.

HALLWAYS - Conduct in the hallways of our theatre buildings must respect the classes and rehearsals that are taking place. Our spaces are not soundproof! Behave professionally. Keep frivolous noise outside.

ABSENCE – All student designers, technicians and performers are expected to be present for all assigned tasks except in the case of emergency. An emergency shall be determined according to university guidelines. It is expected that the student will make every attempt, when possible, to notify the stage manager or supervisor in the event that attendance is impossible.

BACKSTAGE CONDUCT – It is expected that all student performers, designers and technicians shall always provide their services to the best of their ability while backstage in preparation for a performance. This includes respecting all equipment and its function (props, technical equipment, etc.) and the resultant rules established (i.e., do not touch props that you do not use, remain focused on the production, etc.), respecting the physical property of the theatre (cleaning up after yourself and respecting all regulations regarding consumption of food and beverages), and respecting the theatrical experience for the audience (i.e., remaining backstage after call time and during a performance, unless otherwise dictated by the production requirements, washing make up off before leaving the theatre following a performance, etc.) No performers in costume in the lobby. No family or friends in any backstage areas.

RESPECT FOR THE TEAM – It is expected that all student performers, designers and technicians shall demonstrate mutual respect and their functions within the production team. This includes recognition of the production hierarchy. Your peers will have production responsibility above you and you must respect them as you would any supervisor.

PRODUCTION REQUIREMENTS – Following the audition, performers are required to maintain their appearance including cut/color of hair and should not change their appearance in any way without approval of both the director and costume designer for any show in which they are cast. Performers may be required to change their appearance as part of performing the assigned role which may include cutting or coloring hair, using self-tanning products, etc. If the production requires such alterations, the department will pay for the products or treatments. Altering your appearance is considered part of your professional responsibility.

PROGRAM REMOVAL

If a student is removed from a theatre program they will be required to select a new major and are subject to the acceptance policies of that new major. Students are not automatically placed into a different theatre major. If a student is released from a theatre program for any reason, they must complete a full semester of coursework as a theatre pending, undeclared, or other major before they can be accepted into another theatre program to ensure that the problem that caused the initial removal has been rectified.

PROBATION

When a student is placed on department probation they are not eligible for the privilege to occupy a position of leadership or responsibility within the department or to represent the department in an official capacity. This includes casting and design/production leadership positions for the duration of the probation period (typically one semester). During the probation period, any further violation of department policy will result in removal from the theatre program even if the second offense is unrelated to the initial probationary status. Further, multiple instances of probation even if not sequential can result in program removal. Students on probation can still fulfill required participation credits on a run crew, in a shop, or with FOH. Students on probation should not pursue production work outside the university.

50% RULE FOR PROBATION

When a student is placed on probation within the department they are generally removed from casting and design positions for the length of the probation with one exception. If a student has completed 50% or more of the project before the probation becomes effective, they will be allowed to complete the project but will be removed from future projects and may incur an additional semester of probation. Remounting a production constitutes continuation of the same project.

UNIVERSITY PROBATION

It is strongly recommended that each Theatre student become familiar with the UCF Golden Rule Student Handbook governing acceptable student conduct. This handbook can be found on the UCF Website. In this handbook you will learn that conduct violation charges can be brought against you if you violate the Rules of Conduct on campus or off. You are held to the conduct standards at all times while a UCF student.

If you are found in violation of any of the Rules of Conduct through the UCF Student Conduct Office, possible sanctions include Probation, Suspension, or Expulsion. If you are placed on University Probation, you should notify your area coordinator immediately. Students placed on University Probation have the same limitations within the department as someone on Departmental Probation but violation of University Probation can result in Suspension or Expulsion, so it is extremely important your area coordinator is aware. If the University Probation is for more than one semester, the student can request departmental support to apply for a waiver from Student Conduct to be able to resume leadership positions in production work. The student must complete a full Fall or Spring semester before the department can consider supporting the student's petition for a change in probation. A waiver must be granted before a student can perform a role or hold a leadership position.

THEATRE FACILITIES AND SAFETY PRACTICES

You can find our faculty and students on the UCF campus and in residence at area professional theatres. On the main campus, you will find the department's mainstage and black box theatres, the scene shop, costume shop, sound studio, and associated offices. At the Performing Arts Center are three multipurpose studios, rehearsal spaces, a design studio, computer lab, and faculty and administrative offices. Our professional partnerships provide additional performance space with our TYA grad students in residence at The Orlando Family Stage and acting graduate students as associate company members at Orlando Shakes.

