

**School of  
Theatre & Music**



# **Theatre Student Handbook 2018-2019**

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## 1 INTRODUCTION

This handbook is a guide for UIC theatre degree students and theatre minors. It includes policies, requirements, and procedures fundamental to successfully completing a degree in theatre. Lack of compliance with these guidelines and procedures may result in written warnings from the department, academic probation, fines or delayed graduation.

PLEASE READ ALL OF THE INFORMATION CAREFULLY AND COMPLETELY.

The Department of Theatre at the University of Illinois at Chicago is one of two departments that make up the School of Theatre & Music (STM) in the College of Architecture, Design, and the Arts (CADA).

### Important Personnel

Christine Dunford, Director of STM cdunfo1@uic.edu 312-996-2977, L010	Tomoko Kawanaka, Business Manager <i>Work Study, finance, human resources</i> tomokok@uic.edu 312-413-1058, L017
Yasen Peyankov, Head of Theatre yasenp@uic.edu 312-413-2114, L022	Neal McCollam, Coordinator of Theatre Operations <i>Admissions, theatre minors, student affairs</i> nealmac@uic.edu 312-996-3991, L284
Louis Bergonzi, Head of Music <a href="mailto:bergonzi@uic.edu">bergonzi@uic.edu</a> 312-996-8686, L034	Guillermo Duarte, Music Programs Manager <i>Marketing, concerts, production</i> gduart3@uic.edu 312-996-6068, Jefferson Hall 303
Box Office 312-996-2939, L282	Melissa Reeves, Administrative Assistant <i>General administration</i> mreeves@uic.edu 312-996-2977, L017
Lisa Tang, Academic Advisor Ltang9@uic.edu 312-413-2438, Jefferson Hall 208	

## 2 EMERGENCY NUMBERS & CAMPUS SAFETY

### UIC Police

Emergency Number: 312-355-5555 (5-5555 from a campus phone)

Non-Emergencies: 312-996-2830

Police/Student Patrol Escort Request: 312.996.2830

Any student can request an escort to their destination through Student Patrol

NightRide: 312.996.6800

The NightRide service operates between 11:00 p.m. and 7:00 a.m. 7 days a week. Service area: Clinton Street on the east; Western Avenue on the west; Jackson Boulevard on the north; and, 16th on the south

StarTel: brown poles with blue lights on top, found campus-wide. Use these for any emergency

### Emergency Texts

- Subscribe to receive campus text alerts. An immediate message is sent in case of a serious crime in progress, a weather emergency, or other urgent campus situation. Visit [emergency.uic.edu](http://emergency.uic.edu) to subscribe.

Keeping yourself safe on campus is very important. Things to remember:

- Be aware of your surroundings.
- Don't leave any bags unattended, especially if they contain valuables
- When walking home at night or day, do not be distracted with headphones in your ears, or talk on the phone.
- Try to avoid walking home alone in the dark. Any student can request an escort to their destination through Student Patrol; see the number above.

#### ICE/Immigration

If you are on campus and federal law enforcement agents, such as the United States Immigration and Customs Enforcement (ICE), ask to speak with you, or present you with paperwork or a warrant, campus legal experts suggest that you contact UIC Police immediately: 312.355.5555.

Generally, you are not required to respond to questions or provide information, and if you are obligated in any way, the UIC Police will be able to help you make that determination. UIC Police officers do not inquire about immigration status, and do not detain or make arrests based solely on immigration status unless compelled by law to do so.

### 3 STUDENT WELLNESS AT UIC

The School of Theatre & Music is committed to the health and wellness of our students, faculty, and staff.

#### Physical Health

UIC Department of Family Medicine serves the students of UIC. All students at UIC pay a student services fee, and this fee pays for access to preventive and acute healthcare services provided by the Department of Family Medicine at their two clinics on Maxwell Street at no additional charge.

The Family Medicine Center: University Village

722 West Maxwell Street, Suite 235

Call 312.996.2901 for an appointment

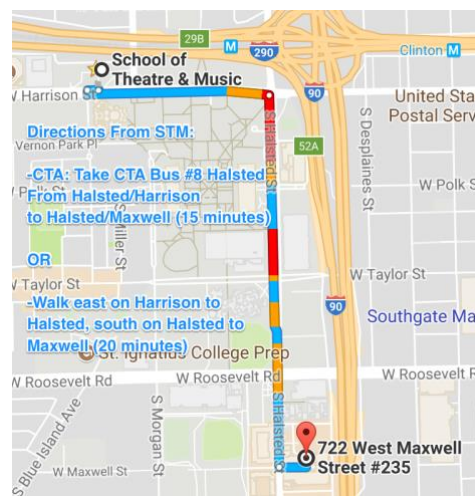
- Same-day appointments, evening, and Saturday appointments are available.
- Be sure to bring your UIC student ID card to your appointment.
- Services provided
- Care of acute illnesses and injuries
- Testing for sexually transmitted diseases
- Contraception
- Annual wellness visit
- Nurse visits to review immunizations (The cost of immunizations will be billed to student's health insurance)

Medications covered

- Medications for minor illnesses and injuries at no cost
- Birth control pills at discounted cost
- Medications must be obtained at a UIC pharmacy. UIC pharmacies are conveniently located near the Family Medicine clinics

#### Medical Insurance

All UIC students are automatically enrolled with CampusCare. Students who have comparable medical insurance (covered by parents or spouse's insurance) can opt out with a Waiver Form. Act fast: the form is due in early September. No repeat action is needed in subsequent semesters. Call 312.996.353 or go to <http://www.uic.edu/hsc/campuscare/> to get the opt-out waiver form.



