

**SPVA**

# **THEATRE STUDENT HANDBOOK**

**THE UNIVERSITY OF  
SOUTHERN MISSISSIPPI  
SCHOOL OF PERFORMING  
AND VISUAL ARTS  
2021-2022**



**THE UNIVERSITY OF  
SOUTHERN  
MISSISSIPPI**





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# WELCOME



## *Welcome to* **The Theatre Program!**

**T**his Handbook is to help you make the transition to being a theatre major at Southern Miss by providing you with information and resources you will need in the major. This Handbook has answers to your questions! Our goal is for your college years to be a success, so let this guide help orient you to your new home. Cheers to the next four years of exploration, creation, learning, and performing.



# **GENERAL INFORMATION**



## **SCHOOL OF PERFORMING & VISUAL ARTS:**

**T**he School of Performing and Visual Arts (SPVA) houses the Theatre Program. At USM, the Theatre Program is part of a larger school that includes the Art and Design Program and the Dance Program. Each program functions independently in many ways with program coordinators who oversee each area. All the disciplines come together as a school administratively under the leadership of the school Director. The Director and Program Coordinators, in partnership with the Administrative Specialists, faculty and Professional Staff, coordinate all artistic, performance/production, academic, and instructional activities. The overall context for the work in Art and Design, Dance and Theatre, is that all programs are both academic and producing units. We not only teach subject matter, but provide a bridge for students to use and apply their knowledge by creating art, and by so doing, mature in their understanding of our art forms. Work in classroom and labs enriches work in studios, galleries, rehearsal halls and theatres; and in a reciprocal manner, the art we create with our students enriches and furthers the teaching and learning in the School .

### ***Theatre Program Mission:***

- We seek to provide the best possible education for our students, preparing them for careers in the professional and educational arenas. We emphasize the power of the imagination, passion, discipline and collaboration in the creation of art.

- We seek to provide the best possible, and most creative, work environment for our students, faculty and staff, while offering the strongest possible support for the specific missions of the Theatre program.

### ***Bachelor of Arts (B.A.) in Theatre Comprehensive study***

The Bachelor of Arts in Theatre is a program for those students whose interest in theatre is wide-ranging and comprehensive. B.A. students strive to understand the totality of the theatre arts, including the foundational aspects of every area of the profession. Theatre B.A. students may still concentrate their electives in any area of theatre production. The B.A. is an excellent choice for students who are multitalented, and who have a diverse set of interests.

Because training in theatre can be an excellent platform for a career in many professions besides theatre, the B.A. is also excellent preparation for students who may be interested in employment in many careers in which the skills provided by a theatre education are in demand. These careers range from theatre-related (communication, media and entertainment) to those requiring well-developed, interpersonal skills (professional interviewers, social workers, and psychologists). Other occupations for which theatre training is helpful are education, advertising, business, law, and politics.

## ***Bachelor of Fine Arts (B.F.A.) in Theatre Acting emphasis***

### **Focused curriculum**

The Bachelor of Fine Arts, Acting program is designed for students who are serious about specialization in acting, with an eye toward professional acting or further study at the graduate level.

Acting classes are diverse and offer a variety of specialized subjects for study. The faculty are Stanislavski-based but use a range of methods, including Meisner, Hagen, Cohen, and Shurtleff. Classes in acting at Southern Miss go far beyond the usual beginning, intermediate and advanced standards. Fundamentals of acting and intermediate acting cover the essential dual foundation of freeing the actor's creativity and technique. Improvisation further frees the actor and sharpens impulses and timing, along with sensitivity to a partner. BFA Lab (Intermediate II) challenges the actor to work collaboratively and focus on individual needs within a larger group project. The art is further explored in Period Acting Styles that explore the research tools, voice, movement, and special decorum required in period pieces. The finishing touches are found in a course devoted to audition process, which is the link between the educational training and the "real world" of professional acting in theatre, film, television, and related fields. Time and attention are given to headshots, résumés, agents, and other aspects of the business of acting. Both voice and movement classes are fully integrated with the acting curriculum. Course offerings include Voice for the Actor, Stage Dialects, Introduction to the Musical Theatre

Performer, Advanced Voice for the Actor, and Advanced Musical Theatre Performer. Additional voice lessons and choir classes are also offered as an option through the School of Music. Movement Classes include Commedia dell'arte, Yoga, Suzuki, Alexander Technique, Feldenkrais, Neutral and Character Mask, Tai Chi, Laban, Armed and Unarmed Stage Combat. BFA Candidates may also take courses in the Dance program, including jazz, tap, modern, ballet, improvisation.

## ***Bachelor of Fine Arts (B.F.A.) in Theatre Design and Technical Theatre Emphasis***

### **Focused curriculum**

The Bachelor of Fine Arts, "Design & Technology" program is designed for students who are serious about specialization in one or more areas of design and technology with an eye toward professional careers or further study at the graduate level.

B.F.A. students are expected to take more classes in the specific areas of design and technology and to be more actively engaged in production than their Bachelor of Arts counterparts. The available coursework includes stagecraft, introduction to scenic and lighting, scenic design, advanced scene design, stage lighting, advanced stage lighting, stage sound design, introduction to costume and makeup, intermediate makeup, costume design, costume design studio, advanced theatrical makeup, and a wide variety of design and technology laboratories. The curriculum and production demands on B.F.A. design and technology students are intense. One of the identifying characteristics of such students is the way in which they take on leadership roles in pro-



duction in the third and fourth years of study. The most committed and talented of these students may eventually be given design or assistant design responsibilities for the main stage theatre season.

Students who come into the program as freshmen and wish to pursue the B.F.A. in either area may apply, audition and interview after their 3rd semester. Transfer students are eligible to apply, audition and interview after their 1st semester.

*See Appendix B for Links and Examples of Degree Plans.*

## ***FACULTY CONTACT INFORMATION***

Faculty office hours are posted in syllabi and outside their offices each semester. If you cannot meet during the faculty member's office hours, you may make an appointment.

