## School of Performing Arts – STUDENT Handbook

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ACDA – American College Dance Association
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USITT, United States Institute of Theatre Technology
Section I – School of Performing Arts (SPA) Information

MISSION STATEMENT
The School of Performing Arts (SPA) at Wichita State University educates and trains students for a career in the arts and entertainment industry.

STRATEGIC GOALS:
Promote intellectual growth, exploration, and innovation through creative endeavors
Support career development and advancement
Encourage leadership in interdisciplinary artistic industries
Foster entrepreneurial efforts
Develop awareness of current findings, trends, and insights in the arts and entertainment industry
Collaborate across disciplines
Provide individualized student attention

WHAT MAKES US UNIQUE?
The School of Performing Arts is large enough to be competitive but small enough to offer individualized attention. At WSU you’ll be able to:
Specialize and create customized degrees
Explore interdisciplinary opportunities
Create and produce student works
Work side by side with professionals in the field
Use the latest technology at Shocker Studios and the Innovation Campus

FACULTY AND STAFF
Director-School of Performing Arts: Linda Starkey
Program Director of Dance: Nicholas Johnson
Program Director of Music Theatre: Amy Baker Schwiethale
Program Director of Theatre: Bret Jones

Faculty: ALL PHONE #’S BEGIN WITH (AREA CODE 316) 978- (unless otherwise specified)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Department</th>
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<td>3047</td>
<td>Dance</td>
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<td>Scene Shop Mgr.</td>
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<td>Johnson, Nicholas</td>
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<td>Dance</td>
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<td>518-4798</td>
<td>Theatre</td>
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<tr>
<td>Schwieithale, Amy</td>
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<td>Music Theatre</td>
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<td>Starkey, Linda</td>
<td><a href="mailto:linda.starkey@Wichita.edu">linda.starkey@Wichita.edu</a></td>
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<td>Music Theatre</td>
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<tr>
<td>Urban, Jamie</td>
<td><a href="mailto:jamie.urban@Wichita.edu">jamie.urban@Wichita.edu</a></td>
<td>3363</td>
<td>Costume Shop Mgr.</td>
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</table>

**Adjunct Faculty:**
- Ewonus, Jill  jill.ewonus@Wichita.edu  3360  Dance
- Klenjoski, Regina  regina.klenjoskischmidt@Wichita.edu  3360  Dance
- Makar, Paula  paula.makar@Wichita.edu  3360  Theatre
- Pollard, Amy  amy.pollard@Wichita.edu  3360  Dance
- Robu, Karen  karen.robu@Wichita.edu  3360  Theatre/MusThea
- Victory, Brad  brad.victory@Wichita.edu  3360  Dance

**Staff:**
- Goforth, Renea  renea.goforth@Wichita.edu  3360  Admin. Specialist
- TBD  4747  Academic Advisor

**College of Fine Arts contacts:**
- Rodney Miller  College of Fine Arts (CFA) Dean
- Wendy Hanes  CFA Assistant Dean  wendy.hanes@Wichita.edu  3389
- Sanya Wiles  Dir. of Student Services  sanya.wiles@Wichita.edu  7091

**EMERGENCY CONTACT INFORMATION**

University Police located east of Grace Wilkie / southeast of Heskett Center.

**Emergency:** dial **911**
- Non-Emergency: 316-978-3450
  - [police@wichita.edu](mailto:police@wichita.edu)
  - [RAVE Guardian App](http://www.raveguardian.com)
  - [Environmental Health & Safety](mailto:environmentalhealthandsafety@wichita.edu) 316-978-3347

**Campus Safety and Emergency Procedures:** 316-978-3456
- Armed Hostile Intruder or Active Shooter
- Bomb Threat or Suspicious Object
- Building Evacuation Procedures
- Chemical Spill/Hazardous Materials Incident
- Crime Prevention
- Earthquake
- Explosion
- Fire Response
- Flooding and Water Damage
- Medical Emergency
- Psychological Crisis/Suicide Threat
- Rave Guardian App
- Safety/Escort
- Shocker Alert System (and Alertus for desktops)
- Tornado/Severe Weather
  - Wilner basement (Stairwell area).
  - Heskett Center (1st floor Men’s / Women’s locker room, gymnastics/
combatives room)
Duerksen (basement lowest level below Miller Concert Hall)
Utility Failure
Workplace Violence

**ACADEMIC INFORMATION**

**ACADEMIC CALENDAR, IMPORTANT DATES & REQUIREMENTS**

Season production show dates are posted on SPA webpages—[Current Season](#)

**GOOGLE CALENDARS:**

- SPA GENERAL
- DANCE
- MUSICAL THEATRE
- THEATRE
- SECOND STAGE
- OPERA

The College of Fine Arts has adopted a requirement that every student must have a personal laptop. Specific criteria regarding this requirement is available from your Program Director. This mandate allows students to use their financial aid funds for the purchase and it is tax-deductible.

**SPA DEGREES:**

The School of Performing Arts offers the following degrees and credentials:

- **BFA (Bachelor of Fine Arts)** in:
  - Dance
  - Musical Theatre
  - Theatre Performance
  - Design & Theatre Technology

- **BA (Bachelor of Arts)** in:
  - Dance
  - Musical Theatre
  - Theatre

Minors:

- Theatre
- Dance

Undergraduate Certificates:

- Stage Management
- Directing

**CURRICULUM:**

SPA General Education consists of 42 total credit hours:

12 credit hours of Foundation Courses:

ENGL 101 and 102, COMM 111, and MATH 111 or 131.

21 cr.hrs. of Introductory level courses in specific areas.

9 cr.hrs. of Further Study and Issues & Perspective courses.

*Always check with your Academic Advisor for specific requirements.*

SPA Core curriculum for all degrees consists of:

- THEA/DANC 180E-Perf. Arts Seminar
- THEA 243-Acting I
- Dance/Movement course (DANC 201, or 210, or 227, or THEA 218)
- Technical Theatre course (THEA 244, or 253, or 345)

Major Courses as outlined in Catalog including the SPA Capstone Projects: *(more information in program areas)*
**STUDENT ELIGIBILITY**

To be considered for School of Performing Arts scholarships, performance roles, production leadership and/or travel, students must:

- Show steady progression towards completion of their General Education requirements, including all four foundation courses.
- Freshman and Sophomores must have a minimum Overall GPA of: 2.5
- Juniors and Seniors must have a minimum Major GPA of: 3.0
- Actively participate in the life of the program.
- Successfully complete at least 6 cr.hrs. of Major course requirements each semester (scholarships require full time status: enrolled in 12 cr.hrs. min.).

Student eligibility for the next term/year of SPA performance roles, production leadership and/or travel will be evaluated during assessments.

Performances off-campus (non-SPA productions) should never overlap your obligations during SPA productions. Always consult a faculty member before accepting a non-SPA assignment.

**STUDENT TRAVEL**

Eligibility across the school requires: good academic standing; active participation in the program; ability to partially fund their trip; and maturity to represent WSU and SPA as a student ambassador while traveling. For specific requirements see: Student Eligibility

**ADVISING:**

Undergraduates in the follow dyad-track advising. This means that students have two advisors during their academic career—a Faculty Advisor and an Academic Advisor. Assignment to a Faculty Advisor is usually done during the first or second semester.

- Faculty Advisors help guide you towards your professional career; assist with major course selections, advancement & placement, career counseling; and recital/exhibition/jury information.
- Academic Advisors will oversee your adherence to degree requirements; help with General Education selections; enter clearance for enrollment; assist with Drop/Add’s and enrollment; liaison with other campus resources; create your Strategic Enrollment Plan (SEP); complete final degree audit for graduation.

OneStop: First year traditional freshman will be advised by the CFA OneStop advisor their first two semesters then will transition to the SPA Academic Advisor. All other students (transfers, stop-outs, etc.) will begin with the SPA Academic Advisor.

Enrollment: Students are required to see their Faculty Advisor and the Academic Advisor each semester in order to get clearance to enroll. Listed below are the steps to enrollment:

- Course schedule is available online in early March and early October.
- Look at your DegreeWorks degree evaluation and your SEP to determine what classes you need and begin planning your next semester schedule on the Registration Worksheet.
- Schedule your Faculty Advising appointment in March/April or Oct/Nov.
- You will take your completed Registration Worksheet to your Faculty Advising appointment. Your advisor needs to sign it after discussion.
- Be sure to list all information including CRN’s and Days/Times of classes.
- After you have a completed, signed Registration Worksheet, schedule a time to meet with the Academic Advisor who will review your degree audit and clear you to enroll – you can enroll while at this appointment.

Degree Audits: WSU uses DegreeWorks for student degree audits. DegreeWorks is accessible through your myWSU portal, and includes your SEP, and What-If functions.

Student Enrollment Plans (SEP) Student Enrollment Plans are a feature of DegreeWorks. Your Academic Advisor will create your plan to reflect your goals and timelines. Be sure to share with your Advisor any courses, minors, or other academic information that is relevant.

Application for Degree (AFD) The AFD is the only way a student can graduate and earn their degree.

One or two semesters before your final semester, you should submit your AFD by the deadline of
March 1st (spring/summer grads) or October 1st (fall grads).

FERPA:
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

ASSESSMENT: (MORE INFO IN PROGRAM AREAS)
Student assessments measure a student’s progress in their field of study and provide feedback for further development. Academic standing, skill development, and professionalism, are evaluated during assessments. Refer to each program area for specific program information.

