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Welcome to SOU Theatre
We’re so glad you are here!

Dear Theatre Major,

This handbook contains answers to many of the Theatre Program’s most frequently asked questions. It will be an important resource for your academic journey through our program. You will also find helpful templates and forms included in the back of this guide.

While this handbook is extensive, we know there are many questions we cannot cover here. Please don’t hesitate to reach out to ANY member of the Theatre faculty or staff with questions or concerns.

We are here for you.

Sincerely,
Your Theatre Faculty and Staff

Departmental Communication

The Theatre Program uses your school assigned e-mail address (@sou.edu). Please consider this your business e-mail and check it daily. Give priority attention to emails from SOU Theatre, Helen Eckard, or your Faculty.

The Departmental Callboard is another important tool for official communications. Please visit the callboard frequently and daily during the production process of a departmental show.

Our Mission

The Oregon Center for the Arts at Southern Oregon University and the Theatre program offers educational and practical experience in all areas of theatre, including acting, directing, costuming, stage scenery, lighting, sound, media, makeup, management, dramatic literature, and theatre history. Theatre majors participate in the department’s active and ambitious production program and experience the close working relationships that develop between faculty and students as they produce live theatre together.
The Theatre Department produces 5-6 plays each year. Our season is carefully selected to give students an opportunity to explore a variety of styles and methodologies. Program productions keep weekly rehearsal schedules, distributed by Stage Management via email no later than Sunday evening for the coming week. Rehearsals typically run 7-11pm.

Auditions for program productions are open to the entire SOU student body and the shows are cast by their directors. Being a Theatre Major or having a BFA emphasis in Acting does not entitle a student an opportunity to perform in program productions.

Design and Technical roles are coordinated by Faculty. Students are given assignments based on their abilities, in addition to their successful experience in handling progressively more responsible positions within their areas of expertise. The Faculty heads of the different design/tech areas will have more specific criteria and information on how to achieve these leadership roles.

In addition to student assignments, we may occasionally bring in working professionals as guest artists, to direct or design productions. Whenever possible, students are assigned to assist and collaborate directly with these artists.

To ensure as many opportunities to the most amount of students, Designers, Crew Heads, Stage Managers, and all Performers assigned to program productions may not participate in any additional theatrical projects during the rehearsal, tech process, or performance period of that production.

We expect our students to model good audience etiquette. Please refrain from talking, stay off your devices, and avoid putting your feet up on the seats. Patrons and other students will follow your example, so help us show them how to enjoy a play.

Please, too, remember that although you know the actors, or might have worked on the show, the audience is experiencing this live event for the first time. Avoid cheering for friends (until curtain call), or working (taking notes, etc) during any public performance.
ATTENDING THEATRE SEASON PERFORMANCES & OTHER OCA SHOWS AND EVENTS

- Limit of 2 FREE tickets per SOU Student/Employee to SOU Music Groups.

- Limit 2 FREE tickets to SOU Theatre performances in the Mainstage Theatre each term. Limit 1 FREE ticket to performances in the Black Box Theatre each term.

- Only groups listed as SOU groups in the OCA Events brochure qualify for FREE SOU Student/Faculty/Staff tickets and are designated with a red asterisk * next to the listing in the events brochure. (Tutunov Piano Series and Chamber Music Concerts are not SOU performance groups)

- SOU Students/Faculty/Staff may request tickets by emailing boxoffice@sou.edu and picked up from WILL CALL with appropriate ID or purchase at the OCA Box Office with appropriate ID Mon-Fri 12pm-5pm and one hour prior to performances during the academic year.

- The Box Office is located at 491 S Mountain Ave in front of the Theater Building. 15 minute parking is available in front of the Theater Building for box office Patrons.

2019 - 2020 SEASON

**FALL 2019**

Hedda Gabler  
by Henrik Ibsen  
Directed by Jackie Apodaca  
Black Box Theater

Angels in America - Perestroika  
by Tony Kushner  
Directed by Jim Edmondson  
Main Stage Theater

**WINTER 2020**

If/Then  
by Tom Kitt, Brian Yorkey  
Directed by Valerie Rachelle  
Main Stage Theater

Directing Projects  
Faculty Supervisor, David McCandless  
Black Box Theater

**SPRING 2020**

A Vampire Story  
by Moira Buffini  
Directed by Brendan McMahon  
Black Box Theater

Pericles  
by William Shakespeare  
Directed by David McCandless  
Main Stage Theater
OTHER PRODUCTIONS

SOU Theatre is not only an academic program, but an active Theatre Production Company. Each year, we produce 5-6 Main Stage and Black Box season productions. These productions are the direct products of the active learning laboratories of our TA 255 and TA 455 Theatre Practice, courses. See page 16 for more on Theatre Practice.

In addition to our Main Stage and Black Box season, SOU Theatre supports several other Faculty and Student led projects on a yearly basis. These are as follows:

SHOWCASES

A Showcase Project is an in-house presentation that is not advertised in any form outside of the Theatre program. It can be any kind of theatre piece, as long as it requires little tech support and does not exceed 30 minutes in length. Like the Directing Projects, Showcases are presented late in the term. Performances take place in the Performance Studio (227).

Showcases may be proposed in Fall and Spring terms. Information on how to propose a Showcase and project parameters is shared at Company Call, in the Foundations course, and via your SOU email. All projects must be approved by Theatre faculty and the student’s advisor. Once approved, student producers can crew up and hold auditions. Students should not schedule auditions for a showcase until it has been approved.

STUDENT DIRECTING PROJECTS

Directing projects perform at the end of winter term. (There are no Showcases in Winter Term). Student directors in the Intermediate Directing class (TA 355) are required to direct a short piece with modest production values. Working with the faculty of the Directing program, students select short pieces to be presented Collaborating with Student Designers and Stage Managers as well as with Actors, Directors present their pieces during the final weeks of the term. Performances take place in the Black Box Theater.

BFA DIRECTING THESIS PROJECT

Like Showcases, Directing Thesis projects may be proposed in Fall and Spring by students who have completed a substantial portion of their BFA in Directing. Students work directly with Professor McCandless on these proposals and projects.
OTHER THEATRE PERFORMANCE OPPORTUNITIES

While some select courses and the OSF Acting Trainee program are open only to BFA acting students, most performance opportunities are open to ALL Theatre majors. Take a look at what you can do:

