

2014-15 Department of Theatre Arts

Undergraduate Handbook

Western Connecticut State University

Academic Information and Policies

BA Theatre Arts— Performance Option

BA Theatre Arts— Design/Tech Option

BA Theatre Arts— Theatre Arts Management Option

BA Theatre Arts— Drama Studies Option

BA Musical Theatre

Produced by

Faculty, Staff, and Students

Department of Theatre Arts

School of Visual and Performing Arts

Western Connecticut State University

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WELCOME TO THE WCSU DEPARTMENT OF THEATRE ARTS!

Welcome to the Department of Theatre Arts here at Western Connecticut State University. Congratulations! The Theatre is a demanding vocation. To increase your chance of success, you will need to work long hours and practice self-discipline. We expect that you will be ready, willing and able to learn and grow over the next few years.

This handbook has been developed to better aid you in accomplishing your goals as well as helping you understand what is expected of you. The handbook is considered a work-in-progress, and will continue to be developed and adapted, so please check the most current version on the Theatre Arts webpage.

For incoming students, we understand that it will be an adjustment for you to settle in. It is fair to feel lost at first but, remember, all the other students have been through the same process. Try to get as involved in the department as possible and you'll soon find your place. It does not matter if you do not understand how to do everything at first. It does not matter if you find yourself in a role you did not expect. Try. Give it your all. We look for your best effort. Look to these small pieces of advice when you're struggling:

- Work together with your fellow students.
- Deliver on your promises.
- Remain motivated.
- Always try to find solutions, not problems.

Yes, you'll have some good days and some less so. However, you will have support here both in fellow students and faculty. As long as you press on through the bad, the good always comes around again.

Get involved. Don't hang back. Volunteer to be on the running crew for a show, get involved with the work in the costume shop or scene shop, or help with publicity and promotions. Through participation you will learn the inner workings of how theatre is produced.

Please use this information as a guideline for your time at WCSU and welcome from your
Faculty, Staff and Fellow Students

OVERVIEW

The Department of Theatre Arts provides a strong theoretical and practical approach to the study of the art and craft of theatre. Students who major in Theatre Arts prepare for graduate studies and/or careers directly related to performance, design/technology, management and dramaturgy. Students also combine theatre studies with other majors and/or minors such as Music, Art and Media, to enhance work opportunities within the entertainment industry.

In addition to its academic functions, the department serves the campus and community by offering diverse theatrical performances including, musicals, traditional plays, and plays for children. Connections to the greater theatre community are promoted through sponsorship of professional training workshops and performances of guest artists.

Our proximity to New York City (one hour to mid-town Manhattan) gives us an opportunity to make excellent use of its vast resources. The theatre faculty maintains close ties with professional organizations, activities and research facilities within the area, and opportunities are regularly planned to introduce students to the professional environment.

MISSION

The theatre department keeps consistent with the university's mission to serve as an accessible and responsive intellectual resource for the people and institutions of Connecticut. The department provides a thorough, modern education in the theory, skills and technology of theatre production and performance that is tailored to the individual student's background and career objectives.

The department believes in fostering a diverse student environment with an emphasis on professionalism and a commitment to excellence.

DEPARTMENTAL OBJECTIVES

To accomplish this mission the Department of Theatre Arts:

- Offers its students the highest quality undergraduate programs in performance, theory, theatre technology and design by professors that have worked professionally in their field and maintain high academic credentials in their respective areas.
- Emphasizes performance and production techniques, writing and theatre management throughout the undergraduate curriculum to develop students' ability to understand and deliver appropriate performance and theoretical concepts and to apply and utilize these techniques in a professional setting.
- Provides studio and theatrical experiences using public and classroom productions to entertain live audiences. Our season each year consists of two main stage productions, two large-scale children's shows, studio productions, and a variety of workshops and readings which enhance the cultural environment of the university and its programs.
- Organizes a residency of our students in New York for a week to perform off-Broadway, take workshops, visit network television and theatrical venues and meet theatre professionals.
- Organizes opportunities for students to perform off-campus at such venues as the Edinburgh International Theatre Festival in Scotland and at the Kennedy Center American College Theatre Festival.
- Provides a personalized learning environment for students through faculty mentored undergraduate research/creative projects and internships.
- Prepares students for graduate education in multiple areas of theatre arts and the entertainment industry.
- Assists students in discerning appropriate careers through diligent advising.
- Provides students with connections and references to professional organizations (such as USITT), internship programs and job placement opportunities.
- Arranges for New York theatre professionals to travel to our campus to conduct workshops in all aspects of theatre training.
- Provides and fosters the growth and development of faculty by encouraging research, attendance at professional meetings, publication and presentation of scholarly work and creative performance.
- Collaborates with organizations and institutions in all areas of the entertainment industry within the tri-state area to support professional growth of faculty as well as internship opportunities for students.
- Expresses its strong commitment to the community by collaborating with regional elementary, junior and senior high school educators to further our programs in children's theatre.

DEGREE PROGRAMS IN THEATRE ARTS

BACHELOR OF ARTS IN THEATRE ARTS (B.A.)

This degree is appropriate for students who wish to study theatre within the broader context of a liberal arts education and to emphasize areas of concentration such as performance, design/technology, theatre arts management or drama studies. Students are encouraged to explore breadth and variety in their educational pursuits to enhance their understanding of the world around them and to give them greater career versatility as a graduate.

- To develop understanding and practice of theatre arts by focusing on the verbal, physical, visual and research aspects of the craft.
- To understand script analysis in order to develop an understanding of the relationship of production process to the period and style, content and structure of a script.
- To provide exposure to a wide variety of theatre repertory through the study of the history of theatre, its major dramatists, attending performances, and through the production of a variety of theatre works.
- To prepare students for entry-level positions in theatre performance, design and/or technology, theatre arts management and other entertainment industry-related fields, as well as, for continuation with graduate studies, and/or teaching.
- To encourage students to explore breadth and variety in their educational pursuits to enhance their understanding of the world around them and to give them greater career versatility as a post-graduate.

BACHELOR OF ARTS IN MUSICAL THEATRE (B.A.)