LOCKERS

There are a very limited number of lockers for student use in the Theatre. Students are responsible for cleaning out their lockers by the end of the year. Locks on lockers not cleaned out will be cut and the contents thrown away.

COPY ROOM

THE COPY ROOM IS FOR FACULTY AND STAFF ONLY. UNDERGRADUATES ARE NOT ALLOWED TO MAKE COPIES. Violation of this policy will result in an incident report being filed. Graduate students who share copy codes with others will be subject to disciplinary action. A student copy machine is located on the first floor of the Performing Arts Center.

COMPUTER LAB

In order to use the computer lab you must be enrolled in a course that requires use of the technology in the lab. Your key will be programmed accordingly. Check with Sam if you have any questions about access.

Computers, printers, software and other equipment are to be used for official Theatre Department class work and production-related projects only. The printer and plotter may not be used for non-design-related printing. (Printing of Drawings, Plots, Designs, etc. is allowed. Printing of class papers, course

schedules, personal projects, etc. is not allowed). Computer labs on campus must be used for personal printing needs. Food and drink ARE NOT ALLOWED in the lab at any time.

The lab must be kept clean in order for the computers to function properly – PLEASE CLEAN UP AFTER YOURSELF. Anything left in the lab will routinely be thrown away.

The computers are set to reset themselves at midnight every night. This will happen with no warning so any work open or not saved will be lost at that time. The computers are also set to restore to the default hard-drive whenever they are re-started. Any files saved to any location other than the *STUDENT WORK* drive will automatically be deleted. ABSOLUTELY NO software of any kind is to be installed on any computer without authorization from the Design and Technology Area Coordinator. Any problems with the lab should be promptly reported. This room follows the same building hours as the rest of the building. Don't wait until the middle of the night to do your homework!

USE OF THEATRE FACILITIES AND PROPERTY

- 1) Absolutely no smoking, drinking or eating is permitted in the theatres except that which is required by the action of the play. Theatre UCF complies with the University's no-smoking policy and smoking is not permitted inside or outside of the facilities.
- 2) No visitors are allowed backstage, Green Room, dressing room, or control rooms during technical rehearsals and performances.
- 3) The scene shop and costume shop are not to be entered after regular shop hours without direct permission of the shop staff. This includes during down time during productions.
- 4) Scheduling of theatre facilities shall be coordinated through the master schedule kept by the Production Manager. Department rehearsals and performances maintain priority followed by class activities.
- 5) Damages or necessary repairs should be reported to the Production Manager or Technical Director immediately.
- 6) Use of stage lighting equipment is authorized only for department theatre productions. Students desiring to use lighting equipment for class work must secure the permission of the Technical Theatre/Design Area Coordinator.
- 7) Use of costumes, scenery, and props are restricted. You may not use them for class projects.
- 8) Mainstage flying facilities are to be used only as authorized by the technical director or trained student assistants. Only qualified persons may operate any of the control equipment.
- 9) Sound equipment may be utilized only under the direct supervision of the Technical Director, the Assistant Technical Director, Sound Designer or Sound Technician.
- 10) Scene and Costume Shop equipment may be utilized only under the direct supervision of the responsible faculty or staff supervisor of each area.
- 11) Every actor is required to check out every costume piece with wardrobe prior to leaving the theatre at the end of each night costumes are worn. It is the responsibility of the actor to ensure all costume pieces are returned to wardrobe.
- 12) FOOD AND DRINK IS NOT PERMITTED IN THE MAKE UP OR COSTUME AREAS AT ANY TIME. THEY ARE NOT ALLOWED IN THE GREENROOM DURING PRODUCTION.
- 13) KEEP ALL THEATRE FACILITIES ORGANIZED AND CLEAN AT ALL TIMES
- 14) Special care must be taken to maintain dance floor surfaces.

SMOKING, EATING, AND DRINKING POLICY

Theatre UCF complies with the University's no-smoking policy and smoking is not permitted inside or outside anywhere on campus.