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# **MORE ABOUT THE THEATRE PROGRAM**

## THEATRE AUDITION GUIDELINES

**T**he USM Theatre Program holds two general auditions for their mainstage /studio productions every year, one for each semester. All USM students are eligible to audition. At the general auditions you are auditioning for up to three shows at once. Read the plays in advance so that you know the material and can shape your audition choices. General Acting Auditions for the fall semester usually take place the week that fall classes begin. General Acting Auditions for the spring semester take place around Thanksgiving break.

**Acting Auditions:** Prepare a 1-minute monologue of your choice. Time yours to 40-50 seconds to allow room for time variation and transitions. Your introduction is not timed.

- Sign up for an audition time slot and fill out/turn in an audition form. Sheets are posted in/outside the Main Office, room 201. Sign up EARLY. New students have the first hour. Audition slots will be grouped by ½ hour or hour groups to be “on deck” in the Greenroom.
- Choose a monologue from a published theatrical play (not one from the season) as opposed to something you wrote yourself, a film, or your favorite television show.
- Choose something that showcases you at your best and stick to your ability, age range, and genres within your experience and training. Stay away from overly offensive pieces. Swearing is fine as long as it is intrinsic to the character and not used as shock

drama. Shape choices to the shows we are doing.

- Rehearse and memorize your monologue and perform it for someone before the audition date.
- Stay in the downstage area. Choose a focal point for the person you are talking to that is near or just beyond the auditors (not the auditors themselves or an on-stage focus).

**Musicals:** When a musical is on the season for that semester, singing auditions may be combined with the general acting auditions or they may be held separately.

- If they are combined, you will have a choice between the 1-minute acting monologue only or an extended 90-second audition to showcase a 16-bar song selection.
- If they are held separately, directions will be posted and announced.
- Bring sheet music for the provided accompanist to play your song.

**Audition Protocol:** Normally, General Auditions are in the Tatum Theatre with only the directors and their assistants present. A time-keeper will raise their hand when your time is up and then say, “Thank you!”

- Arrive at least 15 minutes before your audition time slot (or 1 hour before auditions begin to see the space, walk through your work, warm up, and find your focal point). Check in at the Greenroom.
- Dress appropriately —avoid a slovenly or overly formal appearance. Unless you are shooting for a particular role or play, skip the flip-flops and platforms, shorts, suits, ties, minis, and tight/revealing clothes.

Wear something simple that allows us to focus on you - and you to focus on your acting.

- When it is your turn to audition, walk into the audition space, greet the auditors, and state your name and the audition piece clearly before you begin. “Hi. I’m Jane Smith. This is Laura from The Glass Menagerie by Tennessee Williams.” When you finish, thank the auditors and repeat your name.
- If you have one of those live theatre mishaps and forget the words, mess up, or go over time just say “Thank you!” And your name. A cheerful mistake could still get you a callback. No apologies and no stopping, restarting, or do-overs.
- The morning after auditions check the callboards outside the Green Room in the Theatre and Dance Building, room 132. There will be lists of “Callbacks,” or requests to return for another audition for 2-3 days after the general auditions. Materials (monologues, paired readings, songs, movement, improvisation, etc.) will be selected by the director. Follow directions on each call-back posting.
- Some rehearsals begin immediately after cast lists are posted.

### **THE THEATRE SEASON: MAIN STAGE, STUDIO, SHOWCASE... WHAT’S THE DIFFERENCE?**

#### **MAINSTAGE AND STUDIO PRODUCTIONS**

The production season consists of two types of shows: mainstage and studio. Either type of show can be performed in either major theatre space (Tatum or Hartwig) or be in any of the performance slots for a paying audience. Both types of shows have open audi-

tions for undergraduates and graduates. Both types of shows could have faculty or graduate student directors and have faculty, graduate, or undergraduate actors and designers. The real difference between them is the size of the budget and support given by the shops.

#### **SHOWCASE**

Showcase is a different thing altogether. Times and dates are scheduled throughout the semester for students, faculty, and staff to put on special events. Showcases usually take place in the Woods Showcase Theatre or in an alternative venue. It is an opportunity to do work other than the mainstage or studio productions. Any Theatre student can submit a proposed showcase to the faculty by filling out a simple form—located in the main office. You can get a group or go solo, do musicals, experimental drama, clown work, aerial physical theatre, or anything you want to work on. Keep it simple and be creative; after all, there is no budget or technical support. The specific policies are on the showcase proposal form.

#### **FST SHOWCASE FOR FRESHMEN, SOPHOMORES AND NEW TRANSFER STUDENTS**

There is one showcase just for new and emerging student artists. This gives any Freshman, Sophomore or new Transfer student who did not get cast in the regular season an opportunity to perform. In fact, if you sign up, you are automatically cast! It’s a great way to get us all a chance to see what you can do on stage while you build your skills and resume. Check the call board and your email for notices about this and any other showcase opportunities.



## ENSEMBLE SHOWCASES

USM Theatre has excellent student ensembles that produce awesome showcases. Sign up! Harlem (celebrating work by and about people of color), PRISM (dedicated to LGBTQ+ theatre), Fight Club (stage combat training and performance group), Skip the Script (Improvisation Troupe), Writers@Play (playwright's workshop group), Stand-Up USM (comedy club), and APO (Alpha Psi Omega national honorary society events, including the APO New Play Festival since 1995). All groups include new students!

## GRADUATE DIRECTING PROJECTS

Every spring, a first-year MFA Directing Candidate puts on their Qualifying Production and the following fall, a second-year MFA Directing Candidate produces a Special Production that is presented in the Hartwig Theatre. Often, these directors sit in on General Auditions to make their call-back lists after major productions are cast. So many opportunities! Get engaged and you will get to play!