This degree offers knowledge of and training in all aspects of musical theatre within a liberal arts context in order to compete for employment opportunities in the entertainment industry where musical talent is utilized. Students will develop the following skills:

- Vocal production and techniques sufficient to present complete roles in full productions.
- Vocal interpretation and role preparation skills that enable understanding and performance of roles in a wide variety of styles and formats.
- Musicianship, keyboard competency, and analytic skills.
- Theatre skills, acting competence, script analysis, stage movement, voice and diction for the actor, auditioning techniques and related physical skills such as modern dance, ballet and jazz.
- Understanding of basic production elements such as make-up, costume, sets and props, and lighting.
- Knowledge of the musical theatre canon, along with its history and development within the theatre.
- Portfolio preparation of musical and non-musical material for auditions and/or graduate school.

ADMISSION AUDITIONS FOR MUSICAL THEATRE

Students wishing to pursue a degree in Musical Theatre in the Department of Theatre Arts must adhere to the following criteria for admission:

1. Fulfill general admission guidelines found in the catalog for the university, school and department.
2. Perform and pass an audition, in person, for members of the faculty. The student, through this audition, must exhibit the standards and skill sets required for entry into the Musical Theatre program, including:
 - The ability to accurately perform with accompaniment 16 bars of an up-tempo and 16 bars of a ballad vocal selections.
 - The ability to perform a ½ minute to 1 minute monologue portraying a character close to the age of the individual auditioning.
 - The ability to learn and perform a short dance phrase that demonstrates movement skills.
 - To receive a passing score on a sight-singing/ear-training examination.
 - To take a music theory examination. (This examination is used for placement only.)

Information regarding audition dates and specific audition requirements can be found on the Web site at <http://www.wcsu.edu/theatrearts/musical-theatre.asp> or by contacting the Department of Theatre Arts at (203) 837-8250.

TRANSFER ADMISSIONS

All students wishing to transfer into any degree program in theatre at WCSU must meet the criteria listed for each program, including those currently attending institutions holding articulation agreements with WCSU. All applicants will be assessed in the areas of their selected option for matriculation and appropriate prerequisite placement in courses within the major.

Transferring students coming in as sophomores in the performance option will be required to perform a monologue and provide homework samples for assessment of their skills. These students can find information regarding the Assessment Criteria under Sophomore Assessment in this document.

ACADEMIC ADVISEMENT AND REGISTRATION

As a student of WCSU, an official advisor is assigned through the registrar. This advisor will be a professor in the Department of Theatre Arts. Before registering for classes, you must meet with your advisor who will help you understand what classes you need to take each semester to keep on track for graduation. Because many required courses are offered in rotation, it is important to take them in the specified blocks, so as not to get behind or become overwhelmed your senior year.

Most THR classes require a special permission slip. Your department chair will provide you with this slip, which you must take directly to the registrar in Old Main and register for those classes in person. Your advisor will also give you a pin number that you will need to register for general education and elective classes online. Registering online is another way to register without going to the registrar, as long as you **do not** need special permission to take a class.

To learn about which classes you must take in your time here, you can look at your program sheet. These program sheets are available on line at:

<http://wcsu.edu/academics/programsheets/>

<http://www.wcsu.edu/academics/programsheets/svpa/THRPERFORMANCE0512.pdf>

<http://www.wcsu.edu/academics/programsheets/svpa/THRDESIGNTECH0512.pdf>

<http://www.wcsu.edu/academics/programsheets/svpa/THRARTSMGT0512.pdf>

<http://www.wcsu.edu/academics/programsheets/svpa/THRdramaStudiesOp0512.pdf>

<http://www.wcsu.edu/academics/programsheets/svpa/BAMusicalTheatre0512.pdf>

Once you are registered and a part of the program, an updated electronic version of your personal program sheet is kept in the departmental advisement files. To receive a copy of this, contact your advisor or the department chair.

AWARDING OF CREDIT

Credit Hour: A semester hour of credit is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks;
2. Or the equivalent amount of work over a different amount of time;
3. Or at least an equivalent amount of work as required in paragraph 1 of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

In this department, there are two types of courses: lecture and studio.

- *Lecture*: A semester hour of credit is an amount of work represented in intended learning outcome and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than 2 hours of homework or other outside preparation for every 50 minutes – 1 hour of class time.
- *Studio*: A semester hour of credit is an amount of work represented in intended learning outcome and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than 1 hour of homework or other outside preparation for every 50 minutes – 1 hour of class time.

ADDITIONAL FEES for Musical Theatre Students

Musical Theatre students are scheduled for a half hour voice lesson with one of the applied voice teachers. They additionally have an accompanist/vocal coach to work with them on their music. A fee of \$375 per semester is assessed to cover the cost of the accompanist. This fee is added into the regular tuition.

DEPARTMENTAL EVALUATIONS

POLICY STATEMENT FOR ACADEMIC GOOD STANDING

It is the policy of this department that academic good standing is a requirement for performing in departmental productions, for participating in a leadership position and for travel offered within the program. At the end of each semester each student's progress within their academics are reviewed and evaluated for participation in the following semester. Students must meet the following guidelines:

A. Overall Grades For The Semester

1. Must have completed 12 SH which apply to graduation
 - A grade of "C" or better is required for all theatre classes to count towards graduation.
 - All General Education courses and/or Electives must be a grade of "D-" or better to count toward graduation.
2. Grade Point Average
 - Maintain a 2.0 cumulative and have a 2.0 for the semester just completed.
 - Maintain a 2.5 in your major and have a 2.5 in your major for the semester just completed.

B. Student has been available for all assigned rehearsals and crew calls.

- No outside productions or commitments for performance are permitted while a major within the WestConn Theatre Arts program.
- Arrangements must be made with employers so that work schedules can accommodate the dates and times of rehearsal and crew calls.