Eating is not allowed in costume at any time except for hard candies/cough drops or eating as required in the action of the play. Food should NEVER be in the dressing rooms or makeup areas. Drinking anything but water is not allowed in costume at any time unless required in the action of the play. Water must be in a closed top container to prevent spills. Beverages other than water should NEVER be in the dressing rooms or makeup areas.

Stage Management should remind actors of this rule prior to the first night in costume. Anyone in violation of these policies must be documented in the Stage Management report and the Costume Shop will file an incident report.

THEATRE SAFETY PRACTICES

The following safety requirements and practices are established and will be enforced for anyone working in the scene shop, electrics shop, costume shop, or on stage. These regulations are made for *your* safety as well as those around you. Everyone is expected to follow these requirements and practices, and help enforce them when others are forgetful. If you disregard these rules, or willfully misuse tools or technical equipment, disciplinary action will result. **STUDENTS MAY NOT USE DEPARTMENT TOOLS OR FACILITIES WITHOUT A FACULTY OR STAFF SUPERVISOR.**

NO SMOKING, DRINKING, EATING OR LOITERING on stage or in other technical theatre areas. Whenever unsure about the operation of a tool or piece of equipment-**ASK BEFORE YOU USE IT!** Make sure there is clear access to all fire extinguishing equipment. **NEVER COVER SUCH EQUIPMENT! KNOW WHERE ALL FIRE EXTINGUISHING EQUIPMENT IS LOCATED!**

THE SCENE SHOP:

- Wear hard soled, closed toe shoes. **NO BARE FEET, FLIP FLOPS, CLOGS OR SANDALS!**
- Tie down loose clothing and remove loose jewelry.
- It is recommended that students wear long pants in the shop. **SHORTS ARE WORN AT THE STUDENT'S OWN RISK!**
- Tie long hair back.
- Safety goggles, glasses or shields are required whenever operating any power tool. Hearing protection is recommended when operating any power tool but is required when using tools that produce high sound levels (grinders, saws, routers, etc.).
- Be sure all power tools are electrically grounded or double insulated.
- Place only the materials you plan to saw, rout, or drill on power tool table.
- Always use the correct tool for the job being done.
- Concentrate on the task or tool in operation.
- Be aware of people around or near your work area.
- Never walk away from a power tool that is still running.
- Put all tools, hardware and materials away at close of a work session.
- Always leave the shop clean and uncluttered for others.
- If you are not in the shop to work, stay out of the work area.

- Eating, Drinking and Smoking Is Not Permitted!
- Rear Door of the Scene Shop must never be blocked open!
- Never leave tools or hardware on top of a ladder. Chairs are for sitting on, not for standing on.

ON STAGE:

- Apparel is the same as for shop (hard-soled shoes, especially important at strike). Wear gloves, especially when rigging and working the counterweight system.
- Be alert to uneven surfaces, etc.
- Be sure of a safe and clear path when moving scenery.
- When operating counterweight system:
 - Check line for balance and clearance (use spotters if necessary)
 - Announce intentions -call "heads" when a batten is descending or when something is dropped from any height.
 - Turn on "fly light" when moving battens or loading weight.
 - Get permission from a supervisor before operating lifts, battens, or rolling set pieces.

GREEN ROOM:

The Green Room is intended to be a resting place for casts and crews during production and rehearsals. The Green Room is not intended for use as a rehearsal space.

DRUG AND ALCOHOL POLICY

It is the policy of the School of Performing Arts to follow the provisions of The UCF Golden Rule and the UCF Student Handbook. The handbook is available on the UCF website.

Beyond the mere statement of the applicable rule regarding use of alcohol or illegal drugs by students it is also the case that students and employees have a right to a safe and productive educational and work environment. There is sufficient reason to assume that a person who is working or present in an educational environment in an intoxicated condition may pose a risk to themselves or others. Further, the university "highly encourages students and student organizations to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol" (UCF Golden Rule). Similarly, faculty members and students are encouraged to call for medical assistance for and to report to the Director of the School of Performing Arts any faculty member who is impaired by intoxicating substances while in the performance of University duties.

Out of respect for student and employee rights, and to uphold the integrity of the educational experience of our students, it is the position of the School of Performing Arts at UCF that all students adhere to the spirit and letter of the UCF Golden Rule and this written policy (SPA/CAH Policy for Students). UCF Regulations 3-1151.1, 4.035, 5.006 and 5.008 also pertain to the use of Alcohol on Campus, Student Rights and Responsibilities and Rules of Conduct.