FINANCIAL INFORMATION

Scholarships / Funding:
Academic scholarships are administered through the university after a student is fully admitted - see the University information for specific details.
Students must apply/reapply for SPA scholarships every year. Information about scholarships is listed on the SPA webpages under the Scholarships link.
School of Performing Arts scholarships are separate from academic scholarships.
Recipients receiving scholarships directly from School of Performing Arts are required to attend all Auditions, Work Days, Strike Days within their program area. Other appearance requirements and correspondence with donors may be required as determined through your program director.
To Apply and Renew: Deadline to submit application is FEB. 1st
Financial Aid Office: myFINANCES tab in your MYWSU portal provides access to your specific financial account (Student Account Suite) and all contact information for the office which is in Jardine Hall, Room 203, 316-978-3430 www.Wichita.edu/financialaid.

Performing Arts Angels (PAA)
Purpose: The Performing Arts Angels is a pooled donor group that exists to provide educational, training & travel opportunities for Performing Arts students.
PAA Meetings: Performing Arts Angels meet the 1st Thursday of every month from noon-1:00 pm usually at the WSU Foundation. It is helpful for the sponsor and student to attend the meeting to discuss their funding request and answer any questions.
Request for Funding: While priority is given to groups of students, individual requests are sometimes awarded. To apply for financial assistance, work with your Faculty Sponsor to fill out a PAA Request for Funding form (in Appendix) with specifics about the event and forward to the Director of the School of Performing Arts. With the approval of the Director, the request will be presented at the next PAA Board meeting. Reimbursement will occur with appropriate receipts after the event.
- Requests must be in writing (using form)
- Requests must be presented in person by the requester
- Requests that benefit multiple students are given preference
- PAA will attempt to evenly distribute funds among the four areas
- Requests should be for one-time funding (not recurring costs)
- Requests will be for partial funding, with other funding sources noted
- Individuals should not receive funding more than once per year
- The maximum funding amount is $500 per individual/per event/per semester

Student Responsibilities: Students receiving funds from PAA need to document their experience through photos/blogs/videos/and or other means, with the intent on sharing their experience with their peers, faculty, and PAA. This plan for documentation should be included in the original request. Hand-written thank you notes are also expected; personal appearances at events may also be expected.

SPA SEASON and AUDITIONS
The School of Performing Arts selects their productions to provide a variety of learning opportunities in
which the students can experience diversity in artistic styles, genres, and mediums.

The SPA season typically produces a Main Stage series and a Second Stage series with a balance of standard repertoire and original work. SPA students also have the opportunity to work with School of Music Opera productions.

Auditions for the entire season are held during the first week of the FALL semester.

Understudies: The role of understudy is an extremely valuable experience in the SPA. It allows the student to learn a specific role that they may play in the future as well as perform it in an understudy run during the rehearsal process. Understudy opportunities in the SPA are taken seriously and all understudies are expected to be ready to “go on” in rehearsals and performances if need be. Off-book dates for performers apply to understudies as well. Understudies should be completely engaged in rehearsal when covering their roles and never be sitting down away from the rehearsal or on their phones. Faculty will schedule individual feedback sessions with understudies to discuss their performance and work ethic in rehearsal.

COMMUNICATIONS

BLACKBOARD:

Blackboard (Bb) is the software program WSU uses for course content. All students should become familiar with using Blackboard and log in several times each week.

EMAIL/SHOCKER:

Students’ @shockers.wichita.edu email is the ONLY email faculty have access to when sending information about their classes. ALL COURSE AND STUDENT INFORMATION WILL BE SENT TO THIS EMAIL. SOCIAL MEDIA IS NOT AN OFFICIAL METHOD OF COMMUNICATION. All students should check this email at least daily.

SOCIAL MEDIA USAGE:

Social Media is NOT an official method of communication regarding any academic issue. WSU and SPA social media sites (listed below) are to be used for the primary purpose of School of Performing Arts publicity.

Students, faculty, and others should remember that students are in the process of creating their professional careers, and all social media postings should be respectful and supportive of this. Attributing credit to artists (designers, performers, technicians, photographers, etc.) should be included if possible. It may be helpful in some instances to secure the artist/designer’s permission before posting.

PHOTOGRAPHY:

Photography of any kind in the dressing rooms is strictly prohibited. There are to be NO PHOTOS posted to any social media that have been taken in the dressing rooms. If you must take photos, please do so in the hallways.

Directors, Choreographers, and/or Stage Managers may issue other guidelines or restrictions regarding social media and/or photos for their production.

Wichita State University social media guidelines.

Public Sites:

FB: Wichita State University College of Fine Arts
FB: Wichita State University School of Performing Arts
FB: Wichita State University School of Performing Arts Dance Program
FB: USITT Shockers (theatre technology)
FB: WSU Performance Update (for alum to post their activities)
Twitter: WSU Performing Arts
Twitter: WSU_FineArts
Twitter: Wichita State
WSU-SOAR: Stagestruck Audio Theatre
PodoMatic: Stagestruck Audio Theatre
YouTube: Wichita State U School of Performing Arts
YouTube: WSU TV-Fine Arts

Private/Semi-Private Groups/Pages:
**FB:** WSU Theatre
FB: WSU Musical Theatre
FB: MADT (dance)
FB: WCDT (dance)
FB: SPA-SAC Shockers (spa student activities council)

**CELL PHONES:**
Usage of cell phones should always be with permission. Consult your Instructor, Director or Stage Manager to determine their policy for cell phone usage during classes, rehearsals, tech, or any other production times.
Cell phones are a distraction that poses a safety hazard and are not to be used during Work Days or Strike.

### **OFFICE HOURS / BUILDING HOURS:**
Wilner Auditorium building is open Monday-Friday 6:00 a.m. – 5:00 p.m.
The offices in Wilner are open Monday-Friday 8:00 a.m. – 5:00 p.m.
After hours access can be arranged through a faculty member.

**COMPUTER LAB:**
The computer lab in Wilner room 111 is open Monday-Friday 8:00 a.m. – 5:00 p.m. except when in use by a class. See door sign for class times.

**COPY MACHINES:**
Use of the copy machines in Wilner and the Heskett Center Dance office is a courtesy extended to students and can be rescinded for abuse of the privilege or non-payment.
Student copies will be charged against their PaperCut account.
Students needing to make copies for their production role need to contact their production advisor for use of copiers.

**FACILITIES (USE OF SPACES)**
Some SPA areas may be available for student needs. A Request form must be submitted to your program director for consideration and approval.
- Wilner Auditorium, Commons, Classrooms, etc.
- Heskett Center Dance Studios, Litwin Theatre
- Welsbacher Theatre (at the Hughes MetroPlex, 29th & Oliver)

**STUDENT ASSISTANTS**

**STUDENT ASSISTANTS:**
Student Assistants can be utilized for work in/as: (See Appendix B for job descriptions)
- Wilner offices
- Heskett Center Dance office
- Costume Shop
- Scene Shop
- Teaching and Rehearsal Assistants (paid and unpaid).

Any student interested in a student assistant position must submit an Application Form, some positions have additional requirements or application materials.
All student employees must complete the Hiring Paperwork before starting their first day of work.
Student Assistants need to see the SPA Administrative Specialist, then take their completed paperwork with their necessary identification materials to the Human Resources office.
Time Sheets must be completed in full, signed by the Student and the Supervisor, and submitted to the Administrative Specialist on time or the Student Assistant will not receive their wages until the next pay period—or the pay period in which the timesheet is turned in.

**STUDENT WAGES:**
Student employees are required to submit their completed timesheets by the scheduled due date in order to be paid for that time period. Timesheets not submitted by the due date will not be processed.
until the next pay period.

**STUDENT HEALTH & WELLNESS**

“It’s mental wellness, physical wellness, social wellness and lifestyle wellness—all these things contribute to being a healthy individual”

~Dr. Maureen Dasey-Morales, WSU Assistant Vice President for Wellness

**STUDENT RESOURCES:**

- **Counseling & Testing Center:** 316-978-3440
  Counseling from individual to couples, to group and family therapy, our personal counseling staff provides a wide variety of help and services for many issues. Whenever you are experiencing life difficulties, the Counseling and Testing Center is an appropriate resource. Testing services include ACT/SAT credit, CLEP, DANTES, department exams, proctoring services, distance exams, GRE, TEAS, and many others.

- **Student Health Services/Clinic:** 316-978-3620
  Student Health Services offers convenient and affordable on-campus health care for WSU students. Our medical staff provides a wide range of services from routine and preventative care, to managing acute illness and minor injuries.

**STUDENT ORGANIZATIONS**

- **SPA-SAC:**
  The School of Performing Arts Student Advisory Council is a student run organization with representatives from every program that is active throughout the year planning events for social interaction and supporting our community by involvement in service projects. It is open to interested individuals that want to represent their program. Annual social events include:
  - “Welcome Back-Curtain Raising” picnic on the 1st day of classes and
  - Winter Holiday/Christmas social event
  - George, Dick and Harry Awards to honor graduating Seniors and students scholastic, technical and artistic achievements throughout the year.

- **Mid America Dance Theatre (MADT):**
  MADT is a student organization dedicated to bringing together those who have an interest in dance. The organization strives to provide opportunities for members to perform and produce dance shows, as well as providing enrichment in the fine arts. More information is in the Dance Program section.

- **Wichita Contemporary Dance Theatre (WCDT):**
  WCDT is the resident touring dance company at Wichita State University. The company has been accepted on the Kansas Arts Commission touring roster and tours regionally, nationally and internationally. More information is in the Dance Program section.