- **Audition for all Theatre Program Black Box or Main Stage Season shows** (auditions are held at the end of each term for the following term’s shows).
- **Enroll in TA 246**, Introduction to Acting - offered each term.
- **Take Advanced Elective Acting Courses**. Each term, Theatre Majors who have completed TA 246 - Introduction to Acting or TA 270 - Acting Aesthetics can enroll in an upper division acting elective class, such as TA 424 - Film Acting or TA 370 - Topics in Performance. Topics in Performance classes range in subject. Some recent offerings include; Auditions, Stage Combat, Comedy, Clowning, Shakespeare, and Devised Theatre.
- **Propose or audition for all theatre program Showcases**, produced in fall and spring terms each year.
- **Minor in Musical Theatre** - A series of intensive courses in musical theatre, culminating in an audition for the Oregon Cabaret Theatre performers’ internship.
- **Minor in Shakespeare Studies** - While not a performance minor, this series of courses is ideal for actors interested in classical theatre.
- **Minor in Emerging Media and Digital Arts** (EMDA), offered in Creative Arts. While not a performance minor, this series of courses is ideal for actors interested in digital media.
- **Take Singing Lessons**. Private lessons are available to all students, offered by the music program.
- **Join an ensemble**. Vocal groups and ensembles are offered by the music program. As an example, many theatre students (BFA, BS, and BA) participate in Dulcet.
- **Enroll in dance electives** such as musical theatre dance, jazz, ballet, modern, and tap
- **Audition for roles in the department’s Directing Projects**, produced in winter each year (Questions? Ask David McCandless).
- **Audition for Beginning Directing scene work**, each Fall (Questions? Ask David McCandless).
- **Propose or participate in OCA Fringe projects** (in Spring).
- **Propose or participate in SOAR projects** (in Spring)
- **Take a Workshop**. Each year the theatre program offers a variety of workshops and special events open to all students. Some recent offerings include a one day Voice for the Actor workshop with Beth Gudenrath and Melissa Anderson’s master musical theatre audition workshop.
- **Join Theatre Faculty at the Kennedy Center American College Theatre Festival Region 7 conference**. Each winter this festival provides numerous acting workshops and audition opportunities. (Questions? Ask Jackie Apodaca).
- **Go to New York**. Each year the OCA arranges a student trip to New York, which offers numerous chances to see professional theatre and art, as well as get to know the “theatre capital of the world.”
- **Join a Student Performers Club**, many of which offer frequent workshops, events, and performance opportunities. Check out The Actors Club, The Next Best Thing Improv, Antics Improv, and TIM (Theatre in Movement), among others.
YOUR DEGREE

The Theatre Major offers three Degree options:
• Bachelor of Arts (BA)
• Bachelor of Science (BS)
• Bachelor of Fine Arts (BFA)

The Theatre Department also offers two Minors:
• Musical Theatre
• Shakespeare Studies

You can find more information on each degree track in the SOU Catalog or in DegreeWorks.

THE BA/BS DEGREE

The Bachelor of Arts or Bachelor of Science degree option provides undergraduate Theatre Majors a broad liberal arts education and the opportunity to explore a wide range of theatre specific skills. All incoming theatre students are placed on the BA/BS degree track.

The BA and BS have identical Theatre Requirements, but have different General Education requirements. The BA Degree requires three terms of a college-level Foreign Language at the second year level or above. The BS degree does not have a language requirement, but it does require more Math, Social Science, and/or Science Courses than the BA degree. Both the BA and BS degrees require three department-approved dramatic literature courses. As the BA/BS degree is designed for a broad range of theater training, students pursuing this option are required to take three of the lower division technology courses. The BA/BS degrees are the recommended degree options for those intending to pursue a Master of Arts in Teaching (MAT).

A student must have an overall cumulative GPA of 2.75+ and a theatre program GPA of 3.0+ in order to be a candidate for the BA/BS degree.

DIFFERENCES BETWEEN BA & BS

BACHELOR OF ARTS

• The BA Degree requires three terms of a college-level Foreign Language at the second year level or above.

BACHELOR OF SCIENCE

• Complete at least two courses (7 or more credits) in Mathematics, designated Programming Courses, designated Statistics Courses, or designated Logic Courses.
**BA/BS THEATRE MAJOR CORE REQUIREMENTS**

### Foundational Sequence

**Freshman Year**
- TA 166 - Theater Foundations
- TA 167 - Script Analysis or TA 352 - Investigating the Text.
- TA 169 - Elements of Design

### Theatre in Western Culture

**Sophomore Year**
- TA 230 (Fall Term)
- TA 231 (Winter Term)
- TA 232 (Spring Term)

### Performance Requirement

One of the following:
- TA 246 - Intro to Acting
- TA 270 - Acting Aesthetics
- TA 281 - Acting 1: Beginning Acting

### Technology Courses

Three of the following:
- TA 240 - Stagecraft
- TA 242 - Theatre Sound
- TA 245 - Stage Lighting
- TA 249 - Costume Fundamentals
- TA 343 - Scene Painting
- TA 333 - Stage Properties

### Design Courses

One of the following:
- TA 220 - Scene Design
- TA 262 - Costume Design
- TA 442 - Sound Design
- TA 445 - Lighting Design

### Dramatic Literature

Three of the following*:
- TA 200, TA 201, TA 202, and/or TA 436 - Shakespeare Studies Courses
- TA 453 - Topics in World Drama
- TA 458 - Topics in Drama

*check with your advisor for additional available courses

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**In addition, students pursuing a BA/BS Degree are required to complete:**

- **10 Credits** each of TA 255 and TA 455: the *Theatre Practice* Requirement
- **14 Credits** in Theatre Electives; any Theatre, Dance, or Shakespeare Studies course which is NOT a part of the Core Requirements
- The *Capstone Toolbox*; TA 400A and TA 400B. This is the culminating project for the BA/BS degree, and is completed in the student’s final year.

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**Capstone for the BA/BS Degree**

Both the BA and BS degrees require the completion of a Capstone Workshop and Capstone Experience (TA 400A and TA 400B) during a student’s senior year. The Capstone focuses on research, requires a written component, and should serve as a reflection of a student’s undergraduate experience in theatre.

Students should register for the one-credit *Capstone Workshop* course (TA 400A) in Winter term of their senior year. The final capstone paper is completed in spring term under the supervision of the capstone advisor in the one-credit *Capstone Experience* course (TA 400B). More info on pages 21/22.

*Note:* Students admitted to the Theatre program prior to Fall 2015 are required to complete a written capstone project; speak to your advisor for details.
THE BFA DEGREE

The Bachelor of Fine Arts is a pre-professional degree and requires the completion of additional credit hours within a declared area of emphasis or ‘track.’ Students may pursue only one BFA track.

Students may enter a BFA track only under the following parameters:

- Extensive consultation with their Advisors
- Completion of an emphasis-specific application process (outlined below)
- Faculty Approval at all steps in the Process

In order to merit consideration, applicants must demonstrate artistic potential and the ability to collaborate reliably, positively and effectively while upholding professional and ethical standards in their production and coursework.

Students cannot be admitted into any BFA track before completing 74 University Credits, so most students do not apply until the end of their Sophomore year. Transfer students with more than 74 credits are generally discouraged from applying until their third term of attendance at SOU.

After acceptance into a BFA track, students are considered BFA candidates until the successful completion of the required coursework and related activities.

A total of two BFA interviews or auditions are permitted. In other words, students who are not accepted into a BFA track on their first review may apply one additional time during a later term.

In order to graduate with a BFA, students must hold a theatre program and a cumulative GPA of 3.0 or greater.

THE FOUR BFA TRACKS

- PERFORMANCE
- DESIGN (costume, lighting, sound, scenic, projections/media)
- TECHNOLOGY (technical direction, costume construction, sound engineering, lighting technology)
- DIRECTION/MANAGEMENT (directing, dramaturgy, stage management)
The BFA in Performance is a rigorous two-year sequence of performance classes. It is a pre-professional, conservatory style program and requires a high level of commitment and focus. The BFA in Performance is open only to Theatre Majors and students are selected through a vigorous, competitive audition process. Completion of the BFA in Performance demands consistent, excellent progress throughout the sequence, as well as adherence to all departmental and program requirements.