C. One must be in good academic standing for:

- Casting within a show
- Appointment to a leadership position in Design/Tech (crew head or design) and management positions
- Participation in outside travel and department sponsored activities

MUSICAL THEATRE VOICE JURIES

As a culmination of each semester, musical theatre students are required to participate in voice juries. How the juries are organized and evaluated as follows:

- A. The jury will consist of the musical theatre voice faculty, the vocal coach, the coordinator of the musical theatre program and theatre arts performance faculty. Students will be scheduled for a 5 to 10 minute presentation of one to two of their pieces that have been worked on within the semester.
- B. Grading System
 - 1. Students will receive a numerical grade for each of the following aspects of their performance:
 - Preparation
 - Tone Quality
 - Intonation
 - Breath Support/Technique
 - Diction
 - Interpretation/Musicianship/Stage Deportment/Style
 - 2. The grade point scale is 100. Attention should be made during the course of the semester to each of these areas. The final grades of the three jurors will be averaged together. The studio teacher then renders the final grade, which is a combination of the jury and the weekly preparation for lessons.
- C. Jury Evaluation Form: A copy is included in the appendix to this document, page 25.

SOPHOMORE ASSESSMENT

All theatre performance option and musical theatre majors in the spring semester of their sophomore year – or as a transfer, at the beginning of the fall semester of their first year at WCSU – will be required to perform for an assessment committee consisting of all performance faculty members, full-time and adjunct. This will require a 3-5 minute scene with a partner, an individual monologue, a portfolio of your class work and work done on shows, and a resume and headshot. This assessment is not a barrier. It is only an assessment to evaluate your preparation for upper division classes and advancement to the senior capstone. A rubric for the sophomore assessment can be found in the appendix of this document on page 27.

SENIOR PORTFOLIO

All majors will go through a senior capstone evaluation during the final spring semester of their program. This is the main evaluation you will need to successfully pass during your time here. Rubrics for assessment are on page 28. The portfolio will consist of the following.

- A. A record of academic accomplishments:
 - Work samples illustrating each level of classwork for the degree program.
 - Production photos of work done on the shows, handbills or posters from shows.
- B. A significant artistic component that illustrates their performance, management, or design/tech capabilities. This component will be a show you work on during your senior year or, if there is no adequate role or assignment for you during that year, you will create an alternate artistic piece for public presentation.
- C. A research paper in support of the artistic presentation, whose length is determined by the faculty member teaching Senior Portfolio in your senior semester.
- D. An oral presentation to a panel of the full-time faculty of the concept and research at the end of the senior semester.
- E. A professional resume, headshot and portfolio binder.
 - Performance Majors must be prepared to perform 3 monologues and, optionally, 1 song and have at least 6 performance ready monologues within their folder.
 - Musical Theatre Majors must be prepared to perform 2 monologues and 2 songs and have within your book and ready to perform a representative piece for each of the five genre categories: Jazz Standard, Pre Golden-Age Musical Theatre, Traditional Musical Theatre, Contemporary Musical Theatre and Pop/Rock. Additional pieces from any specialty categories that you perform should also be there.

THR 300—THEATRE PRODUCTION LAB

All theatre majors and participants in departmental productions are required to enroll in THR 300. This course is repeatable and required each semester for majors. Students can earn up to 3SH each semester per semester for performing in and/or working on the departmental productions. Credit is awarded with a minimum of sixty (60) hour of supervised, laboratory work required. First and Second year theatre arts students will rotate in scenery, lighting, costume, sound, musical accompaniment, management, marketing and/or performance

Crews are assigned following the completion of auditions for the semester and all students will work on a crew in addition to their role that they may have been cast in. They are assigned based on the Design/Tech application forms, which are handed in after the first THR 300 meeting. Requests for changes to crew assignments must be brought to the Technical Director, Frank Herbert. The course outline can be found in the appendix, page 30.

VIRTUAL CALLBOARD

Virtual Callboard is our management system for THR 300. It is the place where you will receive all the information about shows, rehearsals, auditions, and other departmental news. It is *very important* that you check the callboard on a daily basis! You can also set it up so Virtual Callboard will email you with any important announcements.

- A. You will find the callboard at: <http://wcsutheatreats.vcallboard.com/>
- B. Sign Up For Virtual Callboard:
 1. As a student of the department of theatre arts, an account has already been created for you. To access it, sign into your WCSU email (ending in @connect.wcsu.edu).
 2. There should be an email from Virtual Callboard containing your username and temporary password. Go to the callboard (link above) and sign in with that information.
 3. You will be asked to change your password. Do so.
 4. Now that you are signed up, if you are not already prompted for information, click your name in the top right-hand corner of the home page, next to the gray face.
 5. You **MUST** provide a home address, dorm address, phone number, email address, and emergency contact. You must also provide any allergy/health information. All of these things are **VERY** important.
 6. Now you are ready to go!
- C. To Get Emails From Virtual Callboard:
 1. Click your name in the top right-hand corner of page, next to the gray face.
 2. Under Personal Information, check the “Yes” button for “I would like to receive email from this site.”
 3. Click “Submit all changes”.

AUDITIONS

All musical theatre and performance majors are *required* to audition for every show. Typically, the auditions for the main department productions occur at the beginning of the fall semester (for the fall shows) and the end of the fall semester (for the spring shows). The Directing Class One Acts will hold auditions for their ten-minute plays in the middle of the semester. All sign-up sheets and casting notices will be posted on the Departmental Callboard.

When you are cast standard rehearsals are Mondays-Thursdays from 7:00pm-10:30pm. You are required to keep those times available, as described in the Availability Policy (See Availability Policy). You will be given a more specific schedule of rehearsals times, which may be more or less than these standards, and may include weekend rehearsals. The schedule will also be posted on Virtual Callboard and the Mainstage callboard at least a week in advance of all calls.

CREW ASSIGNMENTS

THR 300 is the period in which you will participate as a company member making the show possible. You do work on your crew to help the show get ready for opening. For example, if you are on set crew, you will build the set. On the lighting crew, you will hang and focus lights. Costumes crews will collect, build and fit the costumes. Crewmembers should tell their Crew Head if they are uncomfortable with any of these tasks for their personal safety and that of others. All crew assignments are coordinated through the Technical Director.