**PROFESSIONALISM**

**EXPECTATIONS & POSITIVITY:**

At all times you are representative of WSU, SPA, your fellow students and your professional self. Punctuality—“If you’re on time, you’re late”. Always arrive at 5-10 minutes prior to any scheduled event time, or as directed by event coordinator.

Be Prepared—come ready to work, do your homework.

Don’t complain or offer excuses. Take responsibility.

Respect your fellow students, actors, technicians, and audience. Learn to be a good team member.

**WSU DEPARTMENT CONTACTS**

**USEFUL CONTACT INFORMATION**

- **Career Development Center**
  978-3688
careerdevelopment@Wichita.edu

- **Cooperative Education/Internships**
  978-3688
careerdevelopment@Wichita.edu

- **Counseling and Testing Center**
  978-3440
Disability Services 978-3309
Diversity and Inclusion Office 978-3094
Financial Aid office 978-3430
Graduate School 978-3095 wsugradschool@Wichita.edu
Help Desk (login/password issues) 978-HELP (4357)
Heskett Center / Campus Recreation 978-3082
Library, Ablah 978-3481
LGBTQ Resources 978-3456 spectrum@wichita.edu
Midwest Student Exchange 978-3073
Music Library 978-3029
National Student Exchange 978-3149
ONE STOP 978-3909
Police Department 978-3450
Registrar’s Office (transcripts, enrollment) 978-3055 978-3090
Rhatigan Student Center 978-4636
Student Government Association 978-3480 sga@Wichita.edu
Student Involvement 978-3022 getinvolved@Wichita.edu
Sunflower Student Newspaper 978-3640 www.thesunflower.com
University Bookstore 978-3490
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DANCE PROGRAM

INTRODUCTION
The Wichita State University School of Performing Arts Dance Program offers a unique approach to pre-professional training culminating in a BFA or a BA in Performing Arts – Dance. The B.F.A prepares dancers for the diverse demands of professional careers with a degree program emphasizing modern, ballet, jazz, and choreography. Other dance curriculum includes kinesiology, dance history, teaching methods and mime theatre. The BA offers dancers the option to enhance dance studies with varied complimentary fields of study. Wichita State is an accredited institutional member of the National Association of Schools of Dance for the BFA in Performing Arts - Dance.

Performances during the year include two Main Stage dance concerts, a student choreography showcase, senior concerts, informal showings, lecture-demonstrations, ACDA and involvement with Opera and Musical Theatre productions. Students also have opportunities to perform with companies and arts organizations such as Ballet Wichita. The Dance Program organizes tours for the Wichita Contemporary Dance Theatre (WCDT), the program’s resident touring company, and for the Alithea Mime Theatre, a professional company in residence at Wichita State University.

In addition, the program annually sponsors performances and master classes by professional touring companies. Previous guests have included: Complexions Contemporary Ballet, Ririe-Woodbury Dance Company, Doug Varone & Dancers, Hubbard Street Dance Company, Parsons Dance Company, Ballet Folklorico, Marcel Marceau and Paco Peña Flamenco Company.

This balance between professional faculty and nationally recognized guest artists stresses strong technical training, regular performances, choreographic opportunities, and course work in an effort to develop both an educated and artistic performer. The Dance Program’s faculty trains students in the craft of dance as a performing art in order to establish careers as performers, choreographers, and educators.

MISSION STATEMENT
Students pursuing a BFA and BA in Performing Arts – Dance will develop knowledge, techniques and collaborative skills conducive to a lifetime of independent learning and creativity. Through classroom study and production/performance experiences, students will be prepared to work in the academic or professional arena, study further in graduate programs, and/or pursue careers in teaching, business and fitness. Faculty and students will engage in the discovery and development of new information to enhance knowledge through original, creative, experimental, and scholarly work. The program enriches the campus community, the Greater Wichita area, and the surrounding thirteen counties through numerous performances and community interaction each year.

OBJECTIVES
The primary goal of the Dance Program is to prepare dance performers and choreographers for a professional career with the emphasis on diversity of training, performance styles, choreography and interdisciplinary projects. This is achieved by:

Maintaining a consistent influx of guest artist choreography and teaching residencies.

Promoting professional performance opportunities through Wichita Contemporary Dance Theatre (WCDT).

Faculty engagement in ongoing faculty development, creative work, and scholarship that support student achievement.

Advocate for and provides a shaping influence in the cultural enrichment of Wichita and the state of Kansas.

WHAT IS EXPECTED OF THE DANCE MAJOR
Both BFA and BA student/dancers have an obligation to participate fully in all aspects of the Dance Program. Regular class attendance is mandatory and important to one’s development as an individual artist and performer.

BFA Dance majors are required to participate in Wichita Contemporary Dance Theatre each year of study and encouraged to participate in the student organization, Mid-America Dance Theatre. Majors are encouraged to perform in the choreography projects of fellow students.

BA majors have the opportunity and are encouraged to integrate a complimentary field of study with the dance component in close consultation with a faculty advisor.

STANDARDS FOR THE DANCE MAJOR PROGRAM
Depending on academic and program standing, Dance Program majors must enroll or
participate each semester in a dance technique class. Once any class is in session, no one is allowed to enter or leave without the instructor’s permission. Majors are required to attend technique class the same day as a rehearsal. Promptness to class, rehearsals, and crew calls are mandatory. All students are expected to wear proper attire for all classes as specified by the instructor. No rehearsal has priority over any class.

Choreographers will set all dance rehearsals at hours that will not conflict with University scheduled classes. Usage of dance studios and program equipment is a privilege and must be cleared through the office of the Director of Dance.

The Director of Dance with the dance faculty approval may grant leave of absence for professional engagements. Students must secure such permission before making any outside contractual or verbal engagement. Absences may not conflict with department rehearsals, concerts, and other such functions of the school. The School of Performing Arts does not intend to discourage professional opportunities; this policy simply ensures that the dancer’s primary focus of energy is his/her Wichita State University training.

Dance Program Participation Policy
The WSU Dance Program requires an 80% participation rate for all studio classes. Students must dance in 24 out of the 30 meetings in classes that meet twice a week, and 36 out of the 45 meetings in classes that meet three times a week to earn credit for the course. Sitting and observing a class does not count as participation.

Participating for less than the full class time does not count as participation. Students who do not meet the participation requirement for any reason will receive a failing grade (unless they have withdrawn from the course) and will need to repeat the course.

Dance Program Injury Policy
If a student is unable to participate in class or rehearsal due to injury, the student is required, in consultation with Dance Faculty, to seek medical advice within a ten-day time period.

Student Rehearsal Requirements/Department Policies for Class Attendance
Students are REQUIRED to attend at least one technique class the day of rehearsal. It is unsafe to rehearse without the body being aligned prior to rehearsal.

A student is considered excused from class and rehearsal for medical reasons and must communicate this information to the instructor/choreographer.

Absences from rehearsal, excused or not excused, may result in a dancer’s replacement in the dance work or changing of status in casting. The choreographer and/or Director of Dance will determine the amount of absences.

Exceptions may be considered for school-required activities, auditions, graduating seniors, summer study programs or family/health emergencies. Students must gain approval from the Director of Dance and/or faculty at least four weeks prior to participation in non-departmental activities with the exception of family/health emergencies.

Curriculum
Always consult current University Catalog for exact requirements. All Wichita State University degrees require a minimum of 45 credit hours (cr.hrs.) of Upper Division coursework (300 level or above) earned from a 4-year institution.

Specific requirements for all School of Performing Arts degrees include:

General Education - 42 credit hours

Performing Arts Core, consisting of:
THEA/DANC 180E – Performing Arts Seminar
THEA 243 - Acting 1 (also used in GenEd)
Movement course: DANC 227-Mime/Physical Theatre
Technical course: THEA 244-Stagecraft, THEA 253-Costuming, or THEA 345-Stage Lighting.

Major area of study as listed below

The School of Performing Arts Dance Program offers the following degrees:
BACHELOR OF FINE ARTS (BFA)
BACHELOR OF ARTS (BA).

The Dance program also offers a Dance minor.

The Degrees:
The Bachelor of Fine Arts (BFA) in Performing Arts - Dance is designed to provide the student with intensive professional study of concert dance. This is accomplished through studio and practical experience in technique, performance, and choreography.
The Dance BFA major consists of courses in Choreography, Dance History, Dance Kinesiology, Teaching Methods and Dance Performance, as well as the SPA core courses of acting, and a technical theatre course. BFA Dance majors also have performance requirements.

The Bachelor Arts (BA) in Performing Arts - Dance is designed to emphasize dance technique, related studies, and a complimentary course of study chosen from a wide variety of fields in consultation with the student’s academic advisor. Dance BA students are encouraged to take concurrent technique classes in a least two disciplines each semester.

All Dance BA majors may audition to perform in Wichita Contemporary Dance Theatre and dance program productions each semester.

Dance course rotations and can be found at the end of the Dance section; Dance Check sheets and Plans of Study are in Appendix and on website.