## Behavioral/Emotional Health

The [Counseling Center](#) is committed to helping students develop improved coping skills in order to address emotional, interpersonal, and academic concerns. The Counseling Center is supported by the Health Service Fee as assessed to all students enrolled at the university, and therefore enrolled students are eligible for these behavioral health services without additional cost.

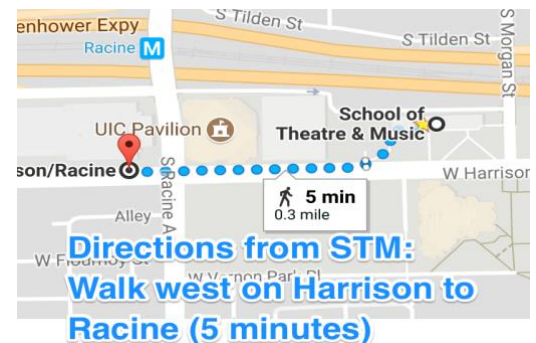
All health-related matters are strictly confidential, and do not appear on academic records. It is not at all unusual for students to discover a need for counseling with a professional, and we encourage it. If you—or anyone you know—appear to be in crisis or heading that direction, please do not hesitate to ask for help.

UIC Counseling Center

1200 W Harrison, Suite 2010

Call 312.996.3490 for an appointment

- Open 8:30-5:00 M-F
- After-Hours Crisis Hotline: 312.996.5535



## [4 FACILITIES](#)

The Department of Theatre is located on the lower level of the Education, Theatre & Music, and Social Work Building (ETMSW) at 1040 West Harrison.

### **ETMSW Building Hours and Card Access**

ETMSW is open from 7:00 a.m. to 8:00 p.m. during the week and closed on weekends. Students are automatically given access to the building with their I-card, but should see the main office if there are issues.

### **School of Theatre & Music Main Office**

The School of Theatre & Music Main Office is located in room L017 of ETMSW. Office hours are 9:00 a.m.-5:00 p.m. Monday - Friday. The Main Office telephone is 312-996-2977.

### **Practice Rooms**

Practice Rooms are assigned to music majors and minors. These rooms are provided as part of your education and shared with multiple students. It is each student's responsibility to adhere to the *Practice Room Bill of Rights* posted on each door. Failure to adhere to guidelines will result in loss of room privileges. Practice room keys may be obtained in the Main Office. Keys are provided to music majors at no cost, but there is a \$15 fee to replace a lost key.

Priority for practice rooms is given to music majors, minors, and members of performance ensembles. One room is kept unlocked to accommodate the public. Personal items may not be left in the practice rooms.

### **Lockers**

You are eligible to use a locker for storing your belongings. See Melissa Reeves in L017 to make arrangements.

### **Music Media Lab**

The Music Media Mac Lab (L211) is open during the week for all students, and is equipped with both software and hardware specific to STM majors. The lab is open M-F from 9:00 a.m. to 5:00 p.m. The schedule may vary due to use of the lab for courses. A schedule is posted on the door each semester. The computers in the lab require a Net ID and Password to login.

Any unauthorized use of the space may result in immediate removal or prohibited access in the future. It is important to treat the lab with respect. Do not eat or drink in the lab, and keep your voice to a library level. If you have any questions, please ask the lab monitor posted in the back of the room.

### **Room Sign-out**

Students may be able to reserve various STM spaces for small rehearsals or study sessions. This only can be done through the main office with appropriate department approval.

### **Rehearsal Room Reservations**

**Classes and class projects are given first priority for use of classroom and theatre spaces. Any and all rehearsal spaces must be signed out in advance with Neal McCollam in the Box Office room L282. Be sure to “restore” all rooms (furniture, lights, etc.) to the neutral room condition posted so that the room is ready clear for the next user. Do not remove rehearsal furniture, chairs, etc. and do NOT store them in the halls.**

### **Student Performance Projects**

While we wish to encourage student-initiated projects, our departmental resources are very limited. Therefore, all student projects that use departmental resources (rooms, other theater students, lights, etc.) must have sponsorship from either a faculty member as related to a course (e.g., a required course, Independent Study THTR 498, or Special Project THTR 466) or from a student organization. Student-initiated productions cannot be scheduled for the last month of classes through the finals period.

### **Bulletin Boards**

The Callboard

The bulletin board located in the hallway to the right of the box office posts announcements pertinent to both classes and productions (UIC only). **IT IS EACH STUDENT’S RESPONSIBILITY TO CHECK THE CALL BOARD DAILY!**

The Call Board includes:

- Personal messages
- Rehearsal and costume fitting schedules
- Audition notices (for UIC productions and projects only)
- Class changes
- General information

Outside Announcements

**The board to the left of the box office posts non-UIC productions, auditions, and theatre-related miscellany.** The main office needs to approve anything that goes up on the call board.