Running Crews are selected for each show. You may be cast in one show and assigned to a running crew in another show. Every effort is made to distribute the work equally among all company members.

THR 300 also requires commitment outside of class time. While attendance is mandatory for each class, each crew has specific “crew calls” outside of class time. You will be notified of your call in advance and will be required to attend, unless you have class or rehearsal conflicts. You are expected to dress properly for your crew for all calls (See Safety, Rules, and Conduct).

EVERYONE cast or assigned to a running crew for a specific show is required to attend tech weekend, typically 10:00am–10:00pm on a Saturday and Sunday. Everyone in the cast and running crew of the show is also to stay for the entire time of striking the show, usually Monday afternoon. Strike is only finished when the technical director says that all of the equipment is returned to its proper storage area and the spaces are clear and clean. Costume strike happens in multiple stages, starting immediately after the final performance with the Wardrobe Running Crew and continuing in the following days, as needed, to have costumes cleaned, returned to rental houses and storage. This will vary from show to show and will be announced prior to the run.

To pass THR 300, you must maintain good attendance and do 60 hours of work for the shows. Your attendance will be noted at THR 300 and crew calls and these hours will be recorded for

you. When you arrive at a crew call, make sure to check in with your stage manager or crew head so you are accounted for. If you choose to do any other outside work for the show – for example, attending another crew’s call and helping out – you will need to notify the crew head in order that your extra hours can be recorded.

DEPARTMENTAL PROCEDURES

GENERAL DEPARTMENTAL MEETINGS

On approximately the second Wednesday of every month, the Department of Theatre Arts has mandatory meetings in Mainstage Theatre. These meetings are from 6:00pm-6:30pm. Updates and important organizational information are given at these meetings.

HEADSHOTS AND BIOS

As a student of WCSU's department of theatre arts, you need to have a headshot and bio to be used in programs, to be posted on the website, and for you to use for auditions. If you are new to the department, you will be given an appointment to have your headshot taken. There will be a sign-up within the first month or so of school. You must sign-up, whether you are a performer or not. PLEASE schedule an appointment you can be at and show up promptly. These photographers are from the art department and the appointments are set up by an art department faculty member. They take time out of their busy schedules to do us this service at no cost to you. Be sure to dress nicely, wear make-up if appropriate and look professional.

A template for the bio can be found in the appendix on page 33.

BULLETIN BOARDS

Each of the many bulletin boards that decorate our halls have a specific purpose:

- The CALLBOARD is where pertinent department information such as rehearsal schedules, advisement information, or cast lists are posted. Check this regularly.
- STUDIO A has a board showcasing upcoming performances in that space.
- Boards for the STUDENT CLUBS contain information about, or announce events for, Center Stage, WIG, and Eversion.
- The BOX OFFICE board contains the promotional material for the upcoming show.
- The Board in the THEATRE LOBBY is exclusively decorated for the upcoming show with headshots of the cast.
- INDUSTRY INFORMATION is posted on Julio Matos' board. This includes upcoming auditions, workshops, graduate schools and Internships.

LOCKERS

If you would like a locker talk to the chair, Laura Peichota, about obtaining one. You will need to provide your own lock.

MEASUREMENTS FOR COSTUME FITTINGS

To all incoming & returning performance and musical theatre students: During the first few days of the semester the costume shop staff will be taking measurements to keep on record for use on all upcoming productions. It is important that you come to school knowing your purchased clothing sizes in numerical form. This is NOT Small, Medium, Large. You will be asked to provide the following sizes:

- **Women:** Dress, Blouse, Pant (e.g. size 8, 10, 12 Petite, Womens, Misses), Shoe, Bra size (32A, 34C etc),
- **Men:** Suit (e.g. 44Reg, 38 Short, 46Tall etc) Dress Pant by waist and inseam (30/32, 34/36 etc) Shirt by neck and arm length (e.g. 17/32) Dress shoe.

If you are unsure of what size you buy take a look at your less casual, more formal dress wear clothing tags, ask your Mom or take a trip to the store and get fitted; take notes on the sizes that fit. What size was that prom outfit? Bonus points go to those that also come in knowing their Hat & Glove size. You will also be asked for your height & weight.

It is important that you dress appropriately for your measurement session. Please wear relatively close fitting, light weight clothes, no loose fitting or bulky clothes, and wear appropriate undergarments.

DRESS REQUIREMENTS

1. Rehearsals

- Female actors must supply character shoes and a rehearsal skirts when required.
- Male actors must supply hard soled dress shoes and jacket when required.
- All actors should own a make-up kit. Ben Nye kits are recommended.

2. Paint and Set Crews

- Wear Closed Toe Shoes
- Use Safety Goggles at all times in the shop
- Be aware you may have to climb ladders
- Be trained on equipment before using it. Ask TD, ATD, or Crew Head if you don't know how to use a piece of equipment.
- Long hair must be tied back into bun or ponytail.
- Work with a partner.
- No cutting on worktables.
- Pay attention while on stage and in the shop.
- Use common sense.

3. Lighting Crew:

- Be aware, you may have to climb ladders, so dress appropriately
- Wear gloves and close toed shoes
- Be trained on lighting console before use

SAFETY, RULES, and CONDUCT in WORKSPACES

STUDENT CONDUCT

Members of this theatrical academic community are expected to maintain standards of personal integrity and conduct themselves in a mature manner to optimize learning in the student's educational pursuits. It is further expected that every student respect the normal operations of the University. Failure to comply with direction from faculty or student leaders will be reproached with due course of action. Plagiarism, cheating or any form of academic dishonesty is not tolerated and will be addressed with extraordinary consequences.