**SCHOLARSHIPS**

The School of Performing Arts awards dance scholarships to students who qualify by audition. Auditions encompass demonstrated proficiencies in modern, ballet, and jazz techniques. Dance scholarship recipients must be Dance majors, must be full-time students registered for a minimum of 12 credit hours, including a minimum of 6 credit hours of Dance courses each semester, must maintain a university GPA of 2.5 and a Program GPA of 3.0 and must qualify to participate in Wichita Contemporary Dance Theatre and participate in Mid-America Dance Theatre. Dance scholarships are as follows:

- Kim Stephens Scholarship
- Martha Fleming Scholarship
- Selma Miller Trust
- Lulu Bonavia Scholarship (out of state)
- Turtle Scholarship
- Graham Scholarship

**Additional Scholarship**

Wichita State University also offers the Buck Scholarship which is need based. The required GPA is 2.5-3.5. Students must be full-time students registered for a minimum of 12 credit hours, including a minimum of 6 credit hours of Dance courses each semester. Students receiving this scholarship are required to work eight hours off campus per week.

Specific criteria for all scholarships can be obtained from the Director of Dance and/or the SPA office. Additional scholarships are available through the School of Performing Arts (see Scholarships in the School of Performing Arts section).

**ASSESSMENTS**

The Dance Program regularly assesses student performance both in and out of class. In addition to regular assessments through course work, the following will be used to assess dance majors in their progress.

**BFA/BA Dance Review/Juries**

At the end of each year, BFA Dance majors participate in juries (formal reviews) with members of the full-time dance technique faculty. Areas to be evaluated include technique skills, dance performance, physical facility and class/rehearsal attendance. The annual juries are movement based. Dance BA/BFA majors will undergo a sophomore review with their advisor and consultation of the entire faculty to evaluate their progress to determine future standing within the dance degree. If during the sophomore review, it is determined the student should consider another emphasis, the faculty will assist in transitioning the student to a different area of study.

See Criteria for Assessment and a sample of the Jury Feedback Sheet at the end of the Dance Program section of this Guidebook.

**Senior Project**

**BFA Performing Arts/ Dance** –

As part of the required Senior Project (DANC
All BFA majors present works on a shared senior dance concert to include choreography and performances by the student, determined in consultation with their major advisor and the Director of Dance.

Students are also required to submit a paper, which includes a written analysis and description of the theoretical framework and compositional development, an analysis of the production, and conclusions. These materials are submitted to the major advisor for approval. Following approval by the major advisor, students are scheduled for an oral defense of their work before the dance major faculty.

**BA Performing Arts Dance –**

As part of the required Senior Project (DANC 580) capstone course, all BA majors present a final project, determined in consultation with their major advisor and the director of dance. Students are also required to submit a paper, which includes a written analysis and description of the theoretical framework and development, an analysis of the final project, and conclusions. These materials are submitted to the major advisor for approval. Following approval by the major advisor, students are scheduled for an oral defense of their work before the dance major faculty.

Detailed information regarding Senior Project is covered in the syllabus for DANC 580 at the end of the Dance Program section of this Guidebook.

**Performance Opportunities**

One of the highlights of the School of Performing Arts Dance Program is the resident performing company, Wichita Contemporary Dance Theatre. The company’s season includes the fall Kansas Dance Festival (hosted by the Dance Program) or Faculty Fall Concert, an annual Wichita Contemporary Dance Theatre Concert, participation in the American College Dance Festival, attendance at regional dance conferences and touring to present concerts throughout the region, the nation, and the world. The Dance Program and MADT offer lecture demonstrations, master classes, and informal concerts in the community throughout the year.

**DANCE FACILITIES**

WSU Dance studios and offices are housed in the Heskett Center, a $10-million multi-purpose complex that includes two large studios, which are fully equipped with mirrors, sound system, concert stage and pianos.

The 144A studio is the home of the Harry Litwin Studio Theatre. DANCE Performances in this theatre, include senior concerts, student choreography showcase, informal concerts and community and professional artists.

**Second Stage**

Additional facilities include a third large studio, faculty offices, and costume storage room in the Duerksen Fine Arts Center. Main Stage Dance performances are held in Miller Concert Hall, which is also located in Duerksen Fine Arts Center and Wilner Auditorium. Use of the dance facilities is requested and scheduled through the Dance faculty and Administrative Specialist for the School of Performing Arts.

**Heskett Center Policies**

All students must show their WSU ID at the Heskett front desk to be admitted to any dance class or rehearsal. If you do not have your ID, you will get an absence! No exceptions.

No food or drink is allowed in Heskett dance studios except in authorized areas. As a privilege to dance majors and minors, the Dance Lounge (inside the Dance studios) is one such authorized area. However, it is imperative that any food that is brought into the Dance Lounge be completely concealed (inside your bag) while transporting from the Heskett Lobby to the Dance Lounge. Failure to be discreet in the transport of food could cause the loss of this privilege.

No street shoes allowed on the studio floors.

Please keep all valuables with you at all times or locked in the Heskett Center locker room.

**DANCE ORGANIZATIONS**

- **WCDT** - Wichita Contemporary Dance Theatre Ensemble, the faculty-directed dance company of WSU School of Performing Arts.

- **MADT** - Mid-America Dance Theatre, student-directed dance organization of WSU School of Performing Arts.

- **ACDA** - American College Dance Association provides regional and national visibility for dance works produced in colleges and universities for faculty and student choreographers and performers in these programs. It provides an opportunity for dance faculty and students to have their work adjudicated and critiqued by established professional dancers and choreographers, and opportunities for interaction among peers.
# COURSE ROTATION OVERVIEW – DANCE

*Courses that combine levels*

<table>
<thead>
<tr>
<th>COURSE CATALOG</th>
<th>Cr.Hrs.</th>
<th>Course Offered:</th>
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<tbody>
<tr>
<td>DANC 130A Ballroom 1</td>
<td>(2)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 130V Hip Hop</td>
<td>(2)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 140 Art of Dance</td>
<td>(3)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 150/Q Dance Workshop(s)</td>
<td>(0-1)</td>
<td>As needed</td>
</tr>
<tr>
<td>DANC 180E Performing Arts Seminar</td>
<td>(1)</td>
<td>Every Fall</td>
</tr>
<tr>
<td>DANC 201 Modern 1</td>
<td>(3)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 210 Ballet 1</td>
<td>(3)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 225 Dance Hist.1 (Ancient Civ.-1900’s)</td>
<td>(3)</td>
<td>Fall / Odd Years</td>
</tr>
<tr>
<td>DANC 227 Mime/Physical Theatre</td>
<td>(3)</td>
<td>Every Spring</td>
</tr>
<tr>
<td>DANC 230 Musical Theatre Dance I</td>
<td>(3)</td>
<td>Every Fall</td>
</tr>
<tr>
<td>DANC 235 Jazz 1</td>
<td>(3)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 240 Tap 1</td>
<td>(3)</td>
<td>Every Fall</td>
</tr>
<tr>
<td>DANC 301 Modern 2</td>
<td>(3)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 305 Choreography 1</td>
<td>(3)</td>
<td>Every Fall</td>
</tr>
<tr>
<td>DANC 310 Ballet 2</td>
<td>(3)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 335 Jazz 2</td>
<td>(3)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 320 Performance</td>
<td>(1)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 325 Dance Hist.2 (20th-21st centuries)</td>
<td>(3)</td>
<td>Every Spring</td>
</tr>
<tr>
<td>DANC 330 Musical Theatre Dance 2</td>
<td>(3)</td>
<td>Every Spring</td>
</tr>
<tr>
<td>DANC 340 Tap 2</td>
<td>(3)</td>
<td>Every Spring</td>
</tr>
<tr>
<td>DANC 401* Modern 3</td>
<td>(3)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 405 Choreography 2</td>
<td>(3)</td>
<td>Every Spring</td>
</tr>
<tr>
<td>DANC 410* Ballet 3</td>
<td>(3)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 415 Dance Kinesiology</td>
<td>(3)</td>
<td>Fall / Even Years</td>
</tr>
<tr>
<td>DANC 435* Jazz 3</td>
<td>(3)</td>
<td>Every Fall</td>
</tr>
<tr>
<td>DANC 501* Modern 4</td>
<td>(3)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 505 Choreography 3</td>
<td>(3)</td>
<td>Every Fall</td>
</tr>
<tr>
<td>DANC 510* Ballet 4</td>
<td>(3)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 535* Jazz 4</td>
<td>(3)</td>
<td>Every Fall</td>
</tr>
<tr>
<td>DANC 545 Methods of Teaching Dance</td>
<td>(3)</td>
<td>Spring / Odd Years</td>
</tr>
<tr>
<td>DANC 580 Senior Project</td>
<td>(1)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 675 Directed Study</td>
<td>(1-3)</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 690 Special Topics in Dance</td>
<td>(1-3)</td>
<td>Every Semester</td>
</tr>
</tbody>
</table>
MUSICAL THEATRE PROGRAM

INTRODUCTION

The WSU School of Performing Arts-Musical Theatre (MT) program offers a unique approach to pre-professional training culminating in a Bachelor of Arts (BA) or a Bachelor of Fine Arts (BFA). The BFA prepares performers for the diverse demands of professional careers with a degree program emphasizing development of specialized technical skill in acting, singing, and dancing. Other curriculum includes MT Scene Study, Audition Class, Coaching, Directing the Musical, and Senior Project. The BA was designed to offer more flexibility to students wishing to explore additional options in the entertainment business. In addition to technical training, the student chooses a minor outside the SPA curriculum that will enhance their goal to work in the industry.

Performances during the year include two Main Stage musicals and the opportunity to audition for plays, operas and dance concerts. Opportunities to work with nationally recognized guest artists frequently occur throughout the student’s college career. This balance between professional faculty and guest artists results in enhanced technical training, performance opportunities, and networking in an effort to develop both an educated artist and a future professional performer.