Students who do not meet Theatre or BFA in Performance program criteria may be released from the BFA track at the end of any term during its duration. Those who successfully complete the program and meet all department requirements, including BFA GPA minimums, may earn a BFA degree and have the option to audition for the Oregon Shakespeare Festival Acting Trainee program.

THE ‘PRE-F.A.’

All students wishing to be considered for the BFA in Performance track must complete the prerequisite course, TA 399 ‘Pre-FA,’ offered in Fall Term each year. Due to demand, this course is available by audition only. Auditions are held in spring term. Additional auditions for transfer students are held the week before classes begin each fall.

We strongly encourage students to complete Intro to Acting (TA 246) before auditioning for the “Pre-FA.” Notices about these auditions will be sent via email to your SOU account.

Approximately 32 students are accepted into the “Pre-FA” yearly. From that group, the Performance Faculty will select approximately 16 students to enter the BFA in Performance track (beginning in the Winter Term of the junior year for most students)
BFA IN DESIGN, TECHNOLOGY, DIRECTING/MANAGEMENT

Students wishing to pursue a BFA in one of these areas should consult with their Advisor AND the Faculty Supervisor in their Area of Interest (listed below). These are not always the same individual. Applications should not be made until a student is in the process of completing all Lower Division Theatre Requirements (Theater Foundations, Script Analysis/Investigating the Text, Introduction to Design, Theatre in Western Culture, Technology Courses) and all prerequisite courses in their specific area of interest.

Interviews for the Design, Technology and Directing/Management BFAs are held in the Fall and Spring terms every academic year. Notification will be posted on the Departmental Callboard near the beginning of the term they are taking place.

A FEW WORDS ON DIRECTING

Students interested in Directing are advised to do the following:

- **Take Directing Classes** - Fundamentals of Directing (TA 354) and Intermediate Directing (TA 355) are offered on a yearly basis. Fundamentals of Directing is open to all students. Intermediate Directing is accessed through an application process.*

- **Take Acting Classes** - This is particularly important if you’ve done little to no acting.

- **Serve as an Assistant Director** for a Departmental Production.

- **Serve as member of the Stage Management team** for a Departmental Production.

- **Direct a Showcase Production**.

*Participation in Intermediate Directing is limited to six directing students who work closely with students in Acting 2, Lighting Design, Costume Design, Sound Design, and Stage Management to produce half-hour plays that are presented to the public as ticketed events. These are known as The Directing Projects, and are produced in Winter Term. The main criteria for selection is the level of skill displayed by applicants in the Fundamentals class or in departmental Showcases, as well as a perceived ability to assume a leadership role and to collaborate effectively with fellow students. Students aspiring to specialize in directing (even in pursuit of the BFA degree) are not treated preferentially in the application process. In addition, although Fundamentals of Directing serves officially as a prerequisite for Intermediate Directing, in rare instances, students who have distinguished themselves in other directing endeavors may be accepted, even if they have not taken Fundamentals of Directing.
WHO SHOULD YOU TALK TO ABOUT THE BFA?

For more information on the BFA, please speak to the Theatre Faculty in your area of interest:

- **ACTING/ PERFORMANCE** - Jackie Apodaca
- **COSTUME CONSTRUCTION** - Laurie Kurutz
- **COSTUME DESIGN** - Deborah Rosenberg
- **DIRECTING** - David McCandless
- **LIGHTING, SOUND, PROJECTIONS/MEDIA** - Michael Stanfill
- **SCENIC DESIGN, STAGE MANAGEMENT** - Sean O’Skea
- **TECHNICAL DIRECTION** - Jesse Purkerson

BFA REQUIREMENTS

The BFA degree requires the completion of all Theatre Major Requirements (as listed under the BA/BS Degree) with several notable exceptions:

- The Dramatic Literature Requirement is removed.
- The Foreign Language Requirement is removed.
- Only TWO Technology Courses in the Theatre Department are required.
- The required amount of Theatre Elective Classes in area of emphasis is increased.
- Instead of a Capstone, the BFA Student is required to complete a Thesis Project.

THESIS PROJECT FOR THE BFA DEGREE

The BFA degree requires the completion of a creative **BFA Thesis Project** demonstrating proficiency in the candidate’s field of emphasis. The BFA Thesis (TA 403) is the culmination of the four-year undergraduate theatre training experience, and replaces the Capstone required of BA and BS students.

Each BFA track has its own Thesis requirements and more information is available from the faculty supervisor of each area.
Theatre minors are open to all SOU students. Make an appointment with Karen Bolda, our Student Success Coordinator, to learn more about how to get started.

**Musical Theatre Minor**

This Minor option develops proficiency in all three areas of Musical Theatre – **singing, acting, and dance** – and is open to all SOU students regardless of their major. Students take a variety of singing, acting, music, dance, and audition courses and, upon faculty approval, may audition for the Oregon Cabaret Theatre’s professional internship program.

- For more information, please contact Faculty Supervisor: Jackie Apodaca.

**Shakespeare Studies Minor**

The interdisciplinary field of Shakespeare Studies connects the playwright and his works with the culture of Elizabethan and Jacobean England. The Shakespeare Studies minor at SOU emphasizes the performance of Shakespeare’s plays and their cultural impact during the past 400 years. The program is supported by the special resources of the Oregon Shakespeare Festival (OSF), the Margery Bailey Renaissance Collection, and the Center for Shakespeare Studies.

- For more information, please contact Faculty Supervisor: David McCandless.
Transfer Students

Transfer students enter SOU with many courses complete from previous academic institutions. Some transfer students have 2-year degrees which usually complete lower-division general education requirements for the University. Some transfer students only have a few courses they’ve transferred in with. Some classes may count towards the requirements in the Theater Major, while others fulfill general University requirements.

To assess how these transfer credits may apply to or count for required classes at SOU, and to ease the process of getting integrated into the Theater Department and University at Large, transfer students are strongly encouraged to accomplish the following:

- **Set up a meeting with the OCA Student Success Coordinator, Karen Bolda.** Karen assists students with students’ transition to the university, aligning students’ career goals with academic majors, utilizing academic plans to promote a path to graduation and providing opportunities to enhance career exploration and preparation. All Theater Majors have access to Karen’s expertise during their time at SOU. To contact Karen, you can email her at boldak@sou.edu, or call her office at: 541.552.6735

- **Have an initial meeting with a Faculty advisor in the Theater Department.** Transfer Students accepted as Theater Majors as they enter SOU are required to take TA 166 - Theater Foundations in the Fall Term. During this class, all Transfer students are required to have a preliminary Advising Session with the Professor of that class. At that meeting, the courses and credits the student has from previous colleges or universities are assessed and discussed, and an academic plan for their first year of study at SOU will be created. By the end of their first term in the Department, a Theater Faculty Advisor will be assigned to the student and that faculty will take care of all major advising for the rest of that student’s academic career. For students transferring into the program in Winter or Spring Terms, it is imperative that these assessment and planning meetings take place ASAP. Contacting Karen Bolda as soon as acceptance to the university occurs is always the best first step, but sitting down with a Faculty Theatre Advisor is crucial.