## REVELRY

Annual, multi-arts event celebrating the artistic work of faculty and students in the School of Performing and Visual Arts at Southern Miss, which boasts over 50 events. Each spring, special programming of artistic and creative activities include master classes, workshops, guest and visiting artists, family-friendly events, and formal productions. Revelry is an opportunity for the programs in the School of Performing and Visual Arts, including Art and Design, Dance, and Theatre, to collaborate and

build community within the School and throughout Hattiesburg. As a student you will have the opportunity to engage in new artistic experiences during the two weeks of Revelry.

<https://artdesign.usm.edu/revelry/>

## SOUTHERN ARENA THEATRE

Southern Arena Theatre (SAT) is summer theatre at USM. As a collaborative effort between both faculty and students, SAT works as a professional theatre company whose aim is to present multiple plays by a single company of rotating performers. It is known for its tradition of producing light, summer theatre. Student performers are introduced to the rigors of alternating performances, requiring them to hone their skills and carefully attend to characterization. Finally, repertory is a celebratory form of theatre that compliments the more academic aims of our regular theatre season.

*“Now that I have some perspective, one of the greatest advantages of USM was the opportunity to audition for a lot of productions, including showcases, mainstage, studio, and Southern Arena Theatre; I performed in something every semester—that kind of experience is invaluable!”*

**Langston Darby, '09**

<https://www.usm.edu/performing-visual-arts/southern-arena-theatre.php>

## **DESIGN ASSIGNMENTS AND OPPORTUNITIES**

Everything that the audience sees and hears on stage in relation to the actors is there by design. Every mainstage and studio production will have a designer in the area of costumes, lighting, sound and scenery. The Design and Technical Faculty assign these very important roles.

If you are interested in designing, you should talk to the faculty member in charge of the area for which you would like to be considered. Typically, designs are only assigned to graduate students or BFA D & T students that have shown skill and promise in their design classes or as assistant designers; however, consideration has been given to non-BFA students who express interest and skill. Agreeing to complete a design for one of these productions is a huge responsibility and requires a significant amount of work and dedication. Students should carefully consider their class load or outside obligations to family or work before taking on a design.

Assignments are made only by the faculty and are based on many factors. Showcase proposals are not assigned designers. There may be some opportunities to design lights and costumes for the dance concerts. These are also assigned to students only by the D & T faculty in consultation with the dance program. This is to avoid confusion in the shops and to be able to control inventory and equipment. If you are at all interested in getting into design, simply meet with one of the D & T faculty members to find out how to get involved. There are several opportunities to serve as an assistant to a designer

or in another significant role such as charge artist, props master, master electrician, assistant technical director, or wardrobe supervisor.

A word about design and technology work outside of the department: BFA D&T students may find opportunities outside of the department's production work. Students must consult the head of D & T (and their advisor) before accepting any outside work. He/she can help you best determine any conflicts that may arise from participating outside the department. Accepting jobs will not release you from any obligations to class work, practicum or production assignments with the department. We do not want to discourage students from working outside of the department; however, it is very important to be certain that you are not over-committing your time.

## **PRACTICUM AND PRACTICUM ASSIGNMENTS**

All Theatre majors are required to be involved in production in some form every semester. Practicum, in its broadest sense, is a course credit received for participation in the production process of the Southern Miss theatre season. This participation happens in many forms and includes, but is not limited to the following:

- Acting in a production
- Participation on a design and creative team for a production.
- Stage Managing.
- Run Crew for a Production.

- Participation in one of many preparation crews (shops) for a production.
- Working in the box office and Front of House as an Usher.
- Publicity for productions.
- Practicum assignments are made by the faculty following the audition process and casting of productions by the directors. These assignments are based upon student's availabilities and interests, availability of practicum assignments, and departmental needs.

### **Practicum Course Objectives**

Students participating in practicum will:

- Assist in producing the Southern Miss Theatre season.
- Learn practical skills in a wide range of aspects of theatre production.
- Develop and demonstrate a strong work ethic that adds to collaborative productions of theatre and correlates to professional standards.

### **Practicum Requirement**

Every theatre major must take at least two (2) practicum credits each semester they are enrolled at USM. The theatre program will register you for practicum credits once your practicum area has been assigned.

- You are responsible for checking your enrollment summary on SOAR to ensure you have been correctly enrolled.
- You must leave at least two credit hour available in your schedule for practicum enrollment.

- A course overload is not an excuse for not taking a practicum.
- Any theatre major who fails to complete two practicum credits per semester will be required to meet with the Program Coordinator of the Theatre Department as well as the Production Manager.
- Student will be placed on probation and may be suspended.
- Theatre Majors enrolling as freshmen are required to have 16 credits of practicum in order to graduate.
- Theatre Majors enrolling as transfer students have the required practicum credits pro-rated dependent upon number of semesters remaining to complete their degree.

For example: Those enrolling as Juniors are required to complete 8 hours (or half the requirement) of practicum in order to graduate.

- Theatre minors are required to complete 3 hours of practicum.

**The Department will not waive practicum credits to accommodate graduation!**

### **ADVISEMENT**

The University Advisement Center provides holistic guidance to all first-year students to help them learn how to navigate SOAR and their degree plan, understand University policies and holds, and learn about resources that can support their academic success; the Center also provides walk-in support to any Southern Miss student with questions or interest in changing their major.

The School of Performing & Visual Arts advisor through the University Advisement Center is:

**John Faulconbridge**

John.Faulconbridge@usm.edu

601.266.5221

Office: LIB 203P

After orientation, Freshman are also assigned a Faculty Mentor from your major, and you are encouraged to reach out to your mentor with any questions prior to meeting with the University Advisement Center. Your mentor will become your advisor after your Freshman year.

All students must meet with their faculty advisors at least once a semester during the advising period to review their degree progress and plan for future semesters. You will discuss classes for the upcoming semester. This is necessary to remove your advising hold – aka, you cannot enroll without it!