See boards outside individual instructors’ offices for discipline-related news.

### **Script Library**

Effective Fall 2016, most theatre resources are housed at UIC’s Daley Library, 801 S Morgan. You can search the collection at <http://library.uic.edu>.

### **Copy Machines**

Copy machines are found in the following nearby locations:

- Copy Stop—at Student Center East
- Daley Library
- **Student Services Building (SSB)**

The department copy machine is only to be used by faculty, staff, and student employees.

## Food

There are food vendors and a cafeteria—open from 7 a.m. to 3 p.m.—in the Behavioral Sciences Building just across Harrison Ave from our building. Student Center East also has a large cafeteria with several fast food vendors and is open until 7 p.m. Port Center Café, on the ground floor of University Hall, has coffee drinks, sandwiches, salads, pastries, etc. Taylor Street also has many good food choices. In the STM building, vending machines are located on the east end of the 2<sup>nd</sup> floor.

## Personal Property / Lost & Found

Please be sure to keep your belongings with you and dispose of your own trash. Please turn in found belongings to staff in the Box Office. When in performance/rehearsal, turn in found belongings to your Stage Manager. A campus Lost and Found is on the second floor of Student Center East.

## Parking

**The University Parking Office is located in the Student Services Building, 1200 W. Racine. To obtain parking privileges, you must have a valid I-card.**

## 5 COSTUME/PROP LOAN

Costume and Prop loan out is available only to UIC students who are working on UIC related projects. This includes: mainstage productions, pieces with UIC student groups, projects with a faculty advisor and UIC parties or events. All inquiries must be made a week in advance. Prop loans can be made through Erin Freeman ([erinf@uic.edu](mailto:erinf@uic.edu)) and Becca Venable ([venable6@uic.edu](mailto:venable6@uic.edu)). Costume loans can be made through Myron Elliott ([myron@uic.edu](mailto:myron@uic.edu)) in the costume shop, Mondays through Thursdays, 1-5PM.

Classroom work will not receive costume pieces beyond corsets and capes for specific acting classes, which has been pre-arranged by the faculty. Please see the “Rehearsal Clothes” section to see the costume pieces all majors are required to own.

Student-generated projects do not receive technical support simply because of resource and schedule limitations. Faculty and staff will assist as time permits, but their first priority is to classroom and department production/performance needs.

## 6 BACHELOR OF ARTS (BA) IN THEATRE AND PERFORMANCE

BFA Students wishing to transfer to the BA program must submit a petition in writing to their advisor. The petition should state a well-reasoned rationale for such a shift. The decision to grant the petition will be made by the full faculty at the first faculty meeting, subsequent to the petition being filed.

### ALL TRACKS:

THTR 101	Introduction to Theatre History I: Premodern Theatre
ISA 120	Digital Practices in Design and Arts
THTR 141	Acting I: Fundamentals
THTR 150 or 151	Technical Theatre or Fundamentals in Costume Construction
THTR 182	Practicum in theatre: Run Crew
THTR 183	Practicum in Theatre: Build Crew
THTR 201	Introduction to Theatre History II: Modern Theatre

THTR 217                    Movement & Voice I  
THTR 230                    Script Analysis for Theatrical Production

GENERAL TRACK:

THTR 241                    Acting II: Scene Study

SELECTIVES:

THTR 250                    Scenic Design I  
THTR 256                    Lighting Design  
THTR 257                    Costume Design I  
THTR 259                    Makeup Design  
THTR 155                    Scenography: Introduction to Principles of Theatrical Design  
THTR 431                    Playwriting  
THTR 333                    Stage Direction  
THTR 332                    Performance Ethnography  
THTR 240                    Improvisation for the Actor  
THTR 231                    Page to Stage: Adaptation of Text for Theatrical Performance

**Theatre courses: 36-37**

**General Education Requirements: 24**

**Electives: 58-60**

**Total Hours: 120**

PERFORMANCE TRACK:

THTR 241                    Acting II: Scene Study  
THTR 317                    Movement and Voice II  
THTR 341                    Acting III: Classics  
THTR 449                    Capstone: Senior Project

SELECTIVES:

THTR 250                    Scenic Design I  
THTR 256                    Lighting Design  
THTR 257                    Costume Design I  
THTR 259                    Makeup Design  
THTR 155                    Scenography: Introduction to Principles of Theatrical Design  
THTR 431                    Playwriting  
THTR 333                    Stage Direction  
THTR 332                    Performance Ethnography  
THTR 240                    Improvisation for the Actor  
THTR 231                    Page to Stage: Adaptation of Text for Theatrical Performance

**Theatre courses: 45-46**

**General Education Requirements: 24**

**Electives: 49-50**

**Total Hours: 120**

AUTHORSHIP TRACK:

THTR 155                    Scenography: Introduction to Principles of Theatrical Design  
THTR 449                    Capstone: Senior Project

SELECTIVES:

THTR 250                    Scenic Design I  
THTR 256                    Lighting Design  
THTR 257                    Costume Design I  
THTR 259                    Makeup Design  
THTR 431                    Playwriting



THTR 333	Stage Direction
THTR 332	Performance Ethnography
THTR 231	Page to Stage: Adaptation of Text for Theatrical Performance
THTR 435	Contemporary Performance Techniques
THTR 436	Investigative Collaboration

**Theatre courses: 46**

**General Education Requirements: 24**

**Electives: 49-50**

**Total Hours: 120**

### 7 BACHELOR OF ARTS (BA) IN THEATRE DESIGN, PRODUCTION AND TECHNOLOGY

BFA Students wishing to transfer to the BA program must submit a petition in writing to their advisor. The petition should state a well-reasoned rationale for such a shift. The decision to grant the petition will be made by the full faculty at the first faculty meeting, subsequent to the petition being filed.