Karen Bolda - Student Success Coordinator for the OCA

While most students coming into SOU will meet her at some point during orientation or registration events, all OCA students have access to Karen and are encouraged to set up appointments, or just go to her office (Wednesdays).

Karen keeps office hours Mon, Tues, Thurs, Fri in the Art Building, Rm 118, and Wed. in the Theater Building, rm 155.

**Email:** boldak@sou.edu

**Phone:** 541.552.6735
THEATRE PRACTICE

All Theatre Majors are required to participate in some way in the production life of the department during each term they are a Full-Time Student (registered for 12 or more credits). This participation is a class they register for: Theatre Practice. Without these assignments and all this work done by Theatre Majors, our shows would never happen.

Theatre Practice is essential to the core philosophy and mission of our Theatre Program; It is through these assignments that students gain essential creative and practical experience in all aspects of theatre arts, learn and then demonstrate their skills, collaborate with others, and obtain valuable résumé credits.

Theatre Practice assignments are available for all areas of theatrical production including:

- Performance
- Design
- Technical Theatre
- The Management and/or Administration of SOU plays and performances

In their first year or so in the department, students are strongly encouraged to seek out different assignments, term by term, from a broad range of theatre practice opportunities. BA/BS students are wise to have a diversity of theatre practice experience in their portfolios for their Capstone defense.

Ideally all students should have at least one Theatre Practice from each of the four major production areas: Performance (including run crews), Stagecraft (carpentry, paints, props) Electrics (lights, sound, projections) and Costumes (construction, wardrobe, make-up) by the time they graduate.

BFA students are required to take theatre practice assignments specific to their area of study.

Theatre Practice credit is not given for work at outside theatre companies. It should be noted that Theatre Majors not fulfilling their Theatre Practice requirements will be asked to leave the program.
ENROLLING IN THEATRE PRACTICE

All Theatre Majors should register for 2 to 4 credits of Theatre Practice (TA 255 or TA 455) when registering for other classes. Freshman and Sophomores register for TA 255, while typically Juniors and Seniors will register for TA 455. This can be confusing for new students, and our Theater Foundations class dedicates time to clarifying this requirement and helping students through their first time registering and signing up for an assignment. Theater Advisors are also more than happy to clarify any questions about Theatre Practice.

To actually receive your assignment, or Theatre Practice job, you need to attend the mandatory Company Call meeting (more on this on page 18), and complete and turn in a Theatre Practice Form. With this form you designate your Top 4 choices of Theatre Practice job for that term (we try to assign everyone to one of their top 3 choices, but this is not guaranteed). This form also allows you to update contact information if you’ve moved or changed names. Usually the day following Company Call, students without prior assignments will be informed of their assignment by e-mail as well as on the Departmental Callboard.

HOW MANY CREDITS OF THEATRE PRACTICE SHOULD YOU TAKE?

Most Theatre Practice jobs have class time that is equal to 2 credits; In other words, the time and effort you put forth during your crew calls or rehearsals typically equals out to 2 credit hours of work over the term.

As you complete more assignments and gain more experience in specific areas, it may be possible that you are put in a Leadership Position in certain production areas or have been cast in a larger role in a production. These assignments usually require much more time, expertise, and preparation on the part of the student. Therefore, these students may elect to enroll for more than 2 credits, up to 4 credits per term.

Students should inform their Advisor and/or Faculty Theatre Practice Supervisor of their intention of taking more than 2 credits for one assignment. Most students in these Leadership Positions or Cast in a large role know their assignment prior to the beginning of the term. This is common for Performance Leads in Shows, Stage Managers, Designers, Technical Directors, and various Crew Heads. These students are still required to complete and turn in a Theatre Practice form and attend the mandatory Company Call.

WHEN DOES THEATRE PRACTICE (TYPICALLY) TAKE PLACE?

Theatre Practice Crews are typically called either Monday/Wednesday or Tuesday/Thursday from 1.30pm - 5.20pm, so Theatre Majors are strongly encouraged to keep two afternoons a week (Mon/Wed or Tues/Thurs) open in their schedules. Crew calls may vary between days, and sometimes weekly Friday or Saturday calls are needed, but only if Student Schedules only work outside the typical call times.

Production Rehearsals happen every night, Monday thru Friday from 7pm - 11pm. Once these productions enter tech, these times change to suit the needs of Technical and Dress Rehearsals as well as show run schedules. All this information is given by the Stage Managers of the productions, as well as is available on the season-long production calendar.
THEATRE PRACTICE GRADING

Grades are assigned by the Supervising Faculty based on Faculty observations of each student’s work in their given Theatre Practice assignment. The Faculty also receives input from staff members and student’s Crew Supervisor in this regard.

Please note, the SOU Theatre Program bases its grading on the Oregon University System’s grading guidelines and therefore grades for Theatre Practice adhere to the following system:

1. Students who demonstrate ‘exceptional accomplishment’ and therefore receive an A grade, will have met all of the expected requirements and demonstrated outstanding self-motivation or leadership in the execution of their duties.

2. The B student is considered a ‘superior’ student. In order to achieve the B grade, students must be on time for all required calls, properly attired, and prepared. They take personal responsibility for the work assigned to them and perform the required duties to the best of their abilities in a safe and productive manner. They readily follow directions and demonstrate a cooperative and productive attitude as well as a willingness to learn and collaborate. All of the above coupled with a good attitude and work ethic will assure a B grade.

3. Students who have difficulty meeting the baseline requirements (are late, miss calls, are unprepared or generally detract from a positive work environment) should expect no more than a C grade for their practice. Simply showing up and performing the minimal assigned duties is not sufficient for an ‘exceptional’ A grade.

4. Students who routinely show little interest or responsibility, or whose presence is a detriment to the work environment will be dismissed from the program.

COMPANY CALL - THE THEATRE PRACTICE MEETING

A mandatory Theatre Practice meeting or “Company Call” for all Theatre Majors is held at 5:30pm on the Main Stage Theater on the first and last Thursdays of the Fall term, and the last Thursday of Winter term. These meetings serve as a rare opportunity for all Theatre Majors to be gathered together to hear program-wide announcements, essential information, as well as to help ensure that theatre practice assignments are determined as quickly as possible for registration purposes.

Please make every effort to prioritize and attend these meetings. If work or class makes it impossible to attend, you must fill out a Theatre Practice form and turn it into the office BEFORE the theatre practice meeting.

COMPANY CALL MEETING SCHEDULE FOR 2019/20

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, Oct. 3rd 2019</td>
<td>Fall Term Company Call - 5:30 p.m. Main Stage Theater</td>
</tr>
<tr>
<td>Thursday, Dec. 5th 2019</td>
<td>Winter Term Company Call - 5:30 p.m. Main Stage Theater</td>
</tr>
<tr>
<td>Thursday, Mar. 12th 2020</td>
<td>Spring Term Company Call - 5:30pm - Main Stage Theater</td>
</tr>
</tbody>
</table>
RELEASE FROM THEATRE PRACTICE

As stated previously, all Theatre majors are required to enroll in Theatre Practice each term they are taking a Full-Time Student load until they reach the maximum required credits. As a typical student will complete this requirement sooner than their senior year, students are encouraged to request release from Theatre Practice when appropriate in order to spread their TP assignments more evenly across four years. The request for this release must be made term prior to the term the student is requesting off. Only once permission has been given to the student by their advisor may the student not enroll in Theatre Practice the following term. Students who have not formally requested this permission will be counted as “absent without leave” from Theatre Practice and their standing in the department will be in jeopardy.