MARKETING AND MEDIA

SOCIAL MEDIA

Students are encouraged to help publicize department productions and events through social media including Facebook, YouTube, Snapchat, Instagram, X, etc. However, students may not present themselves AS the UCF Department of Theatre or Theatre UCF, or UCF School of Performing Arts or post any information as if the Department is posting the information. This includes, but is not limited to, posting 'Theatre UCF' or similar name as the title for a page or site, or using any UCF or departmental logo or artwork without permission. Official UCF School of Performing Arts and Theatre UCF pages include:

<https://www.facebook.com/TheatreUCF>

<https://www.facebook.com/PerformingArtsAtUCF>

<https://www.x.com/TheatreUCF>

<https://www.instagram.com/ArtsAtUCF>

<http://www.youtube.com/c/UCFSchoolOfPerformingArtsTV>

<http://www.snapchat.com/add/artsatucf>

Students are not allowed to post images/video/audio of rehearsals, class activities, shop hours, lessons, etc without permission from those featured in the media (student and instructor/supervising faculty member). Any discovery of this material posted without the subjects' permission can result in automatic failure for the course and can result in immediate removal from the program. Those violating this policy may also be reported to Student Conduct.

LOGO USE

The Theatre UCF and School of Performing Arts logo may be used for department-related activities, including on advertisements for events by student organizations, independent studies, and on classes with prior approval from Marketing. The logo must be used in its original colors and dimensions, and may not be distorted in any way. The Marketing Director will provide the logo and must approve the final design before it is published. Also be very cautious when using Theatre UCF artwork, posters, or images publicly. There are often limitations on advertising imposed by royalty holders and violating these limitations could result in the department losing the rights to produce specific productions. Student-designed t-shirts are discouraged, and any t-shirt designs that include "Theatre UCF" or are for a show we are producing must be approved by the Marketing Director before printing. Also note that unauthorized use of any UCF logo is a violation of the Rules of Conduct and can result in a student conduct hearing. Be sure you have reviewed the Rules of Conduct related to this before using any UCF logo, monogram, seal, or other graphic identity symbol

MEDIA

Students should be very cautious about discussing any department events that the department has not yet announced to the public. Social Networking and word of mouth allows rumors to quickly make their way to the media, which can cause damage to the department's reputation and may block plans for

productions or events. There are often limitations on advertising imposed by royalty holders and violating these limitations could result in the department losing the rights to produce specific productions.

INTERVIEWS

Students may be asked to speak with the media. Interviews will be arranged by the Marketing Director. Under no circumstances should students speak with any member of the media about Theatre-related topics before discussion with the Marketing Director.

PHOTOGRAPHY

Anyone working on or attending a Theatre UCF Production agrees that any photograph, audio, or video tape recording or other representation taken or acquired by UCF, becomes the property of UCF and may be used at any time without specific release. All production photography is taken only at dress rehearsals and must be approved by the Marketing Director in advance. Design students may take photos during the dress rehearsal or during the design/build process to document their work and do not need to clear it with the Marketing Director. The photographing of incomplete production elements and photographs backstage are discouraged. Links to all department production photos can be found in the department webcourse, Theatre Info and Updates. Any public use of these images must credit the photographer. It is illegal to take and publish videotapes of productions unless the show is original or in the public domain. **DO NOT TAKE VIDEOS OF OUR SHOWS. DO NOT POST VIDEOS OF OUR SHOWS ON YOUTUBE, FACEBOOK, OR ANY OTHER WEBSITE.**

STRIKE POLICY

Cast members will be expected to clear the dressing rooms and makeup areas of their personal items and to clean-up the common spaces (dressing rooms, make-up alley, and greenroom) as quickly as possible after the final performance. Once the Stage Manager and Costume Shop Manager are satisfied that the spaces are clean, the cast will be dismissed.

SUMMER THEATRE – PEGASUS PLAY LAB

Pegasus PlayLab, the summer theatre program, is designed to provide students with intensive theatre training free from other academic activities. Positions in the summer company are by audition and/or application. Design & Technology and Stage Management students are required to complete one summer season. All other majors are strongly encouraged to participate.