THTR 101	Introduction to Theatre History I: Premodern Theatre
ISA 120	Digital Practices in Design and Arts
THTR 141	Acting I: Fundamentals
THTR 150 or 151	Technical Theatre or Fundamentals in Costume Construction
THTR 182	Practicum in theatre: Run Crew
THTR 183	Practicum in Theatre: Build Crew
THTR 201	Introduction to Theatre History II: Modern Theatre
THTR 217	Movement & Voice I
THTR 230	Script Analysis for Theatrical Production
THTR 254	Stage Management
THTR 155	Scenography
DES 140	Drawing Design
DES 170	Color Theory
AH 111	Art History II
THTR 450	Portfolio Production

**SELECTIVES:**

THTR 250	Scenic Design I
THTR 256	Lighting Design
THTR 257	Costume Design I
THTR 259	Makeup Design
THTR 431	Playwriting
THTR 333	Stage Direction
THTR 435	Contemporary Performance Techniques
<b>THTR 436</b>	<b>Investigative Collaboration</b>

**Design, Production & Technology courses: 50**

**General Education Requirements: 24**

**Electives: 45-46**

**Total Hours: 120**

## 8 BACHELOR OF FINE ARTS (BFA) IN ACTING

BA Students wishing to audition for the BFA Program may audition once to do so. These auditions take place in February or March of each year, and are arranged through Neal McCollam. If rejected, the student retains the BA status. All students who have auditioned twice (once for acceptance to UIC, the second for transferring into the BFA program) and not been accepted into the BFA can only move into the BFA program by a unanimous invitation from the performance faculty.

THTR 109	History of Theatre
THTR 161	Acting: Fundamentals
THTR 210	Movement I
THTR 150 or 151	Technical Theatre or Costume Construction
THTR 209	History or Modern Drama
THTR 250 or 257	Set Design I or Costume Design I
THTR 255, 256, 258, or 259	Scene Design or Lighting Design, or Costume Design 2, or Makeup
THTR 260	Voice I
THTR 261	Voice II
THTR 263	Acting: Adaptations
THTR 280	Practicum: Performance
THTR 310	Movement II
THTR 451	Acting: American Drama
THTR 410	Movement III
THTR 458	Acting: Chekhov
THTR 452	Acting: Shakespeare
THTR 466	Acting: Beckett, Brecht, and Pinter
THTR 459	Acting: Ensemble
THTR 462	Voice III
THTR 475	Acting Audition
THTR 411	Movement IV
THTR 412	Movement V
THTR 413	Movement VI
THTR 477	Voice IV
THTR 478	Voice V
THTR 479	Voice VI
	CHOOSE 2 of these FOUR
THTR 465	Directing
THTR 470	Contemporary Performance Techniques

THTR 472 Investigative Collaborations  
THTR 423 Playwriting

Acting courses: 84  
General Education Requirements: 24  
Electives: 30  
**Total Hours: 138**

### 9 MINOR IN THEATRE

Theatre Students from other disciplines who want to minor in theatre must complete at least 18 hours in theatre. At least 12 of the 18 hours must be at the upper division level. Students must complete the minor declaration form to add a theatre minor. These forms can be found in the STM Main Office, L017.

### 10 OBLIGATIONS OF THEATRE DEGREE STUDENTS

#### Student Safety During the Study of Theatre

The study of theatre can involve intense intellectual, physical and emotional challenges. In addition, the study of theatre design, production and technology involves the use of equipment that requires proper use and safety training. Every effort is made to provide a supportive and safe learning environment. Safety is a joint responsibility of everyone. To aid in this regard, students enrolled in theatre courses are responsible for the following:

- All members of the class, including the instructor, are to be treated with respect. No one may intentionally hurt themselves, another person or the physical space and its contents at any time.
- Likewise, all members of the class, including the instructor, are responsible for maintaining open communication about physical and emotional safety. Students are responsible for informing faculty of anything that might limit their full participation in the class (injuries, restrictions, etc.). A student's grade will not be affected by a request to adapt an activity in order to allow for safe participation.
- Appropriate physical contact, between student and student, as well as student and instructor, can be expected in the practice of theatre. When theatre work involves physical contact, students are responsible for informing the instructor and for clearly communicating with fellow students about specific touch parameters (or if they do not wish to be touched, for whatever reason.)
- Students are responsible for acquiring proper use and safety training before using any equipment related to theatre courses (stage combat equipment, etc.), use of theatre spaces (fly system, lighting/sound system, grid, etc.), and/or use of shops (power tools, etc.); and students are responsible for adhering to safety protocols published in the student handbook, course syllabi as well as protocols posted in shops and verbal instructions given by Theatre faculty & staff.
- Students will abide by any additional behavior and/or space/equipment use guidelines presented as a prerequisite for participation in theatre courses or spaces.