MISSION STATEMENT

Students pursuing a BFA or a BA in the MT program will develop knowledge, techniques, and collaborative skills conducive to a lifetime of independent learning and creativity. Through coursework study and production/performance experiences, students will be prepared to work in the professional theatre, the entertainment industry, and performing arts venues across the country specific to their talents.

Faculty and students will engage fiercely in the discovery and development of a student’s unique skill set, personal aspirations, and marketability through coursework, production, and the jury/assessment process. The program enhances the campus community, the greater Wichita area, and the surrounding thirteen counties through numerous performances each year.

OBJECTIVES

The primary goal of the MT program is to prepare students for a professional career in the performing arts with an emphasis on versatility and marketability.

Develop essential skills and knowledge in all three disciplines (singing, dancing, acting).

Demonstrate a skill set as an actor-singer-dancer that is at a marketable and professional level.

Apply techniques and discoveries mastered in coursework to upper division performance courses as well as Main Stage and Second Stage productions to create compelling and fully realized characters in performance.

Comprehend the level of tenacity required of the professional performing arts industry and decipher how to fit into it.

Prepare and create an audition book/professional marketable material to enter the professional audition world upon graduation.

Synthesize business and marketing skills, industry trends, personal skill set and aspirations to confidently determine and manage career path.

WHAT IS EXPECTED OF MT MAJORS

This degree is not a hobby. Talent is a valuable commodity and you have chosen a pre-professional degree in order to pursue a career in the arts. As an artist, professional-ism means punctuality, preparedness, positivity, humility, curiosity and the importance of adhering to the hierarchies of a collaborative environment. The faculty has high standards because the industry demands it, and we want our graduates to be successful. Success can and will be defined in a multitude of ways depending on the student’s unique skill sets and aspiration.

CURRICULUM

Always consult current University Catalog for exact requirements. All Wichita State University degrees require a minimum of 45 credit hours (cr.hrs.) of Upper Division coursework (300 level or above) earned from a 4-year institution.

Specific requirements for all School of Performing Arts degrees include:

General Education - 42 credit hours

Performing Arts Core, consisting of:
- THEA/DANC 180E – Performing Arts Seminar
- THEA 243 - Acting 1
- Movement course: THEA 218-Stage Movement, DANC 227-Mime/Physical Theatre, DANC 201 -Modern 1, or DANC 210-Ballet 1.
- Technical course: THEA 244-Stagecraft, THEA 253 -Costuming, or THEA 345-Stage Lighting.

Major area of study as listed below
The School of Performing Arts Musical Theatre Program offers the following degrees:
BACHELOR OF FINE ARTS (BFA)
BACHELOR OF ARTS (BA).

The Degrees:
The Musical Theatre Program consists of the following credit hour requirement areas:

<table>
<thead>
<tr>
<th>Credit Hour Requirements for Musical Theatre:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum overall GPA required 2.0</td>
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<tr>
<td>BFA</td>
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<tr>
<td>GenEd</td>
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<tr>
<td>Theatre</td>
</tr>
<tr>
<td>Dance</td>
</tr>
<tr>
<td>Music/Voice</td>
</tr>
<tr>
<td>Electives*</td>
</tr>
<tr>
<td>Outside SPA courses*</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

*courses require advisor approval

MT course rotations can be found at the end of the MT section; MT Check sheets and Plans of Study are in Appendix and on website.

Scholarships
Scholarships are available for MT students. To be eligible a student must be a declared MT major, have a minimum GPA of 3.0 in the major and 2.75 overall. The student must enroll in and maintain a minimum 12 cr. hrs. throughout each semester of scholarship award, 6 of which must be in Music, Theatre, and/or Dance. Additional program requirements for consideration for scholarship include: auditioning for all music theatre productions, being actively involved in the activities of the program, and participation in all MT production workdays and strikes. Students should write yearly thank you notes to any living donor.

Specific scholarship criteria can be obtained from the Director of MT and the SPA office. Contact the Financial Aid office for additional scholarships available through the University.

Assessments

Entering Assessment
Students entering the program will be required to audition for acceptance into the Music Theatre program and demonstrate satisfactory potential in acting, dancing, and singing. Scholarship determinations will be based on this initial audition.

Juries (Semester Assessment)
An interdisciplinary committee made up of Music Theatre and Voice faculty members will hold proficiency juries at the end of each semester in all three disciplines to ensure that students are reaching adequate levels of performance. Development of competencies in acting, dancing and singing will be monitored to insure satisfactory progress.

Juries for BFA Major:
Freshman and sophomores will prepare and present 3 contrasting MT songs, a memorized monologue and learn a dance combination. Juries for juniors and seniors will be expanded to include 4-5 contrasting music theatre songs and cold readings instead of a monologue.

Juries for BA major:
The assessment for the first two years will be the same as the BFA assessments listed above. In addition, students will be discussing their additional area of study with faculty at individual conferences. By the end of the sophomore year, the student will have identified research area for their senior project. For juniors & seniors, they will continue to bring in three songs and the dance call and cold readings will be optional.

At the conclusion of juries, all students will sign up for an individual assessment time and be sent a video of their jury performance. At that meeting, student progress in the program will be discussed to determine if the student is in good standing or placed on probation in any area. For the BA major, focus of the meeting with faculty will be on their research project especially during the junior and senior years.

Senior Project (Final Assessment)
There will be a final Senior Project for both BFA and BA Majors.

BFA Seniors: Students will perform a series of scenes and songs from musicals in order to demonstrate their skills in all three disciplines. The BFA Candidate, in consultation with his/her faculty advisor, will prepare a character study consisting of two musical scenes and then a third piece that is contrasting in style to the material in the character study. The Opening and Closing
numbers will be staged and/or choreographed as appropriate by the graduating seniors and presented in a Senior Project Performance. Date and location will be approved with Faculty.

BA Seniors: Due to the more generalized nature of this degree, BA Candidates will create a project unique to their area of interest and also create a unique way to share this project in the lobby of the theatre on the night of the Senior Project Performance. This project can take any form such as a research paper, video, slide show, multimedia presentation, web series, website or a lecture/discussion presentation. In addition to their presentation, BA Candidates may perform one piece of their choosing (with faculty approval) in the Senior Project Performance with the option of also participating in the Opening and Closing Numbers.

Both BFA & BA students are responsible for rehearsing outside of class, planning the marketing (posters and programs) and securing any technical elements required. These elements must be very simple and approved by faculty. All students are responsible for acquiring, striking and returning any set, prop, or costume pieces used for the Senior Project. At the conclusion, the senior will sign up for individual assessment time with faculty. (See syllabus for information about written requirements).

Upon graduation, BFA & BA candidates will also have developed their marketing materials including a website, résumés, headshots, and video portfolio (reel) where appropriate.

**Production**

The SPA produces at least one large musical and one smaller musical during the regular academic year. Additional performance opportunities are available through Second Stage (student directed) musicals, and Main Stage Theatre, Dance and Opera series.

**Audition Procedure**

Auditions for the entire season of plays and musicals are held the first week of classes. The audition process for musicals typically entails singing, dancing and acting. The procedure for auditioning for a musical is generally as follows: Sign up for audition time online (see SPA website for sign-up link/site), and fill out an audition form.

Prepare two contrasting songs, one ballad and one up-tempo. Bring your own music, an accompanist will be provided.

On the first and second nights of auditions, actors will be required to learn a dance combination in the style of musical being done, followed by song presentation.

On the third night actors may be called back and asked to sing specific songs and to read from the script. The list of individuals invited for callbacks will be posted on the SPA website and on the Callboard outside the SPA office.

For audition requirements for theatre (non-musical) productions, see Auditions in the Theatre Program section.

**Technical & Production Opportunities**

For the following, see the Theatre Program section:
- Technical/Production Opportunities and Responsibilities
- Casting
- Rehearsals
- Costumes, Make-up & Props
- Workdays
- Strike

**Second Stage**

Students in MT have the additional learning opportunity to explore areas in Directing, Musical Direction, and Choreography in the SPA Second Stage Laboratory series. See Second Stage in the Theatre Program section for information, including Guidelines for Directing in the Second Stage. Students interested in music direction and choreography should consult with the program directors.
## COURSE ROTATION OVERVIEW - MUSICAL THEATRE

### THEATRE COURSE REQUIREMENTS (29 cr.hrs.)

<table>
<thead>
<tr>
<th>Course Offered</th>
<th>Cr.Hrs.</th>
<th>Offered</th>
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</thead>
<tbody>
<tr>
<td>THEA 180E*</td>
<td>1</td>
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</tr>
<tr>
<td>THEA 243</td>
<td>3</td>
<td>Every Semester</td>
</tr>
<tr>
<td>THEA 254</td>
<td>2</td>
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<tr>
<td>THEA 260</td>
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<td>Every Fall</td>
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<td>THEA 330*</td>
<td>2</td>
<td>Every Spring</td>
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<tr>
<td>THEA 342</td>
<td>3</td>
<td>Every Spring</td>
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<td>THEA 530*</td>
<td>2</td>
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<td>THEA 610</td>
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<td>THEA 643</td>
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<tr>
<td>THEA 555*</td>
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<td>Every Semester</td>
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Choose one from the following:

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<th>Course Offered</th>
<th>Cr.Hrs.</th>
<th>Offered</th>
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</thead>
<tbody>
<tr>
<td>THEA 244</td>
<td></td>
<td>Every Semester</td>
</tr>
<tr>
<td>THEA 253</td>
<td></td>
<td>Every Semester</td>
</tr>
<tr>
<td>THEA 345</td>
<td></td>
<td>Every Semester</td>
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### DANCE COURSE REQUIREMENTS (27 cr.hrs.)