NOTE: All students enter the program as a B.A. student. Freshmen will take classes for three (3) semester as a B.A. before deciding if they would like to pursue a B.F.A. in Performance, or Design & Tech, or stay with the B.A. Transfer students will take classes for one (1) semester before making these decisions. Discussions with your advisors are as to what the best plan is for you to continue will help in this decision.

***END OF THE SEMESTER EVALUATIONS  
... aka “Evals”***

All theatre majors (B.A. and B.F.A.) must be evaluated/assessed every year. Evaluations occur during the last few weeks of class each semester with B.F.A. students every semester and B.A. students on rotation once per year. Check your USM email for specific dates. Arrive 5-10 minutes early for your appointment, dress professionally and have your materials prepared. Students who fail to participate in evaluations will be put on probationary status for the following semester.

BA student evaluations typically happen in the conference room (TAD 208) or Hartwig Theatre. The sign-up sheet will go up a few days prior to the evaluation day outside of the main office. These evaluations, consisting of two professors from the department, only take about 10 minutes. It is an opportunity for the department to assess your progress in the program. Students are encouraged to discuss educational issues or career goals. You can also use this as an opportunity to get feedback on a resume, headshot, or portfolio. Try to sign-up for a time slot with your academic advisor as one of the evaluating faculty. Be sure to bring a current resume, a printed Degree Progress Report (DPR) and a Goal Sheet (available in the main office).

BFA in Theatre, Acting Emphasis student evaluations include a fully prepared audition piece for the performance faculty, usually held in the Tatum Theatre. They also consist of critical feedback of any work conducted in showcases, classes, or productions. Students should provide a current resume and headshot along with the DPR. Actors should look to these evaluations as oppor-

tunities to learn where they should focus their efforts in the coming semester. Remember, we all want you to succeed. General meetings for this degree plan happen at least once per semester and they are mandatory.

BFA in Theatre, Design & Technology Emphasis student evaluations are conducted by the D & T faculty and take place in the design studio (TAD 126). Specific criteria for the each evaluation are posted with the sign-up sheet on the D & T callboard. The evaluations focus primarily on classroom and production progress, resume/portfolio development and discussions of career goals. The final evaluation simulates a professional job interview so the student can receive critical feedback before hitting the job market. Each evaluation session lasts 30 minutes. Students are expected to be well prepared, professionally dressed and punctual.

Theatre Minors do not have evaluations, but they can meet with the Theatre Program Coordinator (PC) or their professors for advice and guidance. Some awesome students have been minors – if you want more feedback we're here for you!

## **GRADUATION & CELEBRATIONS**

### **Applying for Graduation**

One semester before graduation, students must apply to graduate. Undergraduate students will complete the application form by logging into SOAR and navigating to the Student Center. Select Application for Graduation in the drop-down list of options under Academics. This form must be filled out online.

An audit to make sure you are set to graduate will be performed prior to the start of the graduation term listed on your application. Undergraduate applicants will be contacted by the Dean's Office via a Preliminary Audit Letter which will be emailed to your USM account. You should review the materials sent as soon as they are received and contact the Program Coordinator regarding any questions you may have regarding the audit. Note: Late fees are applied for undergraduate students filing after the published deadline.

### **End-of-the-Year Picnic**

At the end of the spring semester, the Theatre and Dance Programs host an annual picnic. This social event is a celebration of the academic year's work. To kick off the picnic, the faculty, staff and students gather to announce awards and scholarships for the coming year. The school typically provides the main course for the picnic and then faculty, staff, and students bring their favorite side dishes, drinks, and desserts. Look for sign-up sheets near the end of the spring semester.

## **THEATRE PROGRAM MEETINGS**

During the first week of the fall semester, the Theatre Program has a Welcome Back Night celebration for Students, Faculty, and Staff. This is a great way for everyone to meet and greet each other, learn about student organizations, watch a bit of entertainment, and simply welcome in the new school year. The celebration takes place one evening during the first week of classes. This will be announced when the exact date is determined. Keep an eye on your email

for more information.

Each semester all Theatre Majors are required to attend Mandatory Practicum Meetings. These meetings will take place during two (2) afternoons during the first to second week of class. They are mandatory and the exact dates will be sent out via email. The only excuse for missing a meeting is if you have a class at the time of the meeting. Work is not an excuse for missing. The dates will be sent out in time for you to clear your schedule.

The first meeting will be primarily informational. You will receive the “rules of the road” regarding the assignments, fill out practicum forms that give the program the information to help make your assignments, and receive other information as needed from the program. During the second meeting, usually the following week, you will meet with your assigned practicum group (i.e. Scene Shop, Costume Shop, Publicity, etc.) to set up your times for work. Again, both meetings are Mandatory! Keep an eye on your email for dates and further information!

### ***THEATRE PROGRAM CONFERENCES***

Students and faculty from the USM Theatre program participate in a variety of regional and national conferences each year. Each organization that hosts a conference or festival has a different theme or purpose. You can work with your adviser if one seems of interest of if you would like to know more.

#### **Southeast Theatre Conference (SETC)**

*The information below was taken from the SETC website:*

The SETC Annual Convention is a one-stop-shop

to connect with companies, recruiters, and other like-minded theatre practitioners! Here we present our competitive spring professional auditions, connect students with schools through graduate and undergraduate auditions and interviews, provide one of the largest theatre job fairs in the country, present over 200 attendee focused sessions including workshops, trainings, and lectures, provide one-of-a-kind networking events, stage major keynote speakers, offer an extensive exhibit hall with both educational and commercial booths, deliver a multi-disciplinary design competition, and play host to five different theatre festivals.

<https://www.setc.org/about/>

Follow the link above to discover everything you need to know about SETC or ask your Professor/Mentor.