Failure of students to meet the standards outlined above may result in disciplinary and/or academic consequences.

#### Professionalism

The Theatre and Music Faculty values the professionalism expected of any working artist in the field. Professionalism in this program is defined as:

- Making satisfactory progress through the theater curriculum
- Being on time and prepared for classes, crews, rehearsals, meetings, and performances

- Actively participating in classes, rehearsals, meetings, fittings and performances
- Knowing your lines when required
- Implementing performance notes to the best of your ability
- Respecting instructors, class and cast members and their property
- Collaborating effectively and willingly with class and cast members
- Communicating in a timely fashion with class and cast mates regarding rehearsals
- Communicating in a timely fashion to your instructors and advisors regarding absences and any difficulties you are having that are affecting your work
- Avoiding the misuse or unauthorized possession of intoxicants (e.g., alcohol), controlled or illegal substances, drug paraphernalia, or materials dangerous to public health and safety
- Adhering to the guidelines set forth in the Student Handbook.

Professionalism is also expected of students when involved in department-related activities off-campus (field trips, internships, etc.). In addition, students are expected to adhere to the laws of the State of Illinois and the Standards of Conduct as defined by the University in its Student Disciplinary Policy, reprinted here in Appendix A. Failure to adhere to the above Obligations of Majors may result in being put on casting restriction for the following semester, the forfeiture of tuition/scholarship monies, and/or a Warning.

#### Warnings, Disciplinary Policy and Due Process

Failure to adhere to professionalism standards and policies of the department or university will result in the following departmental disciplinary actions:

- Action #1—student will receive a written Warning that explains the infraction, and, in some cases, an assignment of service to the department (to promote a positive learning experience) and/or a proposed remedy (counseling, tutoring, etc.).
- Action #2—student will receive a written notification that continuation in the theatre program is prohibited.

Because warnings are a serious issue, they will be issued only after deliberation and agreement by the theatre faculty. Warnings are drafted by the student's advisor, signed by the Coordinator of Theatre Studies, and sent via mail or email to the student. A second copy will be put in the student's file. The Advisor will inform the student that a Warning is being sent. Warnings can be contested in a Letter of Appeal submitted to the Chair of the Department.

## 11 THEATRE PRODUCTIONS

### Auditions and Casting

Theatre degree students are given casting priority. All BFA students (except first-semester BFA students, who shall neither audition nor be cast in any department or student-generated performances) are required to audition for all mainstage productions. Failure to do so will result in a written Warning. All who audition must accept casting as assigned, and should enroll for appropriate course credit (usually THTR 280).

### Off-Campus Performances

Students who seek performance opportunities outside the UIC theatre production program must file a petition for this with her/his advisor, who will present it to the performance faculty. The petition must show the faculty that the performance and rehearsal dates in no way conflict with class and department obligations. The decision to grant or deny permission is the decision of the performance faculty.

### Crew Assignments

Because participation in all aspects of production is important to the mission of this program, all BA and BFA freshman and sophomore students are required to fulfill a production assignment. Freshman are required to serve as production run-crew and register for THTR 182 for one mainstage show per academic year. Sophomores are required to serve as production build crew and register for THTR 183 for two mainstage shows per academic year. All sophomores must complete a 40 hour minimum crew assignment. Each class will be divided into two groups at the beginning of the year. Students in the first group will be assigned to the fall semester; students in the second group will be assigned to the spring semester. Specific run-crew/build assignments for all freshman and sophomore students will be posted at the beginning of each semester, after casting has been posted for the shows that semester. Freshman who are assigned to run-crew are required to be available for tech weekend, all dress rehearsals, all performances and strike for both productions they are assigned to and to participate each day/night until they are released by a supervising faculty member or stage management. Sophomores assigned to a build crew are required to attend all scheduled build-crew times and strike for the production they are assigned to and to participate each scheduled day until they are released by a supervising faculty member. Transfer students will participate in the expectations of the year for which they qualify. Example: if a student comes in to the theatre program with sophomore standing, they will serve as build crew for one show. If they come in with junior standing, and have completed the equivalent of THTR 182 (run crew) and THTR 183 (build crew), they have no obligation to serve on a run or build crew.

Failure to honor a production assignment may result in a student being put on casting restriction for the following semester, in receiving a Warning, and/or in the forfeiture of tuition/scholarship monies.

**TO CHANGE AN ASSIGNMENT:** After the assignments are posted at the beginning of each semester, a student may petition to request a change in his/her assignment due to irreconcilable academic or personal conflicts. This must be done within 48 hours of the assignments being posted, through the Production Manager. Faculty will make every effort to honor requests. No request will be considered after 48 hours of posting.

#### Strike

ALL BAs and BFAs are assigned to STRIKE AS NEEDED PER SEMESTER (at least one strike per semester). Check the board for those assignments. EVERYONE WHO IS CALLED FOR STRIKE MUST REMAIN UNTIL THEY ARE RELEASED BY the technical director, lighting and sound supervisor or the costume shop manager. Be sure to sign in when you arrive. Failure to serve may result in being put on casting restriction for the following semester, in receiving a Warning, and/or in the forfeiture of tuition/scholarship monies.