<table>
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<th>Course Offered</th>
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<tr>
<td>DANC 201</td>
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<tr>
<td>DANC 210</td>
<td>3</td>
<td>Every Semester</td>
</tr>
<tr>
<td>DANC 310</td>
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</tr>
<tr>
<td>DANC 235</td>
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<td>DANC 335</td>
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</tr>
<tr>
<td>DANC 240</td>
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</tr>
<tr>
<td>DANC 340</td>
<td>3</td>
<td>Every Spring</td>
</tr>
<tr>
<td>DANC 332</td>
<td>3</td>
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</tr>
<tr>
<td>DANC 432</td>
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### MUSIC COURSE REQUIREMENTS (26 cr.hrs.)

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<td>MUSA 232Y</td>
<td>2(2)(2)(2) take four semesters</td>
<td>Every Semester</td>
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<tr>
<td>MUSA 432Y</td>
<td>2(2) take two semesters</td>
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<tr>
<td>MUSC 127</td>
<td>2</td>
<td>Every Fall</td>
</tr>
<tr>
<td>MUSC 129</td>
<td>2</td>
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</tr>
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<td>MUSC 130</td>
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<td>MUSA 113P</td>
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<td>MUSA 114P</td>
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<tr>
<td>MUSP 212F</td>
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<tr>
<td>MUSP 340</td>
<td>1(1) take two semesters</td>
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* = Interdisciplinary
THEATRE PROGRAM

INTRODUCTION

Welcome to the School of Performing Arts Theatre Program! As a student of the Theatre Program you will find your years with us full of excitement, challenges, and rewards. This section of the guidebook provides a brief introduction to the inner workings of the Theatre Program: its academic aspects as well as production information. It will attempt to explain some important terms, outline some vital policies, procedures, and guidelines, and answer any questions you may have during your course of matriculation. As this is a brief introduction, there may be additional questions or concerns which arise during your years of study. Please consult your advisor or the Program Director of Theatre whenever questions come up.

MISSION STATEMENT

The WSU Theatre Program seeks to develop and nurture a community of scholars and creative artists who will become actors, designers, technicians, educators, innovators and advocates of theatre in the 21st century.

OBJECTIVES

To offer a broad academic program, balanced by an extensive production schedule.
To provide an environment for the intellectual and artistic growth of students and faculty as creative artists.
To contribute to the general advancement of theatre through creative, artistic and scholarly work by students and faculty.
To support, serve, and enrich the campus and community through workshop offerings, education outreach programs, acting as consultants, providing talent for various organizations and presenting plays, film, and audio work to enlighten and educate the WSU community, the city of Wichita and the surrounding regions.

CURRICULUM

Always consult current University Catalog for exact requirements. All Wichita State University degrees require a minimum of 45 credit hours (cr.hrs.) of Upper Division coursework (300 level or above) earned from a 4-year institution.
Specific requirements for all School of Performing Arts degrees include:

General Education - 42 credit hours

Performing Arts Core, consisting of:
- THEA/DANC 180E – Performing Arts Seminar
- THEA 243 - Acting 1
- Movement course: THEA 218-Stage Movement, DANC 227-Mime/Physical Theatre, DANC 201
- Modern 1, or DANC 210-Ballet 1.
- Technical course: THEA 244-Stagecraft, THEA 253
- Costuming, or THEA 345-Stage Lighting.

Major area of study as listed below

The School of Performing Arts Theatre Program offers the following degrees:
BACHELOR OF FINE ARTS (BFA) with concentrations in:
- Theatre Performance
- Design & Theatre Technology

BACHELOR OF ARTS (BA).

<table>
<thead>
<tr>
<th>Credit Hour Requirements for Theatre:</th>
<th>BFA- Performance</th>
<th>BFA- Design/ Tech</th>
<th>BA Theatre</th>
<th>Thea Minor</th>
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<tr>
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<td>12</td>
<td>15</td>
<td>3</td>
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<tr>
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<td>15</td>
<td>n/a</td>
</tr>
<tr>
<td>*approval req/d.</td>
<td>124</td>
<td>124</td>
<td>120</td>
<td>18</td>
</tr>
</tbody>
</table>

The Degrees:

The BFA degrees in Theatre Performance and Design & Theatre Technology are pre-professional training degrees intended for students who plan to pursue advanced study and/or careers as actors/directors or designers/technicians. Majors in these disciplines are immersed in advanced theatre studies including acting, voice, movement, scenic design, technical theatre, and additional specialized theatre electives that emphasize the knowledge, skills, and discipline necessary for advancement in the area of acting (performance) or design and technical theatre.

The Performance focus is a broad yet intensive study of the performance field. The Design &
Technical Theatre emphasis centers on the field of design and the investigation of its supportive technology. Each track within the BFA shares a foundation of study in the areas of acting, directing, playscript analysis, technical theatre, and theatre history. Through this base, students gain a broad understanding of the art and craft of theatre and share a common experience. This area provides the foundation for further specialization in acting or design and technical theatre.

The BA in Theatre focuses on the theatrical process in combination with additional areas of interest. Majors pursuing this degree receive an overview in theatre studies, with more open options for areas of further study. This degree is intended for those who wish to pursue advanced study or for those who wish to combine a major in Theatre with a major or minor in another field.

The degrees within the BA Theatre program are not awarded lightly. Students of the Theatre Program are expected to have a full knowledge of their area study, a firm grasp of the skills of their discipline, to apply themselves to the study wholeheartedly, to engage in the collaborative nature of the discipline, and to add to the advancement of the art through their various projects.

Theatre course rotations can be found at the end of the Theatre section; Check sheets and Plans of Study are in Appendix and on website.

SCHOLARSHIPS

Specific scholarship criteria can be obtained from the Program Director of Theatre and/or the School of Performing Arts office.

APPLIED LEARNING PRACTICUM - GUIDELINES

The major requirement for the Theatre practicum comprises student participation through applied learning opportunities in our Main Stage and Second Stage laboratory productions. The primary objectives are to apply previously acquired skills through participation in SPA productions. Students report to the instructor of record, as specified in the semester Schedule of Courses, for specifics of practicum assignments.

Applied learning practicum areas include:
- Performing Arts Seminar (180E)
- Stagecraft (180A & 380A)
- Costuming (180B & 380B)
- Management (180C & 380C)
- Performance Practicum (180D & 380D)

ASSESSMENTS

Students in the Theatre Program are regularly assessed in and out of class through coursework, performance, design, and/or production work.

Year End Assessment

All students in the Theatre program are reviewed at the end of the academic year by the Theatre faculty. These assessments take the form of a jury (for Performance majors), verbal evaluation between faculty and student, and a written record of the evaluation is placed in the student’s file.

Senior Capstone Project

BA assessment comprises a Capstone project encompassing the student’s individualized areas of study in consultation with faculty advisor.

Senior Jury and Portfolio Review

Senior students pursuing the BFA in Performing Arts – Theatre degrees are required to present a Senior Jury for the Performance track, or a Portfolio Review for the Design & Technical Theatre track as part of the Theatre Program’s final assessment process. The guidelines for this assessment procedure are as follows:

Senior Jury

Senior Jury is the final assessment for those BFA majors following the Performance track. It must be scheduled to take place at the end of the last or next to last semester before the student’s graduation. The specific time must be established by mid-term of the semester during which the jury is scheduled.

Performance majors shall be assigned to a member of the performance faculty who will act as a jury advisor. This assignment will be made in consultation and agreement with the student. This faculty jury advisor will be responsible for overseeing the selection and preparation of the material to be presented, as well as any written material required by the performance faculty to document the work.

Set pieces for the jury shall be limited to a chair or stool and a table. Minimal hand props (such as fans, handkerchiefs, etc.) and small costume elements (such as scarves, hats, etc.) may be used. The student is responsible for acquiring, striking, and returning any props, set and costume pieces used for the jury.

The Jury consists of:

Two contrasting audition pieces, each between one minute and one minute-and-a-half minutes in length.

Two monologues or soliloquies from two distinct periods. The maximum time for each is five
Two scenes from two distinct periods, to be performed with only one other actor. Each scene must be between seven and ten minutes in length. Contrasting styles should also be selected, i.e., dramatic, comedic, farcical, etc. A student created program that includes the selections of material, the name(s) of the scene partners, and the link/website address for the student’s professional website. The performance selections must be from different plays, and must be chosen from four different periods. One must be from Elizabethan-Jacobean drama, and one from Classical Greek.

The jury personnel shall consist of the theatre performance faculty.

**Portfolio Review**

For the Design & Technical Theatre major, the Portfolio Review is generally scheduled during the first semester of the senior or graduating year. The first semester is recommended for the student’s benefit so that during the second semester the student has materials to use for a job search, applying for internships, or applying to graduate schools. However, a student may choose to do the review during the second semester.

The review time is to be established by the midterm of the semester in which the review is held. The student is assigned to one of the design faculty in consultation and agreement with the student.

**The review consists of the following:**

- Presentation of portfolio, résumé, and website to Design Faculty and invited guests.
- Question and answer period between faculty and student.
- Oral criticism of the works by Design faculty.
- Discussion of future plans with faculty.