SPACE AND FACILITIES

The Department of Theatre Arts at Western Connecticut State University is fortunate to have a variety of functional spaces for classes and rehearsals. These spaces may be equipped with an inventory of high quality technical equipment (light, sound) as well as furniture. Rules for use of these spaces:

- No trash is to be left in any of the spaces.
- All lights must be turned off when leaving the space.
- All doors (inside and out) must be closed and locked when the space is not in use. Stage and other doors are never to be left propped open.
- Keep all facilities organized and clean at all times. A number of classes utilize the same space.
- None of the above mentioned spaces are for "hanging out." The student lounge is in WestSide Campus Center.
- Reserve studio space for rehearsal through proper channels. Semester calendars will be posted for each room, please adhere to these.
- Adhere to time rules. Do not use the space longer than you have reserved it for.
- DO NOT disturb classes or rehearsals in adjacent spaces.
- ONLY bottled water is permitted in any department of theatre arts space. Other food or drink is permitted only when part of a production or scene. Alcohol is NOT permitted in any theatre space.

STUDENT ACCESS to FACILITIES

Costume Shop, Scenic Design Room, Prop Closet, Scene Shop and Theatre Department Computer Lab are all spaces used by students. There are specific rules for these spaces that must be adhered to. Access must be granted by the appropriate supervisor Elizabeth Popiel, Joni Lerner, Frank Herbert, Adelka Polak or Pamela McDaniel. All ongoing access key or card permission must be arranged by Karen Walsh with the approval of the chair, Pam McDaniel.

COMPUTER LAB regulations

- There is to be no food or drink near the computers at any time.
- Students with access may not open the computer lab for anyone without access and lock them in.
- There should be no equipment/ hardware removed from the room at any time.
- ALWAYS log out of the computers when you are done.
- Always replace the paper in the printers. It can be found in the main office room.
- For any further information on computer lab rules, please see Elizabeth Popiel and report to her any computer or printer that is out of order.

MAINSTAGE/STUDIO A/CLASSROOMS regulations

- Mainstage Theatre, Studio A, and Rehearsal/Dance Classrooms (Studio B & Studio C) may be reserved for student use through the Departmental Office Secretary for those working on productions or class projects. Classes and Departmentally-supported productions are given first priority.
- Use of light/sound equipment is authorized only for Mainstage/Studio A or classroom productions and projects. Students wishing to use lighting and sound equipment for class work must secure permission from the Technical Director.
- When done with Mainstage Theatre use, a ghost light must be lit and placed on the stage.
- Rehearsal and/or classroom furniture is supplied to theatre spaces and must not be removed. If it is removed for a rehearsal or production, it MUST be returned before the next class day.
- Spaces must be restored at the end of every class/rehearsal.
 - Stereo system should be locked and returned to its home
 - Keep pianos covered when not in use
 - Make sure the windows are secured

MANAGEMENT FACILITIES regulations

- The Student Production Office is a space designated for student Production Managers and Stage Managers. This space is for managers to work on Mainstage productions/Studio A, with access to a computer, printer, and files pertaining to departmental information.
- No one is allowed to know the access code to the Student Production Office but faculty, production managers, and stage managers.
- The Box Office is a space strictly for Box Office Staff and Theatre Management majors. All work done in the spaces should pertain to departmental productions.

DANCE SPACES (Studio B and Studio C) regulations

- The sound system must remain in the room and is to be locked in the cupboard when finished.
- Be respectful of the dance studios function.
- No street shoes on the Marley dance floors. Dance shoes, socks, and character shoes are acceptable.
- No food & drinks in the dance studio – water ONLY, preferably your own bottled water.
- Barres put aside
- Hands off mirrors

PRACTICE ROOM regulations for Applied Voice Students

Musical Theatre Students are granted the privilege of using the practice rooms in the Department of Music. However, they must adhere to the practice room policies as follows:

- Laura Piechota will grant access.
- Practice Rooms are available on a first come first serve basis.
- Any room left unattended for 10 minutes may be claimed by another student.
- Leaving books and music in a room does not constitute occupation.
- Students should never leave their belongings unattended. WCSU is not responsible for items and materials left unattended in practice rooms.

SAFETY REGULATIONS

- For your own protection you are not permitted to work in any of the areas/theatres without the supervision of a professor, adjunct professor or university assistant. In the unlikely event that there is an injury of any form, an Incident Report must be filed with the University Police at (203) 837-9300. In the event of an emergency, call 911.
- Wear only solid rubber soled shoes (sneakers are okay). Open-toed shoes, sandals, and very thin-soled shoes are not allowed on stage at any time, unless it is part of a costume. You will be asked to leave otherwise.
- When you come to a call, wear the appropriate clothing: clothing that can get dirty or get paint on it. Loose clothing and dangling jewelry is not permitted.
- Work gloves are required when working for a number of scenery rigging and lighting related tasks. There are some provided in the tool cabinet but students are recommended to buy their own, as those may fit better.
- Be sure you know the locations of all of the fire extinguishers, main power supply boxes, light switches, and closest exits in case of an emergency.
- You must be trained in the use of any production equipment before using it.

- Listening to music with headphones is not allowed at all during crew calls. If you have headphones in your ears, you are cut off from hearing any danger calls or safety instructions.
- Always be aware of your surroundings, and what is going on around you at all times. This is very important and essential to your safety and the safety of others around you.
- EVERYONE is required to wear safety glasses when operating any form of power tools at any time. If your supervisor asks you to wear additional safety equipment (i.e. hardhats, face shields, welding masks) you must wear them; they are for your safety.
- The use of any form of spray paint is limited to the spray booth. This is located in the corner of the Scene Shop.
- When there is anyone working in the air (Ladder, Hydraulic Lift, Grid etc.), they are required to have a spotter. One must be trained before using the Genie.
- If there is to be any form of repair/maintenance on any electrical equipment, (power tools, lighting instruments etc.) ensure that it is completely unplugged from any power source.
- If something is to be dropped from up above, a call must be yelled BEFORE dropping the object. Calls can be such as “HEADS UP” or “DROPPING IN _____ LOCATION”.
- Only people directly appointed by the Tech Director are allowed to operate the Fly rail.
- If you have a question, please ask; there is no such thing as a stupid question. Your crew heads are there to help further educate you in your crew area. Your TD or ATD are also available for questions.
- Firearms used in a show ARE NOT to be touched by anyone but the people using it and the Stage Manager. Before use in the show the person/people using the firearm must be trained in how to use it.
- If there are any additional questions about safety that are not answered in this handbook, please contact Frank Herbert at (203) 837-8253.