VALID REASONS FOR RELEASE

- **Fall term Freshman year** - While students are encouraged to get involved with departmental work as soon as possible, it is not unusual for first term students to be excused from Theatre Practice.

- **A death or illness in the family** that will require time away from campus.

- The student has just completed a major assignment, (i.e. lead role, design, stage management) that has demanded an extraordinary amount of time to complete. Those who know their assignments in advance (i.e. SMs, Designers) may request release from the term prior to a major assignment.

- **Students engaged in a departmentally approved Internship** (TA 407 - Internship).

- **Students completing a Thesis Project** (TA 403 - Thesis) will be released from TP for the term they are conducting that work.

- Students who plan with their advisor to take a particularly demanding academic load in a particular term.

PLEASE NOTE: Students who are exempt or excused from Theatre Practice are still required to complete a Theatre Practice form
internships

The Theatre program may facilitate Internships (TA 407) for some outstanding students who demonstrate a high level of competence and maturity in their area of emphasis. Many local internships are with the Oregon Shakespeare Festival (OSF) and Oregon Cabaret Theatre (OCT). Both of these internships programs are arranged through the Faculty; students should not contact OSF or OCT directly prior to consulting with their area advisor. On occasion, internships may be arranged with other professional theatres -- as long as there are suitable means to evaluate student work. SOU faculty do not approve internships at community theatres.

The OSF performance internship program, also called The Acting Trainee Program, is open only to students who have completed the BFA track with an emphasis in acting. OCT performance internships are open only to those who have completed sufficient credits in the Musical Theatre minor.

Students interested in internships should discuss the possibility with their advisor as well as the faculty in their area of concentration. Internships are not guaranteed to all students and opportunities are limited.

capstone portfolio - the toolbox

Students pursuing BA and BS degrees must complete a Capstone before graduating. The capstone focuses on research, requires a written component, and serves as a reflection of your undergraduate experience in theatre.

Students must enroll in Capstone Workshop (TA 400A) and Capstone Experience (TA 400B) during their senior year.

- Winter term of Senior Year: Register for the 1-credit Capstone Workshop course (TA 400A). This course is the grading opportunity for your three years of capstone presentations already undertaken. If you have satisfactorily presented all three years of Capstone Presentations, you are likely to receive an A for this course.

- Spring term of Senior Year: Register for the 1-credit Capstone Experience course (TA 400B). During this term you will complete your final capstone paper, present your final toolbox, and complete your program exit interview.

Students who have satisfactorily met the requirements for each year’s Capstone presentations, and successfully conduct their exit interview will be granted a passing grade in TA 400B and will have met the capstone requirements.

Students admitted into a BFA program are encouraged, but not required to present toolboxes. BFA students do not enroll in TA 400A or B.
CAPSTONE TOOLBOX PRESENTATIONS

Each Spring all Freshmen and Sophomores and all upper class BA/BS students will present a Capstone Toolbox. This presentation is a display of meaningful work artifacts of the student’s year in the department. A rubric of the requirements for each year is found on page 30 of this handbook. This Capstone Rubric will clarify and list what is expected to be included in your Toolbox Presentation each year you are a Theatre Major.

HOW THE PRESENTATIONS WORK

During Week 10 of Spring term, tables will be set up to provide space for students to assemble their Toolbox presentations. Students will be provided a 2’x3’ space and may use vertical space up to 3’ to display their artifacts. These artifacts will include:

- Production Photos
- Acting Journals
- Class Projects
- Graded Class Papers from any Theatre or OCA (Music, Creative Arts, EMDA) course or assignment the student has worked on that year.

All artifacts must:
- Be captioned in some way to identify the object.
- Include only work conducted at SOU or as part of an official Internship; they should primarily consist of work conducted as part of that year’s coursework or TP assignments.

Students will receive a comment sheet that will be filled in by at least two faculty members commenting on the student’s work and offering suggestions for improvement.

HOW THE PRESENTATIONS CHANGE FROM YEAR TO YEAR

Freshman and Sophomore students will display their artifacts and are not required to be present when faculty review their work.

Juniors will set up their display as usual but will be present at an allotted time to receive feedback and advice from faculty in person in a gallery (science fair) style event.

The Senior Capstone Presentation includes a 10-minute in-person presentation to the student’s advisor and at least two other adjudicators of the student’s choice. These adjudicators may be Faculty or Staff, and may include Faculty from other areas of the OCA. This may also include a Qualified Guest Artist from outside the University. The student will present a summary of their achievements and growth as a student. The senior presentation should take the form of a traditional portfolio, a bound book, or carefully formatted binder. Students are encouraged to supplement their presentation with a professional on-line resource such as a personal professional website or social media site specifically devoted to the student’s work.
Theatre students can reserve several of our classrooms and studios to hold club meetings or rehearse approved program projects. Approved projects include; Showcases, Directing Projects, club meetings, and class preparation of any kind. Reservations for personal projects or work for other programs, including Fringe projects, are not allowed.

Spaces available for check out include:

- THTR 137 (Movement Room)
- THTR 227 (Performance Studio)
- THTR 255 (Acting Room)
- Music 013 (Music Basement)

Neither the Main Stage nor the Black Box are available for usage.

To use these rooms, reserve the time on the Room Sign Out Sheet which is on the bulletin board across from the Paint Room. Make your reservation in pencil and include your name, purpose of the reservation, and a phone number. Please be aware that, on occasion, a student reservation may be “bumped” for a pressing program need.

The Theatre building rooms are unlocked during days and evenings. Music 013 is FOB-activated. To check out a key or fob, please see Helen or Kara in the Theatre office. Any fobs or keys provided must be returned within 24 hours of use.

USING THE SPACE

All students who reserve a room for any purpose are expected to return the room to neutral. Return all furniture to original position and remove all debris and garbage. Return any props/set pieces that you brought into the space to their homes. If the rooms are not returned to neutral, students will lose reservation privileges.

- THTR 137 and Music 013 are Movement Spaces. Students using these spaces are required to remove their shoes or use non-street shoes.
- THTR 255 is an acting-only room with a soft wood floor. Please do not scratch the floor by dragging furniture around.
- Students are expected to sweep all spaces; THTR 137, THTR 255, THTR 277 and Music 013; after use.
ACADEMIC WARNING

If at any point a theatre student is not maintaining the required GPA for both the Theatre Major (3.0+) and/or overall GPA (2.75+), they will be placed on academic warning.

Students on academic warning must meet with their advisors to devise a plan for improvement and will be given three consecutive terms to raise their GPA to the required minimum. If the student’s GPA is not raised within that period, the student will be required to meet with their advisor, the Theatre Chair, and a Faculty Member of the student’s choosing. If the student wishes, they may include an additional advocate of their choosing in this meeting (another student, another faculty member, or someone from academic affairs). If the Chair is also the student’s advisor, another faculty member in the student’s field will be asked to be present. A decision will be made at the end of the meeting regarding a plan of action for the student.