**Format of Portfolio Criteria**

The student should choose the medium of displaying the portfolio. This can be a traditional hard copy presentation of the body of work, a digital presentation (PowerPoint, Prezi, Keynote, etc.), a professional website or other acceptable medium. The choice, by the student, should be decided based on career choices and available portfolio materials.

These materials should be arranged in a determined order and show the following:

**Demonstrated Skills in Rendering:** regardless of the design field, the student should show a working knowledge of executing a visual representation of the desired effect. There should be a demonstration of different mediums as well as a strong variety of production styles.

**Diversity in the Design Field:** for the graduating senior, diversity in the design field is essential. The student should show experiences in several design fields, e.g. set design, lighting design, and/or costume design.

**Demonstration of Design, Technical and Artistic Skills:** student should show their design, technical, and artistic skills through projects from theatre courses and other visual arts.

**Demonstrated Skills in Rough Sketching and Drafting:** regardless of the design field, the student should show all work involved in the process. There should be a demonstration of the process and the progress through rough sketches and decisive choices in drafting.

**Presentation of Realized and Theoretical Projects:** the student should present both realized and theoretical projects. Documentation should encompass evidence of concept through completion. Inclusion of Public Responses: it is important to get the differing reactions of several theatregoers, directors, other colleagues, and critics to show how the design student’s work has been received. Include both positive and negative responses.

**Current Résumé for Full Review Panel:** the résumé should be developed and fine-tuned through early discussion with the faculty advisor. Include projects slated for graduating semester.

**Production**

Production is an integral part of the applied learning process for all theatre majors. Students have the opportunity to apply the knowledge and skills they discover in the classroom through Main Stage, Second Stage, and additional lab activities. Participation in SPA theatre productions is open to all university students. Auditions are open only to WSU students. Exception: In cases where the director wishes to enhance the learning experience of the student, or is unable to cast a role from the regular auditions, the director may bring in a faculty member or guest artist from outside the university to perform with the students.

Any major who goes through the audition process is assumed to be available for the cast. All BFA Performance majors on scholarship are required to audition for all theatre productions. BFA Performance majors not on scholarship are expected to audition for all theatre productions. BA students are encouraged to audition, take on technical responsibilities, or in some other way
participate in the production process. Design and Technical Theatre majors receive design and technical assignments based on level of progression and development. Majors may request to be excused from participation in a particular production for academic reasons such as poor academic standing, class conflict, or a directing or designing assignment in Second Stage. The request must be made in writing and submitted to the Program Director of Theatre in advance of the scheduled auditions.

See eligibility section above for production participation requirements.

► **Main Stage Season**

The School of Performing Arts Theatre program presents two major productions a year in the Main Stage Season; often one stage production and one feature length film. All types of plays are produced in order to give audiences and students working in the program an understanding of as many different styles and periods of drama as possible. The Main Stage Season consists of Faculty or Guest Artist directed and designed shows. A student may assistant direct if the director consents and the student is in good standing in the program. Advanced Design/Tech students may be given the opportunity to design for a Main Stage production.

► **Second Stage Season (Theatre Laboratory Program)**

The Second Stage Theatre Season includes all student-directed and student-designed productions. The program is under the supervision of the SPA Theatre faculty as part of the academic curriculum of the School. Students must have had the appropriate class to direct or design in the Second Stage. Students may receive directing credit under THEA 375 Directed Projects or 675 Directed Study. Design students may receive credit under THEA 375_, THEA 675_, or THEA 510 Design Project.

Complete Guidelines for Directing and Designing in the Second Stage can be found in the Appendix.

**Auditions**

Auditions for all fall and spring theatre productions will be held during the first full week of the fall semester as part of the general School of Performing Arts auditions. Audition announcements are posted on the Callboard outside the SPA office and posted on the SPA webpages.

* **Audition Procedure**

Following is the normal audition procedure: Student’s should be prepared to present two contrasting monologues of 1-minute in length each.

A current headshot and resume should be emailed (prior to audition) or provided at audition to the Director of the show.

Upon arrival at the designated audition location the student will fill out a form listing name, address, past experience, special abilities (or they may turn in a résumé that contains all of the requested information). Students will also fill out a form indicating any technical opportunities sought.

Students perform their prepared audition pieces. The director then asks students to read cuttings from the play. The usual procedure is to have everyone read one time in order to determine what role or roles an individual might be suitable for, then competitive readings are held for each role.

Callbacks will be announced for the second or third night. The names of the individuals needed for callbacks will be posted on the Callboard outside the School of Performing Arts office.

The specific callback process may vary somewhat from director to director. Be sure to check the Callboard for updates on audition requirements. If you have further questions about the audition expectations for a specific play, ask the director. Procedures for auditions for musicals can be found in the Musical Theatre section of this handbook.

* **Casting**

Students are advised to be realistic about the roles they are suited for. A student should realize that if he or she is not cast for a particular play it is because others seemed more suitable for various reasons at the time, not because he or she does not have talent or is of less worth. Those who are not cast are urged to get involved by working backstage and to audition for future productions. A student is likely to be cast in future productions particularly if she or he is recognized as dependable and responsible.

* **Technical/Production Opportunities**

There are numerous technical opportunities available each semester including paid and volunteer positions. Paid positions may include Student Assistant positions in the Scene Shop, the Costume Shop, the Publicity Office, and Administrative Office Assistants (see Student Assistants in the SPA section of this Guidebook). The Theatre program’s production policy
involves a total theatre concept, and we expect each major to work in every area of the theatre to gain as much experience as possible over a four-year period. This enhances the student’s awareness of the workings of this collaborative art form, and provides a unifying experience for the students in the program. We also encourage Theatre minors and non-majors to participate in this total theatre concept. Student volunteers in the shops are welcome. Volunteers and other workers should plan to work consistent hours if possible every week. Students accepting responsibility for major technical positions must attend the production meetings. Students interested in working in the technical area should fill out a production form at auditions or see a member of the Design and Technical faculty or staff.

The following description should help students understand the kinds of positions available.

**Stage Manager:** Responsibilities include setting up for rehearsals; calling, attending and running production meetings; serving as liaison between directors and designers; recording show blocking; sweeping stage when needed; arranging furniture and props for rehearsal; taking notes for director. During performances the stage manager is responsible for running the show, calling all cues, and is responsible for all backstage.

**Assistant Stage Manager:** Responsibilities include prompting actors and helping the stage manager with production.

**Student Technical Director:** Responsibilities include working with designer in determining materials and methods of construction; coordinating a build and paint schedule with the School Technical Director; aiding in set construction; attending all production meetings; supervising load-in and setup of set, props, and special effects; supervise all tech crews during tech week; assume responsibility for any set pickup arising from tech week; supervise strike and load-out. Must attend all technicals, dress rehearsals, and performances.

**Student Shop Assistants:** Assume a major part of constructing elements for productions. Includes scene shop assistants who construct sets and help in all areas of technical production, and costume shop assistants who construct costumes, make alterations and repairs, assist with costume crafts, and assist with wardrobe crew supervision.

**Running Crew:** Position and responsibilities include stagehands: those who change scenery; costume crew: those who change and maintain costumes; hair and make-up crew: assist with hair, wigs, and make-up during run; props crew: those who set up and maintain props; light crew: assist with hanging, focusing and running lights including followspots. All running crews must attend all technicals, dress rehearsals, and performances.

**Props Master:** Responsibilities include obtaining and maintaining all hand props, set props and set dressing for the play; supervising props running crew; setting up prop table and ‘running’ props during technicals, dress rehearsals, and performances.

**Make-up Supervisor:** Responsibilities include designing make-up; making certain that proper make-up is available and replacing depleted supplies; assisting actors with make-up and clean-up during the run of the show. Must be at all dress rehearsals and performances. Works closely with the production Costume Designer and the faculty Costume Designer to plan the design and needs of the production.

**Master Electrician:** In charge of hanging, focusing, and running lights. Must be at work sessions and run-throughs, dress rehearsals and performances.

**Light Board Operator:** The actual running operator of the light board. Must be at all technicals, dress rehearsals and performances.

**House Manager:** Responsibilities include setting up stations, ensuring cleanliness of front of house and auditorium, overseeing ushers, acting as liaison between front of house and stage manager.

Some of these positions may qualify for practicum credit (see Regulations for Credit for Practicum on page 11).

* **Rehearsals**

The rehearsal period for a theatre Main Stage show ranges from five to six weeks. Rehearsals are generally held weekday evenings five nights a week. Occasionally, afternoon weekday rehearsals or weekend rehearsals may be scheduled. Students are given a rehearsal schedule usually at the first or second meeting of the company. Weekly rehearsal schedules and/or changes in the schedule are also posted on the Callboard. Actors must check the Callboard daily. Actors must attend all rehearsals calling for their scenes. No one should miss a rehearsal unless there is an emergency. If an emergency necessitates a delayed arrival or a missed rehearsal the actor must notify the director and stage manager in advance.

Actors are expected to be in the rehearsal space at least ten minutes prior to the scheduled
rehearsal start time, and are expected to come prepared and ready to work. They are expected to conduct themselves in a professional manner during the rehearsal which includes self-discipline, initiative, responsibility, openness, honesty, and the ability to work with others.

Actors should wear appropriate clothing during rehearsals. Avoid clothing that will hinder the freedom of movement needed for the role. Going barefoot and/or wearing open-toed shoes are not considered rehearsal appropriate unless specified by the role.