EMERGENCY PROCEDURES

In the case of any emergency (fire, power outage, etc.) cast, crew and audience members must immediately proceed to the closest available emergency exit. These are indicated by lit signs that read “EXIT” and follow the instructions of and police or fire brigade that are on location. If there are any other additional questions please refer the Western Connecticut State University’s Evacuation Procedure Manual at http://www.wcsu.edu/efs/HS_pdffiles/S115_EEP.pdf

TRAVEL POLICIES

Throughout the year the Department of Theatre Arts frequently sponsors trips to conferences and events within the state, out of state and abroad. Participating in one of these events is an honor earned through your participation in the program and places you in the spotlight representing our program.

- When you travel with the Western Connecticut State University Department of Theatre Arts you are a representative of the department and as such all rules and regulations that govern procedures and appropriate behavior at school are in effect which travelling. You must follow all WCSU guidelines and policies.
- When on trips like Scotland or the NYC show, you will have free time to be able walk around the cities and view them. Remember, you are there to perform a show and all normal rules and policies regarding call times and deadlines are in effect.
- Alcohol use and drug use of any kind will not be tolerated under any circumstances. You have a responsibility to your production to be in the best mental state so you can perform to your fullest potential. If you are found to be breaking this rule you may be removed from the production and sent home immediately without question.
- When going on long trips you will be housed in either a hotel or, when in Scotland, you will be assigned to a flat. The stage and company managers of the show will assign housing groups. It is important that you treat all housing with respect.
- When being transported either by bus, van, plane, etc. all students must follow all state and governmental guidelines and laws.
- If you leave the group, whether it be when in NYC, Scotland, at KCACTF, or any other event, or trip it is vital that you travel with another member of the cast or crew. Use the buddy system so that no one gets lost and we can all return home safe. Company managers should know where each individual can be located at any time.
- If you have any medical conditions or are taking any medicine it is vital that you fill out the medical form and inform the faculty chaperone and the stage manager.
- If in the case of a student being injured, if the student is in need of medical treatment immediately call medical services and then contact the Faculty member. **THE FACULTY MEMBER MUST BE NOTIFIED BEFORE TRANSPORT OF THE STUDENT.**

LENDING and BORROWING of PROPS and COSTUMES

ACCESS TO PROP AND SET STORAGE, 190 White Street.

When classroom work requires set pieces to be brought over from 190 White Street storage:

- A list should be developed and approved by the instructor of the class and then given to the Departments University Assistant, Adelka Polak.
- Adelka will made arrangement for transport of the items and will establish a crew call when all students needing access will go with her to collect the items.
- Once the project if finished all items must be returned through the same process.

COSTUME SHOP LENDING POLICY

Students can check out rehearsal/performance costumes for their projects by appointment with Joni Lerner or Liz Popiel and during appointed hours only. The following rules apply:

- Lending is for Theater Department or WCSU sponsored activities only. And only to currently enrolled students. Not for personal use.
- Any costume or costume piece already pulled for a current, upcoming or past show which is on a labeled/reserved rack, or has been pulled for a class project, is NOT eligible for borrowing.
- A Borrow Form must be filled out in full. This includes the signature of the sponsoring faculty member for that activity/class. This must be done in advance of taking the items out of the area AND the form must be signed by either Joni or Liz.
- No borrowed costume item may go off campus without special permission.
- Return of costumes must be upon the agreed return date and time. Only Joni or Liz can check in returns.
- Acting Class Projects or Activity Usage: The faculty member for the class or Activity Sponsor must contact Shop Manager with name of the student(s) assigned for that project. Student Costumers must provide a piece list, dates of use and are responsible for striking, cleaning & returning to stock those items used.
- Items used for in class must be OK'd by Joni or Liz before use. These items only leave the costume shop prior to that class or event and are returned immediately after use by the Student Costumer who borrowed that costume.
- The borrower is responsible for returning the item to stock cleaned and in good condition.
- Costume usage is a privilege and can be revoked if the above rules are not observed.

Costume Shop Hours: Mon, Wed and Thur: 4:00- 6:00; Fri: 1:00 to 3:00.

Contact Information:

Joni Lerner: 203-837-9429 Shop, 203-733-4630 (text) lernerj@WCSU.edu

Liz Popiel: 203-837-8843 917-374-1266 popiele@WCSU.edu

THEATRE ARTS STUDENT ORGANIZATIONS

The Department of Theatre Arts has four student-run clubs and organizations.

CENTERSTAGE

Center Stage serves students in regards to theatre arts at WCSU. It offers theatre & performance related workshops and master classes, acts as a forum to address student questions, concerns and suggestions, and creates performance opportunities with student-led events such as the Variety Show and the Intersession show, which is often a student written piece. Center Stage encourages leadership with fundraisers, such as the recent bake sale for the Scotland trip. It is the goal of Center Stage to involve and educate students in the area of Theatre Arts!

WIG

WIG is the only improv group on campus. It meets once a week every Friday from 4-6 and in the meetings students perform different games, exercises, and scenarios encompassing many key aspects of improvisational theatre. WIG has participated in the Del Close improv marathon in NYC and performed several other times across the WCSU campus. WIG has had members from multiple majors and theatrical backgrounds.

EVERSION

Eversion is a fun, non-audition based dance club. Meetings are Fridays, 3pm-4:30pm in Studio C and incorporate a wide variety of dance classes including everything from classical ballet and theatrical jazz to high-energy hip-hop and African dance! No previous dance experience is required and everyone is welcome! Eversion is the perfect place to come learn new and exciting dance steps, get a great workout, meet new people, and have fun!

Eversiondancewcsu@gmail.com

PUPPETRY GUILD

Puppetry Guild is a club where you can learn and practice the techniques of puppetry.