#### **United States Institute for Theatre Technology (USITT)**

*The information below was taken from the from the USITT website:*

USITT was founded in 1960 as an organization to promote dialogue, research, and learning among practitioners of theatre design and technology. Today it has grown to include members at all levels of their careers and has embraced the new technologies being used in entertainment. USITT is now the leader in life-long learning opportunities for the entertainment design and technology industry. The United States Institute for Theatre Technology, Inc. (USITT) connects performing arts design and technology communities to ensure a vibrant dialog among practitioners, educators, and students.



<https://www.usitt.org/>

Talk with your advisors/mentor about attending USITT.

### ***The Kennedy Center American College Festival (KCACTF)***

*The information below was taken from the from the KCACTF website:*

The Kennedy Center American College Theater Festival (KCACTF) is a national theater program involving 18,000 students annually from colleges and universities across the country. KCACTF aims to:

- Encourage, recognize, and celebrate the finest and most diverse work produced in university and college theater programs;
- Provide opportunities for participants to develop their theater skills and insight, and achieve professionalism;
- Improve the quality of college and university theater in the United States; and,
- Encourage colleges and universities to give distinguished productions of new plays, especially those written by students; the classics, revitalized or newly conceived; and experimental works.

Since its inception, KCACTF has given more than 400,000 college theater students the opportunity to have their work critiqued, improve their dramatic skills, and receive national recognition for excellence. More than 16 million theatergoers have attended approximately 10,000 festival productions nationwide.

<https://www.kennedy-center.org/education/opportunities-for-artists/pre-professional-artist-training/kcactf/>

### **Production Response**

The foundation of KCACTF is production response. Effective theater is assessed by its ability to involve audiences in an experience that is both stimulating and illuminating, which emphasizes the spoken word; physical interpretation of the text; genuine emotions; and relationships between characters. Schools wishing to participate in KCACTF enter at least one production for response.

- USM Theatre enters several productions (4) in the KCACTF Production Response Sessions each year.

### **Festivals**

In January and February, eight Regional Festivals showcase the finest regional productions, offer workshops, and celebrate students' work. USM Theatre belongs to Region four (4)- The Southeast Region. The National Festival takes place each April. Students participate in workshops with theatre professionals, see productions in D.C., and connect with their peers from across the country.

### **LINK**

*Information below was taken from the LINK SETC/LINK website as well as the Arts Media Website.*

Where Master's Candidates and Recruiters Connect: SETC and USITT partner each fall to bring graduate

theatre degree programs together with people considering options for advanced education in one convenient, affordable location for interviews and information exchange. Discover your dream graduate school or recruit talented candidates. SETC and USITT (The Association for Performing Arts and Entertainment Professionals) partner each fall to bring graduate theatre degree programs together with people considering options for interviews, auditions, and information exchange. Connect with more than 50 programs across theatre disciplines including Acting, Design, Technology, and Management. Explore your options for advanced education and find your dream grad program in one convenient, affordable location. The LINK conference takes place in the Fall semester.

<https://www.setc.org/auditions/link/>

Talk with your Advisor/Mentor about participating in these auditions and interviews at LINK.

### ***University/Resident Theatre Association (URTA)***

Information below was taken from the URTA website: “The URTAs” have been our flagship program for more than 50 years. Every year, 1,200 MFA candidates from all theatre disciplines—acting, arts leadership, design and technology, directing, and stage management—take part in this recruiting event where they have the opportunity to meet with faculty recruiters from among our 46 member universities and other top theatre programs, all in one place. The URTAs are the most accessible way to pursue professional theatre training, for all potential candidates. Candidate Awards provide free registration

to certain eligible candidates, including those in the areas of sound design and arts leadership.

<https://urta.com/>

Talk to your Advisor/Mentors about URTAs.

## ***USM SCHOLARSHIPS AND FUNDING OPPORTUNITIES***

### **GO Scholarship Application Process**

The first step to getting a scholarship is applying through the GO Scholarship portal! The University of Southern Mississippi Foundation recognizes the importance of a quality education and is dedicated to helping students at Southern Miss find a way to achieve their higher education goals.

#### **How to apply for scholarships:**

- Click on the gold button below to access the Golden Opportunities System.
- Sign in to the scholarship application system using your Campus ID and SOAR password.
- Complete the application.
- If a scholarship is awarded, complete the acceptance process.

Students will be matched with scholarships for which they are eligible and will receive an email when a scholarship has been offered. Eligible students must be either currently enrolled or accepted for admission with plans to attend The University of Southern Mississippi for the 2021-22 academic year. Please send questions to: ***scholars@usm.edu***.



## **USM SCHOLARSHIPS AND FUNDING OPPORTUNITIES**

There are many, many opportunities at USM for majors to defray the cost of their education and to create more possibilities for their creative work.

### **The Drapeau Center for Undergraduate Research**

The Drapeau Center for Undergraduate Research (DCUR) at Southern Miss supports all aspects of undergraduate research and creative activity. There are many opportunities for Southern Miss undergraduate students to get involved in research, creative or other scholarly activities, find funding for these activities, or share their work on campus and beyond. Dance students have often benefited from these generous awards, so make sure to check them out!

<https://www.usm.edu/undergraduate-research/drapeau-center.php>

### **The Eagle SPUR Program**

- Supports undergraduate student research and creative activity with grants of up to \$1,000 for one- or two-semester projects and a travel supplement (if applicable) of up to \$500. Travel funds may be used to present at a conference, perform at a show, visit an archive, etc.. Project fund can be used for equipment, supplies—anything that allows you to devote time to your creative work.
- Learn more about the application process and download required forms .
- Fall Application Deadline: October 15 for spring and summer projects; Application portal opens September 1st.

- Spring Application Deadline: March 15 for summer and fall projects; Application portal opens February 1st.

### **The Drapeau Summer Research Grant Program**

- Supports undergraduate students' full-time research or creative activity during the summer (at least eight weeks) at Southern Miss.
- Awardees receive a \$4,000 summer stipend and may request up to \$1,000 additional funding to support their project.
- Typically, one or two summer grants per year are awarded, depending on available funds.
- Learn more about the application process and download required forms.
- Application deadline: March 15. Application portal opens February 1.