#### Casting Suspension

Casting Suspension means that students are neither allowed to audition nor to be cast during a specified restriction period. Poor class work, indicated by GPA in theatre courses, will result in a student's suspension from casting until the GPA meets program standards as defined by the performance faculty. Decisions regarding Casting Suspension are made by the faculty. Students on academic probation will automatically be placed on casting suspension until the student returns to satisfactory academic standing.

#### Audition Waiver

BFA students are permitted, upon occasion, to be excused from auditioning for one semester. Students must petition the full faculty (through their advisor) for an Audition Waiver explaining the reasons for the request. Petitions must be presented at least one week before any and all auditions for the semester in question begin. (This includes auditions that occur in the preceding semester.) If granted, approval will pertain to all shows being produced that semester.

#### Rehearsal Regulations

Mainstage performances are 3-credit-hour courses (THTR 280) and are therefore graded. All student actors are expected to come prepared to all rehearsals, as per the director's instruction and the Standards of Professionalism listed on page 3. Tardiness and absences are unacceptable, therefore no one is "excused" from rehearsal for any reason, including classes or work. In short, anyone involved in daily rehearsals must entirely clear their schedule of classes, work, or doctors' appointments. (Absences are allowable in cases of illness or family emergency. Students are expected

to contact the Stage Manager and the Director immediately in all cases regarding lateness or absences, illness, transportation issues.) If you are commuting cross-campus from a class to rehearsal, inform the Director and the Stage Manager.

Directors rehearse 20 hours each week, divided as they choose—typically weekday afternoons (roughly 5:00-9:00 pm), but sometimes on weekend days to the 20-hour limit. Tech rehearsals typically include one or two “10-out-of-12” days and take place the weekend immediately prior to opening of the production. Dress rehearsals during the week of opening are often in the evening, and can go as late as 11 pm.

#### Rehearsal Clothes

All students should have the following rehearsal clothes as needed for rehearsals and for class work:

MEN: soft-soled shoes (dance/jazz shoes), work-out pants, hard-soled shoes, suit (pants, shirt, jacket, and tie)  
WOMEN: soft-soled shoes (dance/jazz shoes), work-out pants, character shoes (any color but needs a heel), skirts (1 knee length, 1 floor length)

Rehearsal and class clothes should not have large logos or distracting images on them. When in productions, be sure your rehearsal costume approximates the costume being designed for your character. Make use of the many thrift stores in Chicago. For the rehearsal process, Costumes will only supply unusual items such as corsets.

#### Costume Fittings

Costume fittings for all cast members in mainstage productions will be scheduled by the Stage Manager or posted for you on the call board. Please be on time for all fittings. If an emergency arises and you are unable to make your scheduled fitting, inform the Stage Manager and the Costume Shop/Jane Bagnall: 312-413-8560.

#### Complimentary Tickets

For each production every cast and crew member receives two complimentary tickets for the run of that show. Please make arrangements with the box office for these tickets.

### 12 THEATRE PERFORMANCE OPPORTUNITIES

#### Chicago Circle Players

CCP is the oldest functioning student organization on campus. All productions are selected, directed, performed, and produced by the student body in the first week of each semester. It is not a department organization, but because it often utilizes department resources, its requests for technical support come to the department, which strives to support the work while also keeping the students’ coursework as its first priority. Proposals for all CCP projects should be given, in written form, by the CCP president to its faculty advisor. Please see CCP for more information.

Because rehearsal space and other departmental resources are so limited, no student-generated work may rehearse or perform in the Studio or the Mainstage during the last month of each semester. A performances must take place before early November and early April.

### 13 ACADEMIC EXPECTATIONS

#### Communication Pipeline

Students are encouraged to discuss questions or concerns regarding a particular course first with the instructor. Further communication should be sought in the following order:

1. Student’s Faculty Advisor

2. Head of Program Area (Associate Professor Yassen Peyankov, 312.413.2114)
3. Director of Department (Associate Professor Christine Mary Dunford, 312-413-7642)
4. Dean of Students (Milly Crespo, 312.996.3351)

### Class Attendance

Because performance classes require in-class participation, which cannot be “made up,” attendance in ALL classes is mandatory. The faculty of the School of Theatre & Music believes attendance and discipline are vital to the success of each student. The theatre program’s standard expectation is that each student can be absent a total of 3 times per semester for a M-W-F class, and 2 times per semester for a T-Th class. Subsequent absences can result in lowering your final grade or a failing grade. Individual faculty members may deviate from this departmental standard at their discretion, and this will be noted on the course syllabus.

Each time you miss class, no matter what the circumstances are, you receive one absence. If you are ill for an extended period or if there are extenuating circumstances, special consideration may be granted at the discretion of the instructor.

Because theatre classes are small and your absence can affect that day’s work, always call your instructor(s) prior to the beginning of class so they know not to expect you and can make any necessary adjustments to their lesson plans. It is your responsibility to find out about any assignments or homework.

### Tardiness

**Perpetual tardiness will simply not be tolerated. You are considered late if you arrive after instruction has begun. You will be considered absent if you arrive after a certain time—see each instructor’s syllabus.**

### Grades

While the minimum grade prerequisite in theatre courses is a C, students earning two or more Cs will require consensus approval of the theatre faculty for continuation in the program.