Students who are found to be undependable because of frequently missing rehearsal or being late, who are found under the influence of alcohol or drugs, who have contracted an extended illness or sustained a severe injury, or who cannot successfully continue their participation because of extenuating circumstances will be released from the cast or crew and replaced according to the discretion of the director and the theatre faculty.

Members of the production staff should check with the director or stage manager to find out when they are needed at rehearsals. The stage manager and assistant to the director must be at every rehearsal. Props manager, master electrician, stagehands, and lighting crew must be at all run-throughs, technical rehearsals, and dress rehearsals starting a week to ten days before opening. Make-up and costume crews are required to attend all run-throughs the week before technical rehearsals begin, all dress rehearsals and all performances.

Visitors are generally not allowed during the rehearsals. These are work periods and not finished productions, and visitors may inhibit actors or may report unfavorably on the production without understanding the work in progress. Students are to ask the director’s permission before inviting visitors. Visitors are not allowed backstage before, during or after performances. Friends and family are welcome to wait in the house or lobby. Actors may come out to visit after the performance. Actors must change out of costume and wigs before visiting with the public. For visitors on strike night, see Strike.

* **Costumes, Make-up and Props**

In most cases, costumes are supplied for the actors. Occasionally, students may be asked to supply their own shoes or outerwear. Students must furnish their own under garments.

* **Fittings**

Costume fittings are scheduled through the stage manager at times that both the shop supervisor and designer are available in the costume shop for the fitting. It is imperative that actors do not miss their fittings. If you are going to be late or an emergency occurs which prevents you from making your fitting, please call the costume shop at least 30 minutes before the scheduled fitting time.

Guests are not allowed in costume fittings. Be prepared for your fitting by wearing appropriate under garments, have long hair secured up from the neck area, and by being clean.

If costume problems arise during dress rehearsals and performances, report the problem to the Wardrobe Crew. Actors must wear deodorant for dress rehearsals and performances. Smoking, eating and drinking (other than water) in costume is prohibited. If a costume is damaged by any of these habits it is the actor’s responsibility to pay for cleaning costs or replace it.

Theatre majors must supply their own make-up kits and learn to do their own make-up. Be advised that it is not a good idea to leave your make-up kit in the dressing room. The SPA Theatre program will supply specialty make-up items, hairpieces and wigs.

It is the actor’s responsibility to keep their dressing room area clean during the run and to clean up their area after the close of the show. Actors are encouraged to use props early in rehearsals. Props will be in the care of the stage manager or the props manager and are always to be returned to them or to the prop table. Students are not to remove props from the theatre under any circumstances.

* **Valuables**

Students should not bring valuables to the theatre. Money, rings, watches, and similar items are easily stolen. Do not leave such items in the dressing rooms or backstage. Purses, wallets, money, rings, watches, keys and other items of value should be given to the stage manager.

* **Workdays**

Generally, the Saturday one week before the first tech of a Main Stage show is a Workday. All theatre majors (scholarship and non-scholarship) and cast members are expected to participate in the workday. The Saturday one week before first tech of a Second Stage show is also a workday for those involved in the specific show. Workdays for specific shows may deviate from this Schedule. Please keep yourself informed.

* **Strike**
All students involved in any theatre program production (Main Stage, Second Stage) are required to help with strike immediately following the last performance of the show. Do to the time constraints, it is requested that students do not visit with family and friends after the show on strike night. Be sure to wear appropriate clothing and appropriate footwear (no open-toed shoes or heels) for strike.

**OFF-CAMPUS COMMITMENTS**

The School of Performing Arts production schedule is extensive and is a necessary part of the overall education of students within the School. In order to fulfill its function as part of the academic curriculum, student involvement and commitment are required. The Theatre program is conscientious of the demands of time this extensive schedule places on the student theatre artist. To ensure that the student is not overwhelmed with commitments during their course of study at the University, the Theatre program has established the following guidelines pertaining to student production commitments during the academic year.

Theatre scholarship students’ primary commitment is to the Theatre program, and they are required to participate in SPA theatre productions, be it in an onstage or technical capacity.

See Student Eligibility section.

Non-scholarship Theatre majors are also expected to participate in WSU theatre productions before accepting off-campus assignments.

**Graduation Requirements:** All theatre majors must participate in some area of the production of all university theatre plays, after consultation with faculty and staff.

(pg. 118 Current Course Catalog)

**SECOND STAGE**

The Second Stage is the Theatre Laboratory Program and consists of all student directed and student designed productions. Students may submit a proposal for directing a Second Stage play under THEA 375 Directed Projects or THEA 675 Directed Study. Qualified students are also given the opportunity to design the set, costumes, sound, lighting, and take charge of the technical direction. Design students may receive credit through THEA 510, THEA 375, or THEA 675.

See Appendix for:

**WORKSHEET FOR PLAY ANALYSIS**

**GUIDELINES FOR DIRECTING IN THE SECOND STAGE**

**GUIDELINES FOR DESIGNING IN THE SECOND STAGE**

**GENERAL RULES AND GUIDELINES FOR THE USE OF THE WELSBACHER FACILITY**

Outside doors are secured by a security alarm system. Keys to the doors and codes for the security alarm are issued to School of Performing Arts faculty and staff. During specific productions in progress, the production director and stage manager will be issued keys.

When leaving the building at night or on weekends, the security alarm must be reset. All inside and outside doors must be secured before alarm will set.

Everyone must be out of the building by midnight.

Do not move, or in any way, use equipment or furniture in parts of the building (other than those designated above as the Welsbacher facility) unless you have prior approval of the facilities manager.

Do not enter areas of the Hughes Metropolitan Complex that are not designated as the Welsbacher facility as these are on separate security alarm systems and the School of Performing Arts does not have access to those security codes.

Areas designated as Tornado Shelters are clearly indicated. Familiarize yourself with their locations. Technical directors and stage managers must be aware of the procedures to follow in event of a tornado warning.

On behalf of the School of Performing Arts, the chief person in charge of the facility is the Program Director of Theatre, who delegates most of the day to day responsibilities to the Technical Director.

Please take good care of this facility as if it were your own, because it is!

**CONTESTS AND ORGANIZATIONS**

**Wichita State University National Playwriting Contest**

Open to all undergraduate and graduate students enrolled at any college or university in the United States. Both one-act and full-length plays may be submitted. Two or three short plays on related themes by the same author will be judged as one entry. The total playing time must be a minimum of 90 minutes. Full-length plays in one or more acts should be a minimum of 90
There is no restriction of subject, style, treatment, etc. The plays must be:
- Original, unpublished, and unproduced. More than one entry may be made by each eligible playwright.
- One typewritten, bound copy, or e-mailed copy should be submitted.
- Two title pages must be included:
  - one bound, the other unbound.
  - the unbound title page should contain the author’s name, address and telephone number. This information must appear nowhere else in the manuscript.

A self-addressed envelope must accompany each entry if return is requested. If the contestant wants an acknowledgment of the receipt of the manuscript, a self-addressed stamped postcard must be included.

The deadline is January 16 each year. There will be a production, or staged reading, of the winning play by the WSU Theatre (may be entered in the KCACTF Playwriting Awards Category). Transportation and other expenses for the playwright to attend will be provided. The judging will be done by a panel selected from the Theatre Faculty of Wichita State University’s School of Performing Arts. One to two WSU student will be on the panel as well. Students should request a copy of these guide.

**Kennedy Center American College Theatre Festival**

The Kennedy Center American College Theater Festival (KCACTF) is a national theater program involving 18,000 students from colleges and universities nationwide which has served as a catalyst in improving the quality of college theater in the United States.

The goals of the Kennedy Center American College Theater Festival are: to encourage, recognize, and celebrate the finest and most diverse work produced in university and college theater programs; to provide opportunities for participants to develop their theater skills and insight; and achieve professionalism; to improve the quality of college and university theater in America; to encourage colleges and universities to give distinguished productions of new plays, especially those written by students; the classics, revitalized or newly conceived; and experimental works.

[www.kennedy-center.org/education/actf](http://www.kennedy-center.org/education/actf)

Each production entered in KC ACTF is eligible for a response by a regional KC ACTF representative, and selected students and faculty are invited to participate in KC ACTF programs involving scholarships, internships, grants and awards for actors, playwrights, designers, stage managers and critics at both the regional and national levels.

Students selected to participate in KC ACTF award and scholarship competitions must meet with their advisors at the time of selection to receive information on competition rules. Students selected as Irene Ryan Acting Scholarship nominees will need partners for the competition, and doubling up of partners should be expected. Partner choices must be made in consultation with the Directors of their respective programs.
**Section III – Appendix**

**A. FORMS**
- Assessment forms
- Contracts
- Dance - Request to Direct/Design for Litwin
- Dance - Request to use Litwin
- Funding Request from PAA
- Jury Forms
- Registration Worksheet for Enrollment
- Request to Perform Off-Campus
- Scholarship application/renewal forms
- Second Stage - Request to Direct/Design for Welsbacher
- Second Stage - Request to use Welsbacher
- Student Employment Job Applications
- Student Employment Time Sheet

**B. INFORMATION SHEETS**
- ACDA, American College Dance Association
- Degree Checksheets and Plans of Study
- **KCACTF**, Kennedy Center American College Theatre Festival
- National Dance Education Organization
- Professional Organizations
- Second Stage – Guidelines for Designing in the Second Stage
- Second Stage – Guidelines for Directing in the Second Stage
- Second Stage – Worksheet for Play Analysis
- Student Job Descriptions
- **USITT**, United States Institute of Theatre Technology