### **The DCUR Fund for Unanticipated Opportunities**

Have you learned about an opportunity after the deadline for a Drapeau Center for Undergraduate Research (DCUR) grant competition has passed? DCUR may be able to offer limited financial support for a presentations at a conference or participation in a prestigious competition, attendance of a workshop or master class that will advance your work, realization of an invited exhibit, performance or choreography, or visits to collaborators and other travel that is important for your creative work. Funds are limited and available on a first-come/first-served basis.

Fill out the at Unanticipated Opportunities Grant Application.

Application deadline: Continuous.

<https://www.usm.edu/undergraduate-research/dcur-funding-opportunities.php>

### **Partners for the Arts Emerging Artist Award**

Every Spring, the USM Partners for the Arts awards funding to support an “Emerging Artist.” This funding can be used towards materials, equipment, travel, or professional development. The application is easily completed and you can ask the program coordinator for deadlines and links to the application.

## **THEATRE PROGRAM SCHOLARSHIPS AND AWARDS**

### **Foundation Scholarships**

Foundation Awards are our named scholarships awarded to student who are in good academic standing. Some Foundation scholarships are designated for certain areas of study within the theatre program. These awards range from \$200-\$4000. To be eligible for a foundation scholarship, students must apply online at:

<http://www.usmfoundation.com/s/1149/foundation/index.aspx?sid=1149&gid=1&pgid=924>

### ***Theatre program Special Scholarships and Service Awards***

Theatre program Special Scholarships and Service Awards are awarded by to talented and needy students. It is important to keep your GPA up to be eligible! These awards range from \$300-\$6000. Awardees are consider each semester with awards being made for the fall and spring semesters or the spring semester only.



# **THEATRE STUDENT ORGS & COMMITTEES**

### *Alpha Psi Omega (APO)*

**A**PO is a national theatre honor society. Our department has a very strong chapter with an average of thirty members. It is completely run by and made up of Theatre majors and minors who feel a strong commitment to the department. Pledges are accepted every semester and meetings are held twice a month. There is a small, one-time fee to join the organization and a commitment of time and service.

APO is an ever-present spirit of the department providing support for our opening night toasts, the departmental graduation ceremony, and our end of the year picnic. They raise money selling concessions at all theatre events and the High School Drama Festival, hosting the APO New Play Festival, and holding a rummage sale to help students in the department attend the American College Theatre Festival. They do community fund raisers as well.

APO is also a community for the theatre students. Pledges are assigned a secret mentor to help them get acclimated into the program. They hold fun events such as a pumpkin carving day, a Thanksgiving Feast, a formal dress Theatre called the Jingle Bell Ball before Holiday break, and a costume-themed Theatre in the spring. If you are interested please see an APO member.

### *Harlem*

Harlem is an organization dedicated to diversity and inclusion, offering performance opportunities for students from minority backgrounds. Harlem produces one or two Showcase productions each year, often featuring

original work by members of the group. In addition to performances of the showcase in Hattiesburg, Harlem has performed showcases on the Gulf Coast campus.

### *Prism*

PRISM is a small organization for LGBTQIA+ individuals in theatre. We use our collective understanding of our identities to lift each other up while also creating theatrical pieces. It is a group for those apart of the LGBTQIA+ community and allies to rally together and create art. While it is a smaller group, the connections made through PRISM are huge. It is a small family that supports each other.

#### *Skip the Script*

“Skip the Script” is the theatre department’s improv troupe. We are dedicated to practicing and performing the craft of improv. We host auditions at the beginning of every year followed by shows and all plays where students outside the group are welcome to get involved and participate. We encourage anyone interested, regardless of major, to join us for any of our events.

### *Fight Club*

“Fight Club” is a student organization dedicated to learning stage combat. We offer workshops, master-classes, and chances to earn certification! Some of the weapons we have worked with in the past include single sword, rapier and dagger, broadsword, and quarter staff. Fight Club is open to students of every year and every major! We hope you can join us!

### ***“Stand Up” Comedy***

“Stand Up” USM is a safe space dedicated to learning and supporting the creation of comedy while working to develop our fellow students’ comedy sets.

### ***Writers @ Play***

Students who are interested in a workshop group for playwriting.

### ***SPVA Student Advisory Committee***

This student committee includes student representative from each program in SPVA: two undergrad each from Art & Design, Dance, Theatre, and one graduate representative from Theatre. This committee is advisory to the Director, and representatives are not voting members of any existing or planned faculty committee. Meetings are twice a semester in weeks 1 and 12. Student representative should be those who are committed to studying art, design, dance, and theatre at USM and who are invested in our programs. This committee is not intended to be a grievance committee or to usurp existing processes for student concerns. The committee serves an important role as programs and the school make long term decision. Membership is elected. Terms are for one year.

In Theatre, a call for nominations is made by March 31st. Nominations are sent to the Theatre Program Coordinator. A poll is sent to theatre majors on March 31, with results by April 5. Rising sophomores and junior and rising 2nd year grads are eligible to be elected.



# **THEATRE PROGRAM & FACILITIES POLICIES**

## OUR BUILDING (OVERVIEW)

The Southern Miss Department of Theatre and Dance dedicated its new complex in the spring of 2000. The handsome architecture, skylights, and purpose-built spaces provide the students and faculty with a facility that reflects the quality of our program. NOTE: This building is a shared space with Dance and must be respected as such.

The Theatre program's two public performance spaces include the Gilbert F. Hartwig Theatre (a convertible black-box) and the Martha R. Tatum Theatre (a 275-seat thrust stage). These are serviced by in-house scenic, costume and lighting shops, as well as a make-up room, dressing rooms with showers and lockers, and a central greenroom. The facility also houses a wet/dry design studio; a CADD lab for computerized design projects; a rehearsal hall; the Woods Showcase Theatre (70-seat proscenium layout); and graduate student, faculty and departmental offices. All theatre spaces are equipped with full lighting and sound capabilities. These are typically located in the respective theatre's lighting and sound booth.