**Western Connecticut State University
School of Visual and Performing Arts**

Voice Jury Evaluation Form

Singer Information *(completed by student)*

Name: _____ Date/Time: _____

Instructor(s): _____

Year: Freshman Sophomore Junior Senior

Semesters of Voice Study at WCSU: One Two Three Four Five Six Seven Eight

Selections Prepared for this Jury:

- 1) Title & Composer: _____
- 2) Title & Composer: _____
- 3) Title & Composer: _____

Other Repertoire Studied this Semester:

Evaluation *(completed by faculty)*

Posture & Breathing: <i>(Unacceptable)</i> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> <i>(Outstanding)</i>
Comments: _____ _____

Preparation: <i>(Unacceptable)</i> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> <i>(Outstanding)</i>
Comments: _____ _____

Tone Quality: <i>(Unacceptable)</i> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> <i>(Outstanding)</i>
Comments: _____ _____

Intonation: <i>(Unacceptable)</i> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> <i>(Outstanding)</i>
Comments: _____ _____

**Western Connecticut State University
School of Visual and Performing Arts**

Diction: (Unacceptable) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Outstanding)
Comments: _____

Dramatic Presentation (Acting): (Unacceptable) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Outstanding)
Comments: _____

Overall Vocal Health: (Unacceptable) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Outstanding)
Comments: _____

Musicianship & Accuracy: (Unacceptable) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Outstanding)
Comments: _____

Musical Style & Interpretation: (Unacceptable) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Outstanding)
Comments: _____

OVERALL PRESENTATION: (Unacceptable) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> (Outstanding)
Comments: _____

Areas of Strength and/or Improvement: _____

Areas Requiring More Work: _____

PASS <input type="checkbox"/>	PROBATION <input type="checkbox"/>	FAIL <input type="checkbox"/>
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Signed by Faculty: _____ Date _____

Sophomore Assessment

Performance Option and Musical Theatre

WCSU Department of Theatre Arts

Name of Student: _____

Semester and Year: _____

Major (BA in Theatre Performance Option or BA Musical Theatre) _____

Courses Taken Prior to Assessment:

_____ THR 181 Acting I	_____ THR 281 Acting II
_____ THR 182 Technical Theatre I	_____ THR 202 Tech Theatre II
_____ THR 150 Performance Techniques	_____ THR 279 Theatre History
_____ THR 260 Voice and Diction	_____ HPX 150 Dance Workshop
_____ THR 289 Children's Theatre	_____ THR 390 Play Production

Roles Played: _____

Tech Positions Held: _____

Assessment Materials Submitted:

Name of Scene and Partner: _____

Creative Character Autobiography: _____

Scene Beat Analysis _____ Graph of Arc of Scene _____

	Not Acceptable	Needs Improvement	Acceptable	Very Good	Excellent
General Knowledge					
1. acting theory					
2. playwrights					
Comprehension					
1. terminology					
2. text analysis					
Application					
1. theory to scene work					
2. clarity of speech					
3. physical characterization					
4. blocking and movement					
Analysis					
1. arc (spine) articulated					
2. creative autobiography					
3. beat breakdown					
Evaluation					
1. Can self evaluate					
2. Can make adjustments					

SENIOR PORTFOLIO ASSESSMENT
THEATRE ARTS - PERFORMANCE OPTION

Name of Student:

	Performance Projects		Presentation Skills		Application of theory		Knowledge of theatrical movements		Knowledge of criticism and theory		Ability to collaborate		Knowledge of drama	
	X	%	X	%	X	%	X	%	X	%	X	%	X	%
Proficient		----		----		----		----		----		----		----
Adequate		----		----		----		----		----		----		----
Inadequate		----		----		----		----		----		----		----

Comments/Observations:

Performance Option Rubric for Research Portion of the Portfolio

	Relevance of Research		Clarity of Thesis Statement		Clarity of Organization		Breadth of Primary Sources		Analysis of Topic		Quality of Bibliography		Citation of Sources		Quality of Writing	
	x	%	x	%	x	%	x	%	x	%	x	%	x	%	x	%
Proficient		---		---		---		---		---		---		---		---
Adequate		---		---		---		---		---		---		---		---
Inadequate		---		---		---		---		---		---		---		---

SENIOR PORTFOLIO ASSESSMENT
THEATRE ARTS—DESIGN/TECH OPTION

Name of Student:

	Creative Projects		Presentation Skills		Application of theory		Knowledge of theatrical movements		Knowledge of criticism and theory		Ability to collaborate		Knowledge of drama	
	X	%	X	%	X	%	X	%	X	%	X	%	X	%
Proficient		----		----		----		----		----		----		----
Adequate		----		----		----		----		----		----		----
Inadequate		----		----		----		----		----		----		----

Comments/Observations:

Option Rubric for Research Portion of the Portfolio

	Relevance of Research		Clarity of Thesis Statement		Clarity of Organization		Breadth of Primary Sources		Analysis of Topic		Quality of Bibliography		Citation of Sources		Quality of Writing	
	X	%	X	%	X	%	X	%	X	%	X	%	X	%	X	%
Proficient		----		----		----		----		----		----		----		----
Adequate		----		----		----		----		----		----		----		----
Inadequate		----		----		----		----		----		----		----		----

THR 300 COURSE OUTLINE

WESTERN CONNECTICUT STATE UNIVERSITY DEPARTMENT OF THEATRE ARTS

THR 300- Theatre Production Lab

1-3 S.H.

COURSE DESCRIPTION:

Designed for majors with participation by non-majors by special permission. Active participation in theatre activities. Theatre Majors must earn one credit every semester, portfolio semester optional. Activity requires a minimum of sixty (60) hours of supervised, laboratory work. This course may be repeated for credit, but not more than three semester hours may be earned in one semester. First and second-year theatre arts students will rotate in scenery, lighting, costume, sound, musical accompaniment, management, company management, marketing and performance. *Every semester. General Education: Humanities/Fine Arts Studio.*

STUDENT LEARNING OUTCOMES---Students will be able to:

1. Apply their performance and technical skills learned in their theatre core classes in a practical theatrical production setting.
2. Work collaboratively on the production of non-musical, musical and cabaret events.
3. Participate in and manage crews with specific tasks such as props collection and production, electrical hangs and focus, costume construction, stage management, set construction, wardrobe management, scenic art, box office, front of house, publicity, etc.
4. Understand the function of and how to relate to all of the various departments of production required for the mounting of a theatrical piece.
5. Develop a performance (non-musical, musical theatre, dance) under the guidance of a professional director.
6. Work collaboratively with peers, sharing leadership, with discipline and commitment to excellence.
7. Experience the challenges presented in producing diverse samplings of theatrical pieces.