For Performance degree students (BFA and B ATP), a grade of “C” or below in any performance subject having a more advanced course (in that subject) following it warrants a written Warning (see "Warnings," page 4).

For Design degree students (BADPT) a grade of “C” or below in any design subject having a more advanced course (in that subject) following it warrants a written Warning.

Students receiving an “F” must repeat said course. Please refer to each instructor’s syllabus for grading guidelines.

### Required Courses and Waivers

All required courses in each degree track must be completed. Requests for waivers of required courses in order to accelerate a student's graduation date will not be granted.

### Registration

Following initial enrollment, all students are assigned an advisor from the theatre faculty. There is a hold on your registration until you have been advised each semester. Your advisor will post advising times on his/her door and you should choose one, then come to your session with a proposed schedule, including electives (consult your DARS report). Students will not be allowed to register until after meeting with their advisor, who then will release the registration hold. Spring semester registration usually begins in the 9<sup>th</sup> week of the semester (for Seniors), the 10<sup>th</sup> week (for Sophomores and Juniors), and the 11<sup>th</sup> week (for freshman). For issues involving late registration, leaves of absence, declaring a dual degree, etc., first see your advisor and then contact the Office of the Dean of Student Affairs (aka the College Office) at 208 Jefferson Hall, 312-996-3351.

### Add/Drop and Withdrawals

You can add or drop a course up until the 2<sup>nd</sup> week of classes. If the drop deadline is past, you can still withdraw from a course. Unlike a Drop, a Withdrawal will be recorded on your transcript; avoid doing this unless absolutely necessary. A retroactive withdrawal--at the end of, or just after, a semester--is possible for one or all of your courses in extenuating circumstances, such as ill health or financial difficulties. Begin retroactive withdrawal process in the College office, 208, Jefferson Hall, explain the circumstances of your request to the Associate Dean of Students, whose approval is needed to finalize this request.

#### Books

Books for courses are listed on each instructor's syllabus, and can be purchased at the University Bookstore in Student Center East.

#### Rehearsal Clothing & Equipment

Many classes require students to wear movement clothes, be barefoot, or dress according to the needs of the class work. Please read your syllabi carefully for specific instructions.

#### Student Evaluations

The theatre student evaluation is a critical academic component of a candidate's satisfactory progress in the theatre curriculum (BFA/BATP) as outlined under "Professionalism." All BFA candidates will have individual semester-end reviews with the performance faculty. Evaluations typically take place during the last week of classes. The schedule will be posted on the call board.

#### Faculty Evaluations

All UIC Students have the opportunity to evaluate their instructors in written form at the end of each semester.

#### Incompletes

An Incomplete for a course needs to be made up by the end of the next semester in which you are enrolled. Example: if you get an Incomplete for a Spring course and are not enrolled in the summer, your deadline is the end of the Fall semester. If you cannot make up an Incomplete because you need to re-take the course and it is not offered again until two semesters later, make sure that your college advisor puts a note in your file explaining this delay in a grade before you re-take the course. After 1 year, students need permission from the college office to submit a late grade change for an Incomplete grade.

#### Graduation

A student must file an Intent to Graduate form online, one semester before graduation. Transfer students are reminded that there is no program guarantee of a specific timeline to achieve course credits toward graduation. All students are expected to complete the degree's courses in the sequence determined for that track (BFA, BATP, or BADTP).

#### Visitors

Visitors to classes are generally discouraged. At the instructor's discretion, visitors may be allowed.

### 14 ADVISING

Each student is assigned a faculty advisor, and that list is posted on the callboard at advising time. All STM Majors also have a College Academic Advisor, Lisa Tang([ltang9@uic.edu](mailto:ltang9@uic.edu))to assist with academic issues. You will see your advisor every semester during the registration period while you are at UIC. Your advisor typically assists you with curriculum / registration issues (see "Registration"). If you have questions or concerns about a class, always speak first with the instructor. If that does not resolve the situation, then see your advisor.

All students regardless of degree program are required to meet with an advisor every semester. Failure to meet with an advisor will result in a hold on permission to register for classes.



Midway through the first semester, a list of students and their advisors will be posted on the bulletin board in the blue hallway. This list is the primary source telling students who their advisor is. Prior to registration for classes, students will contact their advisors to make appointments. Students should consult the course catalogue and timetable, then bring a completed advising form with them to the advising session.

The advisor will make sure the form is accurate, make any needed modifications or explore possible class alternatives, then sign the form. The form will be submitted to the main office electronically, where it will be printed and reside in the student's academic folder. Students will also receive an electronic copy for their records. Forms related to courses (i.e., class conflict forms, add/drop forms) are available from the Main Office.

## [15 SCHOLARSHIPS](#)

Each year the Department of Theatre awards various scholarships to outstanding students through the generosity of retired faculty, alums, and lovers of theatre. These special scholarships are based on merit and have an expectation of maintaining good academic standing.

### **General Scholarships**

The amounts of these scholarships vary year to year based on availability of funds, and the amount of students receiving the award.