DISMISSAL FROM THE MAJOR

There are a number of unfortunate situations which would result in dismissal from the program.

1. Students who **fail to maintain the required 2.75/3.0 (3.0/3.0 BFA) GPAs** for three consecutive terms may be dismissed from the major.

2. Students who **engage in unprofessional behavior** may be dismissed from the major. Unprofessional behavior includes, but is not limited to, the following:

   - **Chronic absence or tardiness** from class or calls.

   - **Persistent disrespect of others and/or disdain for professional protocol.** This is especially true of any harassment based on gender, ethnicity, or sexual orientation or identification.

   - **Hazardous or reckless behavior.** Any behavior that intentionally or recklessly endangers others can be grounds for dismissal. Use of theatre facilities or equipment in an intoxicated or impaired state, even if substances were consumed off campus, are grounds for dismissal.

   - **Misuse of university facilities.** This includes any unauthorized use of theatre facilities or venues for activities unrelated to official program functions.

   - **Criminal activity conducted on campus.** This includes the use of illicit substances and alcohol. The consumption or distribution of alcohol on university property even by those over 21 may also be considered grounds for dismissal.
THEATRE MAKEUP AND TATTOO POLICIES

CAST IN A SHOW?

Your personal appearance: Upon being cast in a show: do not alter your appearance until directed to do so by your Costume Designer or the Costume Shop Supervisor. This includes: coloring your hair, shaving your face, cutting your hair, getting a tattoo, or any other change in your appearance.

Production makeup: Actors Equity Association requires actors working under its jurisdiction to provide their own ‘ordinary and conventional makeup.’ Following a professional model, SOU Theatre requires students cast in its productions to supply their own ‘ordinary and conventional makeup,’ and be able to apply ‘basic’ makeup. This must be purchased by the 3rd week of the term, well before any publicity photos or dress rehearsals.

‘Basic makeup’ includes:

1. Adult standard, to highlight eyes, cheeks, lips
2. Simple “character” looks, such as a pirate in Peter Pan or a homeless person
3. Some light aging, to create the look of 10–20 years older than the actor

For hygiene reasons and personal safety, actors are not permitted to share make-up items.

What to buy: The Ben Nye Theatrical makeup kit ($60) version is sold at the SOU Bookstore for your convenience. You may buy replacement components as needed, like mascara, and use this kit as you begin your career. If you don’t like that option, you can purchase make-up items individually at the local drug store. Be sure to purchase enough to accomplish the three makeup looks listed above.

Specialty Makeup: The program will purchase additional specialty make-up, as needed, on a show-by-show basis (such as the nose for Cyrano, ears for an elf, or green makeup for Shrek).

Tattoos: Students with tattoos are required to provide their own tattoo cover. This must be purchased by the 3rd week of the term, well before any publicity photos or dress rehearsals.
**SAMPLE THEATRE PRACTICE JOBS LIST**

This list is to give an idea of which Theatre Practice Jobs/Assignments may be available in any given term. Depending on the needs of a particular production, certain jobs may or may not actually be needed. Other specialty jobs may be added depending on need. If you have questions, please reach out to the Faculty Supervisor of any give area.

Titles in bold are considered **Leadership Positions** and may be taken for 3-4 credits, if approved by your advisor. These jobs typically assigned in advance. NOTE: Any leadership position must adhere to the ‘One and Done’ rule (see page 4).

<table>
<thead>
<tr>
<th>Title</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>Actor</strong> (if cast in theatre season)</td>
<td></td>
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<tr>
<td>Understudy (if assigned to theatre season)</td>
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<tr>
<td><strong>Assistant Director</strong></td>
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<tr>
<td>Stage Manager</td>
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<tr>
<td>Assistant Stage Manager</td>
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<tr>
<td>Production Assistant</td>
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<tr>
<td>Run Crew Head</td>
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<tr>
<td>Run Crew</td>
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<tr>
<td><strong>Make-up Supervisor</strong></td>
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<tr>
<td>Make-up Crew*</td>
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<tr>
<td><strong>Wardrobe Supervisor</strong></td>
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<tr>
<td>Wardrobe Crew*</td>
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<tr>
<td><strong>Make-up/wig Supervisor</strong></td>
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<tr>
<td>Make-up/wig crew</td>
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<tr>
<td>Follow Spot operator (if needed)</td>
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<tr>
<td>Light Board Operator</td>
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<td>Sound Board Operator</td>
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<tr>
<td><strong>Costume Designer</strong></td>
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<tr>
<td>Assist. Costume Designer</td>
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<tr>
<td>Asst. Costume shop supervisor</td>
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<tr>
<td>Asst. Costume stock manager</td>
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<tr>
<td><strong>Drapers</strong></td>
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<td><strong>Fitters</strong></td>
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<td>Stitchers</td>
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<td>Hair cutter</td>
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<tr>
<td>Assist. Scenic Designer</td>
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<tr>
<td><strong>Technical Director</strong></td>
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<tr>
<td>Assistant Technical Director</td>
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<tr>
<td>Master Carpenter</td>
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<tr>
<td>Carpenter</td>
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<tr>
<td><strong>Prop Master</strong></td>
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<tr>
<td>Props Artisan</td>
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<tr>
<td><strong>Paint Charge Artist</strong></td>
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<tr>
<td>Scenic Artist</td>
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<tr>
<td>Soft goods technician</td>
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<tr>
<td>Change-over crew</td>
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<tr>
<td>Stage Technician</td>
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<tr>
<td><strong>Sound Designer</strong></td>
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<tr>
<td>Lighting Designer</td>
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<tr>
<td>Projections Designer</td>
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<tr>
<td>Asst. Sound Designer</td>
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<tr>
<td>Asst. Lighting Designer</td>
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<tr>
<td><strong>Master Electrician</strong></td>
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<tr>
<td>Light Crew</td>
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<tr>
<td>Sound Engineer</td>
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<tr>
<td>Projections Engineer</td>
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<tr>
<td><strong>Ushers</strong></td>
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<tr>
<td>Playbill Dramaturg</td>
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<tr>
<td>Lobby display</td>
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<tr>
<td>Video documentation/Archivist</td>
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<tr>
<td>Light shop maintenance</td>
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<tr>
<td>Shop Steward</td>
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<tr>
<td>Paint Shop Manager</td>
<td></td>
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<tr>
<td>Production key assist.</td>
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</tr>
<tr>
<td>House Manager</td>
<td></td>
</tr>
<tr>
<td>Special Projects</td>
<td></td>
</tr>
</tbody>
</table>
## Faculty and Staff Contact List