The Dance program features two very large dance studios, including one that is used for student and alumni concerts, and one converts to a performance space with full lighting capabilities. The building also contains a lounge, reception.

## REHEARSAL SPACES

Room 118 (the Woods Showcase Theatre) and Room 116 (Rehearsal Studio) are the only designated areas in the Theatre building for rehearsal space. The Hartwig and Tatum theatres are for mainstage and studio production related activities and faculty projects. On occasion, the Hartwig may be used by graduate students for other projects, but only with special permission from the technical director.

Rehearsal times for the Woods and the Rehearsal studio can be signed out by students on the board directly outside these spaces.

## THE GREEN ROOM

The Green Room is typically a place where performers and crew can relax while waiting to go on stage. Our green room is available to students of the department as a lounge while we are not in production. There are vending machines, sofas and tables. There are also a few rules:

- Clean up after yourself. The custodial staff is not to be taken for granted. Items left in the sink will be thrown away the next day.
- Do not leave things in the refrigerator long enough to expire.
- You may use the microwave, but the oven is for production use only.
- Take care of the piano.
- Do not leave personal belongings unattended. Anyone that has access to the building can come into the greenroom.

- Do not eat foods from the refrigerator that you did not bring. They are most likely food props for a production.
- NO ONE is to stay overnight in the Greenroom/ Building. UPD patrols the building at night and you may be subject to arrest.

### **MAKE-UP AND DRESSING ROOM**

The make-up room is located across the hall from the greenroom. This space is for classes and production use only. Make-up supplies kept in the cabinets are for class or production only. During production, the dressing and make-up areas should be considered work areas; socializing and hanging out in these areas should be avoided.

Access to the dressing rooms and the adjoining facilities (showers and restrooms) for use throughout the day is permitted. These spaces are reserved for the cast and crew during productions.

During the day, please do not access these spaces through the make-up room, use the hallway entrances instead. Personal toiletries (i.e. soap, towels, razors, shaving cream etc.) may not be left in shared spaces. please use a locker.

The small lockers in the dressing rooms are available to students that wish to keep a change of clothes for movement class or work in the shop. You must provide your own lock and the department is not responsible for any personal property left in the lockers. All lockers must be vacated at the end of each semester. Locks will be removed and locker contents will be disposed of during winter and summer break.

The large lockers in the dressing rooms are reserved exclusively for production use by the costume area.

### **THE CALLBOARD**

The callboard is the traditional spot where information for a theatre company is posted. We uphold this tradition. You should get in the habit of checking the callboard at least twice a day. Our callboards are located on the north hallway of the building near the Green Room.

Here's what you might find on the callboards:

- Audition information for any and all theatre productions.
- Callback lists and cast lists.
- Crew and practicum assignments.
- Rehearsal schedules.
- Special events and APO information.
- Production schedules for Design and Technology.

This is not a substitution for checking your Email, SOAR, or other University means of contacting students!

### **SHOPS (SCENIC, PROPS, PAINT, COSTUMES, ELECTRICS)**

The TAD building has fully equipped shops for each area of design and technology.

The Scene Shop, Room 130 also houses the Paint and Props This space is located on the first floor adjacent to the Tatum Theatre.

The Costume shop, room 222, is on the 2nd floor along with the Costume Crafts Room. These spaces can be accessed by taking the elevator next to the loading dock.



The Makeup studio and dressing rooms are located in room 133. This space is for classroom instruction and production use only.

The Electrics Shop (Lighting and Sound), room 301? Is located on the third floor in between the Hartwig and Tatum Catwalks.

All three shops are fully equipped to meet the needs of full productions in the program. Tools, materials, equipment, and the facilities are to be used for Theatre Productions only. These facilities are not to be used by students for personal projects nor are tools to be removed from the building by students. Any tools must be checked out by student through the appropriate shop supervisor.

Students needing to access the facilities and use tools/equipment outside the normal times that they are scheduled, must ask permission from the supervisor(s) of that particular area- Scenic (Shop Supervisor, or Technical Director) Costumes (Costume Shop Supervisor) Electrics (Head of Lighting and Sound). Students accessing and/or using/removing equipment without permission from the appropriate supervisor are at risk of disciplinary action that may include Probation in the Theatre Program, Expulsion from the Program and/or University, and possible Criminal Charges. **IF IN DOUBT, ASK A SUPERVISOR!!!**

All people entering the shops must be dressed in proper attire---Closed toed shoes, clothing that is not loose and may get tangled in equipment---I.E. table saws, sewing machines, drill presses. Long hair may need to be

pulled back and proper eye protection for working with certain tools.

Note that each shop has their own set of rules pertaining to the proper attire when working in that area. Be sure to check with the Shop Supervisors for the required practices. If you are not dressed in the proper clothing, you will be asked to leave. If this affects your class/practicum, it will count as an unexcused absence.

### **PROPS WAREHOUSE**

The department has a storage warehouse just north of 4th Street and Sunset behind the Ferlise Center. The warehouse is for storage of department furniture, props and scenery. Access to the warehouse is only for Graduate Assistants working in the scene shop, practicum students assigned to scenery or props, and stage managers. Keys to the warehouse must be checked out from and immediately returned to the scene shop supervisor.

### **FACULTY /STAFF AND GRADUATE OFFICE SPACES**

Many faculty members have an office on the second level of the building adjacent to the lobby. The exceptions are the faculty Technical Director/Production Manager (office located in the scene shop) and the Head of Directing (office located behind the box office). Posted outside of each office door, professors listed office hours. These are the hours that they have designated as times available to meet with students. If that is not possible, try to schedule an appointment via email. Of course, if their office door is open, you might be able to get a moment of their time, but please don't be hurt

if you are turned away or asked to come during office hours. The Scene Shop Supervisor and Costume Shop Supervisor have offices in their respective shops; but you will more than likely find them on the shop floor. They will have no problem telling you to leave if you are creating a disturbance in these work areas.