The following scholarships are available for students in theatre:

- Chicago Bar Association Scholarship in Theatre
- College of A&A Scholarship, Theatre
- Michael Gross Scholarship
- William F. Raffeld Scholarship
- UIC Theatre and Music Scholarship Award

### **Theatre Merit Awards**

The Theatre Program offers talent-based tuition awards to offset your tuition costs. Application information and deadlines will be posted on the theater call board mid-semester. If you are the recipient of a Theatre Merit Award you will receive notification via e-mail. Note that your UIC tuition bill may not show your award (or other financial aid) for several months. If your tuition bill does not reflect an award or aid on subsequent bills, see the department secretary for help in getting this sorted out. Be sure to get a copy of your Award Letter from the university Financial Aid Office. To avoid interest charges, you must pay your portion of the bill when received. The Theatre Merit Award can only be used for tuition payments, and cannot cover housing or other fees.

### **Change of Address**

In order for the department to send out award letters and other important correspondence by mail, students are responsible for changing their address with the department when they move. Address changes must be given to the department, to Admissions and Records, and to the College of Architecture and the Arts office, 208 Jefferson Hall. Please be sure to give your new address to all three of these offices.

## [16 PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS](#)

The Department of Theatre at UIC has affiliations with a number of Chicago area performance groups and organizations.

#### Goodman Theatre/ League of Chicago Theaters

Professor Derrick Sanders in partnership with Goodman Theatre/ League of Chicago Theaters presents annually the August Wilson Monologue Competition which invites hundreds of Midwest-area high school students to compete in the Chicago Regional Semi-Finals in February. The three winners travel to New York for the National Finals round in May which are presented by True Colors and Jujamcyn theaters at the August Wilson Theater on Broadway. School of Theatre & Music (STM) provides rehearsal and competition space, faculty serve as performance coaches and judges, and theatre majors serve as mentors and event facilitators.

#### Hubbard Street Dance Chicago / Lou Conte Dance Studio

Partnership allows UIC theatre majors to take professional dance lessons for 1 credit and at no additional cost, and shares classroom and/or rehearsal space at both UIC and Hubbard Street locations for both UIC and Hubbard Street Dance Chicago.

#### Lookingglass Theatre Company

Partnership allows UIC student interns to spend a semester working with the artistic personnel of the company, either as interns with the artistic director or with the director of a particular show in the company's season.

#### Steppenwolf Theatre Company

Partnership allows UIC student interns to spend a semester working with Steppenwolf's First Look series that fosters the creation and performance of new works. Interns observe the development of the work with the playwright and director as well as auditions, rehearsals, and performances. Each student's internship culminates in a presentation of that student's particular discoveries throughout the internship.

## 17 STUDENT EMPLOYMENT

Many students need to work in order to be able to attend UIC. Please be advised that this can spread your time and energy thin, adversely affecting your schoolwork. Be aware of all your time commitments to classes and productions before you set your work schedule, and take care of yourself so that you can manage your many responsibilities. Missing or being late for rehearsals and classes because of work is not acceptable.

Student Employment through the School is available to students qualifying for Federal work study. Consult your Financial Aid Statement (FAFSA) to see if you have qualified and accepted your award for work study.

#### Contact Information

All inquiries regarding School employment, pay schedules, and hours should be directed to the Business Manager. If a student is employed through the School for specific work with a faculty member, questions regarding hours should be directed to them.

#### Positions Available

Positions for student work vary by School needs. Student work might include: Music Media lab monitor, front-of-house operations for concerts, box office assistant, set up for concerts and master classes, teaching assistant, and help at audition dates.

Specific positions and other information may be posted on the UIC Student Employment Job Board.

[http://www.uic.edu/depts/st\\_empl/job\\_listings.shtml](http://www.uic.edu/depts/st_empl/job_listings.shtml).

## 18 SUMMER THEATRE CAMP

Each summer UIC produces a summer Theatre Camp geared towards Chicago area high school students. The camp runs for two weeks in July. Theatre students are encouraged to apply to work at the camp as counselors.

## 19 IMPORTANT LINKS

Academic Calendar

<http://www.uic.edu/ucatalog/CA.shtml>

Schedule of Classes

[https://imso.admin.uillinois.edu/class\\_schedule/searchclasses.asp](https://imso.admin.uillinois.edu/class_schedule/searchclasses.asp)

Student Affairs

<http://www.uic.edu/uic/studentlife/studentservices>

Library

<http://library.uic.edu>

STM student resource/services page

Log into myUIC at <https://my.uic.edu/uPortal/f/welcome/normal/render.uP>

Sign in and open the students services tab

Campus Counseling [\(312\) 996-3490](tel:3129963490).

Our work in the Theatre Program is very intense and can be quite stressful. It is not at all unusual for students to discover a need for counseling with a professional, and we encourage it. If you—or anyone you know—appears to be in crisis or heading that direction, please feel free to call the Counseling Center at [\(312\) 996-3490](tel:3129963490) and make an appointment, regardless of whether or not the student's insurance is with Campus Care.

Medical Insurance

All UIC students are automatically enrolled with CampusCare. However, students who have comparable medical insurance (e.g., covered by parents or spouse's insurance) can opt out by submitting a Waiver Form. Act fast: the form is due in early September. No repeat action is needed in subsequent semesters. Call 312.996.353 or go to <http://www.uic.edu/hsc/campuscare/> to get the opt-out waiver form.