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. David McCandless</td>
<td>Theatre Chair</td>
<td>218</td>
<td><a href="mailto:mccandled@sou.edu">mccandled@sou.edu</a></td>
<td>541-552-8041</td>
</tr>
<tr>
<td></td>
<td>Director, Center for Shakespeare</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sean O'Skea</td>
<td>Head of Production</td>
<td>215</td>
<td><a href="mailto:oskeas@sou.edu">oskeas@sou.edu</a></td>
<td>541-552-6688</td>
</tr>
<tr>
<td></td>
<td>Scenic Design Faculty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deborah Rosenberg</td>
<td>Costume Design Faculty,</td>
<td>158</td>
<td><a href="mailto:rosenbergd@sou.edu">rosenbergd@sou.edu</a></td>
<td>541-552-6690</td>
</tr>
<tr>
<td></td>
<td>Program Coordinator for MoTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laurie Kurutz</td>
<td>Costume Technology Faculty</td>
<td>163</td>
<td><a href="mailto:kurutzl@sou.edu">kurutzl@sou.edu</a></td>
<td>541-552-6366</td>
</tr>
<tr>
<td>Michael Stanfill</td>
<td>Lighting and Media Design Faculty</td>
<td>124</td>
<td><a href="mailto:stanfillm@sou.edu">stanfillm@sou.edu</a></td>
<td>541-552-6687</td>
</tr>
<tr>
<td>Jesse Purkerson</td>
<td>Technical Direction Faculty</td>
<td>157</td>
<td><a href="mailto:purkersoj@sou.edu">purkersoj@sou.edu</a></td>
<td>541-552-6689</td>
</tr>
<tr>
<td>Jackie Apodaca</td>
<td>Head of Performance</td>
<td>217</td>
<td><a href="mailto:apodacaj@sou.edu">apodacaj@sou.edu</a></td>
<td>541-552-7020</td>
</tr>
<tr>
<td></td>
<td>Performance Faculty, Acting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brendan McMahon</td>
<td>Performance Faculty, Movement</td>
<td>219</td>
<td><a href="mailto:mcmahonb@sou.edu">mcmahonb@sou.edu</a></td>
<td>541-552-6904</td>
</tr>
<tr>
<td>Ginger Eckert</td>
<td>Performance Faculty, Voice and Speech</td>
<td>126.1</td>
<td><a href="mailto:eckertv@sou.edu">eckertv@sou.edu</a></td>
<td>541-552-8255</td>
</tr>
<tr>
<td>Dr. Eric Levin</td>
<td>History and Literature Faculty</td>
<td>125</td>
<td><a href="mailto:levine@sou.edu">levine@sou.edu</a></td>
<td>541-552-6364</td>
</tr>
<tr>
<td>Dr. David Humphrey</td>
<td>Director, Oregon Center for the Arts at SOU</td>
<td>142</td>
<td><a href="mailto:humphred2@sou.edu">humphred2@sou.edu</a></td>
<td>541-552-6522</td>
</tr>
<tr>
<td>Helen Eckard</td>
<td>Theatre Arts Program Manager</td>
<td>131</td>
<td><a href="mailto:eckardh@sou.edu">eckardh@sou.edu</a></td>
<td>541-552-6346</td>
</tr>
<tr>
<td>Kara Gandesbery</td>
<td>Theatre Arts Office</td>
<td>130</td>
<td><a href="mailto:gandesbek@sou.edu">gandesbek@sou.edu</a></td>
<td>541-552-6333</td>
</tr>
<tr>
<td>Tom Knapp</td>
<td>Theatre Stages &amp; Music Recital Hall Mgr</td>
<td>213</td>
<td><a href="mailto:knappt@sou.edu">knappt@sou.edu</a></td>
<td>541-552-6535</td>
</tr>
</tbody>
</table>
Amy Harper  
Costume Shop Assistant  
541 552-8470 - harpera@sou.edu  
Office 159

Jane Hickinbotham  
Staff Technical Manager  
541-552-6685 - hickinboj@sou.edu  
Office 169

Karen Bolda  
OCA Student Success Coordinator  
541-552-6696 - boldak@sou.edu  
Office 155 (Wed); ART 118 (M,T,Th,F)

Adjunct Faculty  
541-552-7159  
Office 123

**OTHER CONTACT INFORMATION**

- Main Office  
  541-552-6346
- Box Office  
  541-552-6348
- Booth, Black Box  
  541-552-6352
- Booth, Main Stage  
  541-552-6356
- Costume Shop  
  541-552-6350
- Costume Shop Spvrs  
  541-552-6366
- Fax  
  541-552-8811
- Scene Shop  
  541-552-6349
- Scene Shop Tech Office  
  541-552-6685
### TEMPLATES AND FORMS

### RESUME TEMPLATES

The following samples are provided to help you assemble your first resume. **Please seek out your faculty advisor for additional feedback.** Resumes should be kept to one page and be sure to list your credits appropriately; Any major production you work on in the Theatre Dept. can be listed as The Oregon Center for the Arts, but a student showcase should be listed as a Student Production. A good rule of thumb is answering the question; ‘who produced the event you are listing?’

### SAMPLE DESIGN/TECH RESUME

#### YOUR NAME
Your Address - Your Phone Number - Your Email Address
Your Website (if you have one)

#### Theatre Experience
- Name of Show: What you did, Place/School/City, State
- Name of Show: What you did, Place/School/City, State
- Name of Show: What you did, Place/School/City, State
- Name of Show: What you did, Place/School/City, State
- Name of Show: What you did, Place/School/City, State

#### Other Experience*
- Name of Event: What you did, Place/City, State
- Name of Event: What you did, Place/City, State
- Name of Event: What you did, Place/City, State

#### Additional Training
List any relevant Work Experience, (i.e. construction, seamstress, electrician, etc)
If you studied Art and/or Multimedia - Number of Years, what and when
If you participated in any relevant workshops/school seminars

#### Education
Degree/Certificate - Name of School you Attended - Completion date (or anticipated)
Degree/Certificate - Name of School you Attended - Completion date (or anticipated)

#### Awards / Affiliations
List any awards you won or were nominated for. Any affiliations with groups or organizations.
List extracurricular activities.

#### References
List any references and contact info (if that reference has given you permission to do so). Possible references include: Professors, Directors, Collaborators, etc.

*if you worked other places or did other kinds of design/technical work (i.e. sets, sound, lighting, costumes, hair, makeup, fashion, festivals, construction, other events).
# Sample Acting Resume

**YOUR NAME**

Union Affiliation if relevant (i.e. SAG-AFTRA, AEA, EMC)

<table>
<thead>
<tr>
<th>Your phone #</th>
<th>Your height</th>
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</thead>
<tbody>
<tr>
<td>Your email address</td>
<td>Your weight (optional)</td>
</tr>
<tr>
<td>Your website URL</td>
<td>Your hair color</td>
</tr>
<tr>
<td>(if you have one)</td>
<td>Your eye color</td>
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</tbody>
</table>

## Theatre*

<table>
<thead>
<tr>
<th>Name of Show</th>
<th>Role</th>
<th>Name of School or Theatre/Director</th>
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</thead>
<tbody>
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<td>Name of Show</td>
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## Film/Video

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<th>Name of Show</th>
<th>Size of role**</th>
<th>Name of Production Co./Director</th>
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<tbody>
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<td>Name of Show</td>
<td>Size of role**</td>
<td>Name of Production Co./Director</td>
</tr>
<tr>
<td>Name of Show</td>
<td>Size of role**</td>
<td>Name of Production Co./Director</td>
</tr>
</tbody>
</table>

## Commercials

List of products/companies such as Verizon, Mercedes, McDonalds, etc.