COURSE OUTLINE—Student Learning Activities will include—

1. Performance Experience under the guidance of a professional director, musical director and choreographer.
 - a. Auditions for both musical and non-musical performances
 - b. Rehearsal Process for a full-length performance.
 - c. Technical Rehearsal for Integration of the Light, Sound, Set, Costumes, Props, etc.
 - d. Repeated Performances before a live audience.
2. Set Design and Construction under the guidance of a professional designer and technical director.
 - a. Floor planning, elevations and the design process.
 - b. Set design and construction from technical drawings.

- c. Scenic artistry.
 - d. Prop collection and construction.
3. Costume Design and Construction under the guidance of a professional designer and costume technician.
 - a. Costume as a reflection of character, period and style.
 - b. Costume Design and the process of construction from artist's renderings, adapting pre-existing costumes to the design and sources for rental.
 - c. Fittings of finished costumes.
 - d. Management of all pieces and maintenance of costumes during the run of a show.
 4. Lighting and Projection Design, hang and focus under the guidance of a professional lighting designer.
 - a. Lighting design in relationship to set, costumes and blocking.
 - b. Lighting Plots with instrument schedules, hook-up sheets, and color choices.
 - c. Process of hanging and focusing instruments.
 - d. Writing lighting cues.
 - e. Integration of lights into the performance through technical rehearsals.
 - f. Maintaining the plot and running a show.
 5. Sound Design and engineering for musicals under the guidance of a professional sound design engineer.
 - a. Creation of soundscape to reinforce the dramatic structure, style and story.
 - b. Design of equipment layout and hookup.
 - c. Care, maintenance and use of wireless microphones.
 - d. Setting vocal and instrumental balances for a sound system.
 - e. Charting a show notating flow of microphone use.
 - f. Practical experience running a sound board keeping an appropriate balance between vocal and instrumental accompaniment.
 6. Production Management under the guidance of a professional theatre arts manager.
 - a. Front of house management including ticket sales, ushering and lobby displays.
 - b. Public relations including the development and distribution of ads, e-mail blasts, signage, posters, postcards, and programs.
 - c. Development of funding through the selling of program ads and soliciting of sponsors.
 - d. Company management including ability to co-ordinate company travel arrangements, the organization of galas and catering when required for tech weekends and/or performances.
 7. Production Management under the guidance of a professional director and/or technical director.
 - a. Development of a clear chain of command for the details of each production.
 - b. Production Manager to oversee the coordination of all technical areas.

- c. Stage Manager and Assistant Stage managers to oversee the details of rehearsal and coordination of the flow of information for the developments from the rehearsal process to the technical staff.
 - d. Organization of backstage crews and charting of scenic, costume, makeup and prop changes that must be made during the run of a show.
 - e. Maintaining calls for all crews and cast members to facilitate the efficient preparation for each performance.
 - f. Providing proper security and safety standards through the rehearsal and performance process.
8. Instrumental accompaniment for live performance under the direction of a professional conductor.
- a. Accompaniment may be playing within a pit orchestra, a small combo and/or playing on stage as part of the mise-en-scene.
 - b. Rehearsal and/or development of musical accompaniment within the studio context with the music director.
 - c. Integration of instrumental music and vocal and/or choreographic performance.
 - d. Technical rehearsals to establish proper balance of sound for instrumental and vocal performance.
 - e. Repeated Performances before a live audience.
9. Dramaturgy for a production or devised piece under the guidance of a professional director and/or playwright.
- a. Research of period and style for support of the cast and design staff.
 - b. Research for the social and political context for the play or performance piece to support the exploration of the “theme”, “arc”, and/or spine of the piece with the creative team.
 - c. Background for clarification of elements of the text.
 - d. Tracking for continuity and structure when developing an original piece.
 - e. Preparing educational materials for school audiences.
 - f. Preparing lobby displays for supporting materials to enhance the audiences understanding of the significance or relevance of a piece.

Need to write your BIO? Follow this template!

Key: **Fill in with your info.** **Fill in with your info if applicable.**

Template for Performers

Your name is a **year** **transfer** in **concentration** from **hometown/college you transferred from**. WCSU credits include **name of show** (role in show), **name of show** (role in show), and **name of show** (role in show). Design/tech WCSU credits include **name of show** (role in show) and **name of show** (role in show). Other credits include **name of show** (role in show).

Samples for Performers

John Student is a freshman in performance from Danbury, CT. Other credits include *Sweeney Todd* (Sweeney Todd).

Jane Student is a senior transfer in performance from Southern Connecticut State University. WCSU credits include *Lysistrata* (Lampito), *Major Barbara* (Lady Britomart), and a role in the one act play *The Second Beam* (Meg). Design/tech WCSU credits include *Schoolhouse Rock Live!* (Assistant Stage Manager) and *Spring Awakening* (Hair/Make-up Design). Other credits include *Hairspray* (Edna Turnblad).

Template for Design/Tech/Management/Drama Studies

Your name is a **year** **transfer** in **concentration** from **hometown/college you transferred from**. WCSU credits include **name of show** (role in show), **name of show** (role in show), and **name of show** (role in show). Other credits include **name of show** (role in show).

Samples for Design/Tech/Management/Drama Studies

Bob Student is a junior in design/tech from Naugatuck, CT. WCSU credits include *Lysistrata* (Master Electrician), *Major Barbara* (Sound Design), and *Spring Awakening* (Lighting Design). Other credits include *Dog Sees God* (Sound Design).

Betty Student is a sophomore transfer in management from Naugatuck Valley Community College. WCSU credits include *Major Barbara* (Box Office Manager), *Spring Awakening* (Assistant Stage Manager), and *Alice in Wonderland* (Stage Manager).

You may look on the website for other samples. Send your bio to wsuboffice@gmail.com.