PROFESSIONAL INTERNSHIP REQUIREMENT

A professional Internship is required of all BFA students. BA students are welcome to do an internship following all department internship guidelines if they choose, but it is not required.

The primary goal of an internship is to give students professional work experience that goes beyond the learning experience they have had here at UCF. It is expected that the internship will be supervised by

professionals in the student's field and area of specialty, from whom they will learn increased skills. Consult the Internship Manual for details on dates and requirements.

LENGTHY ABSENCES

Students should be available and prepared for the first day of classes every semester. If a student is on a bona fide, approved department internship, the department class absence policy will be to allow one week of absences during add/drop week. If a student is ever returning late to classes, they must notify each instructor prior to beginning of the internship. The department discourages students from taking an internship that overlaps with the academic calendar at all.

If an internship will impinge on the semester more than one week, the student will not be approved for the internship, or, he/she can plan to return the following semester. In the case of a student returning late from a bona fide department internship, the department will assist the student in communicating this fact to instructors outside the department, but there is no guarantee that professors outside the department will pardon such absences. If a student is not on a bona fide department internship and has simply accepted a summer job that interferes with coursework, the department does not support any absence amnesty, and the student will be held to each faculty member's attendance policy.

STUDENT ORGANIZATIONS

There are several theatre student organizations that provide exciting opportunities for student involvement, student productions, and can even help you get funding to attend conferences and festivals. You can find information about theatre student organizations in Theatre UCF Info and Updates and can find a listing of all registered student organizations by visiting the website for the Office of Student Involvement.

AI POLICY FOR THE UCF SCHOOL OF PERFORMING ARTS (SPA)

UCF SPA recognizes AI as a transformative tool for artistic expression, collaboration, and learning in theatre, music, dance, and beyond, while also acknowledging its risks and challenges. We aim to equip students for an AI-infused future, fostering critical awareness of both its opportunities and limitations. We also strive to safeguard human creativity, exploring how AI can enhance, not replace, artistic endeavors.

SCOPE:

This policy applies to all SPA members using AI in:

- Artistic creation
- Performance, direction, design, production, teaching
- Research, analysis, evaluation, feedback
- Communication, collaboration, administration

PRINCIPLES:

- 1) Ethical: Respect human dignity, rights, and values. Avoid illegal, harmful, or malicious uses. Uphold transparency, attribution, and intellectual property rights.

- 2) Safe: Minimize risks and harms. Ensure reliability, security, and trust in AI tools. Test outputs, report errors, and address incidents.
- 3) Fair: Promote equity and inclusion. Avoid discrimination based on identity or background. Mitigate biases and ensure transparency, accountability, and explainability.
- 4) Creative: Enhance artistic expression and innovation. Use AI as a tool, not a replacement, for creativity. Embrace diversity and originality in artistic works.

RESPONSIBILITIES:

- Users: Comply with this policy and relevant university regulations such as <https://scai.sdes.ucf.edu/academic-integrity/>
- Obtain proper authorization and consent. Understand the capabilities, limitations, and risks of AI. Seek guidance when needed.
- Educators: Aim to Integrate AI ethically and pedagogically. Inform students of this policy and best practices (when applicable).
- Researchers & Practitioners: Conduct AI-related research/practice ethically and rigorously. Follow this departmental policy and any relevant regulations on <https://scai.sdes.ucf.edu/academic-integrity/>

ENFORCEMENT:

SPA will regularly review policy implementation and compliance. In the absence of a university-wide AI policy, existing UCF policies on <https://scai.sdes.ucf.edu/academic-integrity/> such as the Golden Rule, will be used to report and address violations.

UNDERGRADUATE EXIT CRITIQUE

All theatre students must register for and pass THE 4954, Theatre Exit Critique, a zero-credit class. The only assignment in this course is a comprehensive written critique of a UCF affiliated production. You must pass this course to graduate. Critiques and class registration should be completed in the semester prior to the final semester of coursework. Please note that THE 4954 is not offered in the summer.

REVISIONS TO THIS HANDBOOK

When revisions are necessary, they are typically made over the summer and published at the beginning of the academic year. If mid-year updates are necessary announcements will be sent via the department webcourse. If you would like to propose a revision to this handbook, please email the Undergraduate Coordinator outlining the change you propose and the reason for your proposal. The Undergraduate Coordinator will review your suggestion with the faculty and school leadership.