## Training

Oregon Center for the Arts @ Southern Oregon University - Theatre, expected degree and date (BA or BS or BFA, expected June, 2020)

Acting: Jackie Apodaca, Severus Snape, Ash Ketchum
Voice: Ginger Eckert, Pomona Sprout
Movement: Brendan McMahon, Rolanda Hooch
Stage Combat: U. Jonathan Toppo (hand-to-hand, broadsword)
Singing: Chris Williams, Sybill Trelawney
Dance: Suzanne Seiber (tap), Poppy Pomfrey (hip hop)

*** Put your most “impressive” teacher names first, with 4 names maximum per area.

## Special Skills

List your special skills that may relate to performance such as juggling, acrobatics, dialects you are advanced in, foreign languages you speak fluently. Limit your “funny” skills to one.

---

Acting headshots/resumes should be cut to 8X10” and stapled or glued together facing outwards OR printed double sided. You should give ONE two-sided item to auditors.

---

*Helpful tip: Do not list your acting credits chronologically. List your most impressive credits first and work down to your least impressive. When you update/add to your resume, just let the least impressive credits fall off the bottom of your list.

** Featured, Supporting or Lead. DO NOT list background/extra work.
# Theatre BA/BS Capstone: Toolbox Rubric

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
<th>Junior Year</th>
<th>Senior Year</th>
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<tbody>
<tr>
<td>A one-page, bullet-point list of your theater accomplishments this year. Focus on specific skills learned.</td>
<td>A one-page, bullet-point list of theater accomplishments this year. Focus on skills.</td>
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<td>A final written summary of your work and growth as a theater student. Please limit to 3 to 5 pages</td>
</tr>
<tr>
<td>Two graded papers from two different courses, preferably theater courses, showing the professor’s marks and comments.</td>
<td>Two graded papers from two theater courses, you have written this year, showing the professor’s marks and comments.</td>
<td>Two graded papers from OCA (Theater, Art, EMDA, Music) courses, showing the professor’s marks and comments. May be from any year.</td>
<td>At least three artifacts or documents that most exemplify your work as a Theater student over your time at SOU. No more than 10 items, please. Pick your best work!</td>
</tr>
<tr>
<td>Two projects from theater courses: Elements of Design, Costume Fundamentals, Stagecraft, etc. or some other hands-on OCA (Theater, Art, EMDA, or Music) course.</td>
<td>At least three samples of course work from three separate OCA courses or Theatre Practice assignments.</td>
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<td>A well-organized gallery of captioned photos, illustrating your progress as a Theater student while at SOU.</td>
</tr>
<tr>
<td>At least three photos, captioned and labeled, showing your Theatre Practice work on three separate projects. These may include production photos.</td>
<td>At least six photos, captioned and labeled, showing your Theatre Practice work on three separate projects.</td>
<td>At least six photos, captioned and labeled, showing your Theatre Practice work on three separate projects.</td>
<td>Your display is in a portfolio, binder, bound booklet, website or dedicated online portfolio.</td>
</tr>
<tr>
<td>Your table display uses a table space 2 ft. wide by 2 ft. deep. You may go vertical with a board 2 ft wide by 3 ft tall.</td>
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<td>Your display is portable, easily assembled and contains clearly organized relevant artifacts of your growth as a Theater Student.</td>
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</tr>
<tr>
<td>Each artifact is legibly labeled and has a concise description.</td>
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</tr>
<tr>
<td>Your display is neat and clear. Consider a binder or other organization method.</td>
<td>Your work is organized in an indexed binder in a logical, well-curated manner.</td>
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<td>Your display is in a portfolio, binder, bound booklet, website or dedicated online portfolio.</td>
</tr>
<tr>
<td>Write your name on the provided comment sheet and include with your display. Keep this sheet to add to your future presentations.</td>
<td>Include your comment sheet from last year’s display. Your presentation incorporates feedback from the previous year.</td>
<td>Include your sheets from all previous year’s displays. Your presentation incorporates feedback from the previous year.</td>
<td>You have attached all grade sheets from previous years.</td>
</tr>
<tr>
<td>A current Theater resume.</td>
<td>Updated resume.</td>
<td>Updated, professional quality resume.</td>
<td></td>
</tr>
<tr>
<td>A self-reflection paper (2 page max.) on your progress and plans at SOU. Keep all for future presentations.</td>
<td>Students will conduct a scheduled verbal presentation of 10 to 15 minutes with two or more available faculty or staff.</td>
<td>Students will conduct a 10-minute interview with their advisor, and 2 or more faculty, staff, or professional guest adjudicators</td>
<td></td>
</tr>
</tbody>
</table>
2019-2020 NOTABLE THEATER DEPT. DATES

FALL 2019 DATES
Sept. 30th          Fall Term Begins
Oct. 3rd
Oct. 7th
Nov. 1st-3rd
Nov. 4th-6th
Nov. 7th
Nov. 8th, 9th, 14th-17th
Nov. 8th-10th
Nov. 11th-13th
Nov. 14th
Nov. 15th, 16th, 22nd-24th
Nov. 28th, 29th
Dec. 2nd-4th
Dec. 5th
Dec. 9th-13th
Dec. 18th

Fall Term Company Call - 5:30 p.m. Main Stage Theater
Theatre Practice (non-rehearsal) Begins
Tech: Hedda Gabler
Dress Rehearsals: Hedda Gabler
Open: Hedda Gabler
Run: Hedda Gabler
Tech: Angels
Dress Rehearsals: Angels
Open: Angels
Run: Angels
Thanksgiving Holiday (Campus Closed)
Winter Auditions
Winter Term Company Call - 5:30 p.m. Main Stage Theater
Finals Week
Grades available to students after 12:00pm

WINTER 2020 DATES
Jan. 6th, 2020       Winter Term Begins/Theatre Practice Begins
Jan. 20th
Feb. 14th-16th
Feb. 17th-19th
Feb 18th-22nd
Feb. 20th
Feb. 21st, 22nd, 27th-Mar. 2nd
Mar. 9th-11th
Mar. 12th
Mar. 16th-20th
Mar. 24th
Mar. 21st-29th

Winter Term Begins/Theatre Practice Begins
Martin Luther King Day (Campus Closed)
Tech: If/Then
Dress Rehearsals: If/Then
Open: If/Then
Run: If/Then
KC/ACTF at University of Oregon, Eugene
Spring Auditions
Spring Term Company Call - 5:30pm - Main Stage Theater
Finals Week
Grades available to students after 12:00pm
Spring Break

SPRING 2020 DATES
Mar. 30th
May 8th-10th
May 11th-13th
May 14th
May 15th, 16th, 21st-24th
May 15th-17th
May 18th-20th
May 21st
May 22nd, 23rd, 28th-31st
May 25th
June 1st-3rd
June 8th-12th
June 17th

Spring Term Begins/Theatre Practice Begins
Tech: A Vampire Story
Dress Rehearsals: A Vampire Story
Open: A Vampire Story
Run: A Vampire Story
Tech: Pericles
Dress Rehearsals: Pericles
Open: Pericles
Run: Pericles
Memorial Day (Campus Closed)
Fall 2020 Auditions
Finals Week
Grades available to students after 12:00pm