The area outside of the faculty offices (or faculty lounge) is only available to students waiting for a meeting with a professor. However, students may not eat in the faculty areas and noise must be kept to a minimum. Scene work, music, or loud socializing will not be tolerated. Multiple students waiting for a class or meeting in the conference room must wait at the other end of the hall in the waiting area or in the Tatum lobby. Restrooms on the second level across from the faculty offices are available to students for emergency use only; and should not be used as changing rooms or to clean project materials.

In the main office, you will find the Director of SPVA's office, the Producer of Theatre's office, and the Administrative Assistants offices. General paperwork, departmental calendars, audition sign-up sheets, and curriculum requirements can all be found in the front area of the department office. Undergraduate students are not allowed to use this copy machine unless specifically directed by a faculty/staff member. Each professor and staff member also has a mailbox in this main office (in case you need to get printed information to them). This is a work area and you **MUST** keep the noise level down.

There are shared office spaces for the graduate students of the program. The MFA candidates in Design

& Technology, Directing, and Performance are located on the first floor directly under the faculty offices (TAD 113 and 109). Please be courteous when visiting these spaces; knock before entering, keep the volume low, do not interrupt an MFA meeting with students, and do not consider these areas as a hangout. Disruptive behavior will not be tolerated.

### **ACCESS TO THE BUILDING**

The Theatre and Dance programs have a lot of expensive equipment therefore security is a big issues. While the nature of the programs are such that students need access to the building outside of "normal" operating hours of the university, access needs to be limited and monitored. No students are allowed keys to the exterior doors of the building. The only people that are allowed these keys are faculty and staff.

Students may gain access to the TAD building after-hours and on weekends by using their Student ID card which will become activated once you are a student. There is a swipe-card access panel on the east side of the building between the Woods theatre and the Classroom. This allows access to the building only. You must have permission to use rehearsal spaces, the woods, design studios, etc. You must have permission from a faculty member before using these spaces for rehearsals, etc.

Undergraduate students are not allowed to be in the shops afterhours without a faculty/staff member present a graduate G.A. for that particular shop (this must be with permission of the shop supervisors as well). Students are not allowed to stay in the building past midnight and are not permitted to stay overnight for any

reason. This is considered trespassing by UPD and the repercussions can be serious.

The exception to the rule: Stage Managers. SM's will be given a set of keys that will allow access to the Theatre and scene shop in for the duration of the show that they are managing. The SM should go to the Production Manager to receive permission for these keys. The PM will then contact the Administrative Assistant in charge of keys where the SM will sign for the keys and receive a date as to when the keys are to be returned.

NOTE: the SM will not receive a key to external doors. They will only have access to the Theatres, booths, and Scene Shop in order to acquire brooms and mops. Stage managers are responsible for returning this equipment and locking up the spaces at the end of the night. The Producer or Production manager will unlock the building during productions on the weekends. Access to the building for stage manager will be acquired from the key-card entry. NOTE: UPD patrols the building several times a night.

### **USE OF TAD SPACES: WOODS AND REHEARSAL HALL**

#### **REHEARSAL TIME LIMITS**

- Majors' class rehearsal and Showcase/Ensemble rehearsals - 1 hour per day
- FST and Special Directing Project - 1 ½ hours per day
- Main stage production rehearsal - 4 hours Max
- Major Ensembles Friday night and weekend rehearsals - 2 hours Max

(Harlem, PRISM, Skip the Script, APO, Stand-Up, Fight Club, Writers@Play)

ALL: Read-through, table work, and notes should always use alternative spaces such as lobbies, homes, the library, Starbucks, the Agora, etc. FST /SDP and main stage directors may arrange for use of classroom or conference room for research, table work, and read-through.

*\*All rehearsals must conclude in time to completely restore spaces and allow next users to enter on time.*

#### **SIGN-OUT REQUIREMENTS**

Users must clearly print their first and last name and the purpose of the rehearsal. Examples:

Joe Smith/THE 120, Casey Jones/Showcase, or Stuart Rial/PRISM.

#### **USE OF STOCK FURNITURE AND PROPS**

1. Anyone who has signed out one of these two spaces may use the props and furniture in the storage between the two rehearsal spaces.
2. Additional scenery, props, etc. for classes and showcases may be brought in by the actors and directors but must be removed after every use. Extra items may not be stored (even for a short time) in either space, the emergency exit between the spaces, or in the stock storage room. Do not leave any props or furniture in the Woods seating areas or behind curtains except the white board and piano.
3. All users are responsible for returning all stock items to their assigned places and neatly straightening the storage area prior to departure from space. If previous user/s leave the space in disorder, the

next user must immediately report this to the graduate showcase and space supervisor.

4. Sound and Lighting equipment must be turned off and secured.
5. Students or groups who abuse these policies will be removed from the sign-up sheets for the remainder of the semester.
6. Faculty and Graduate teaching assistants are responsible for ensuring that their classes return all items properly.

#### **TECHNICAL REHEARSALS (SHOWCASES/ WOODS)**

Dress Rehearsal cue-to-cue will be scheduled by Showcase Coordinator to run all shows in order with ½ hour all-group set-up, ½ hour per showcase, five minutes between each piece to orchestrate transitions, one ten-minute intermission if three or four pieces are approved (no intermission if only two pieces are done), and 15 minutes strike. The Lighting and Sound Tech/Supervisor and Showcase Coordinator will determine the running order of the performances based on technical requirements, ease of transitions, and flow. All involved in the Showcase must participate in set-up and strike for the whole event.

Lately, we have needed one night for Student Showcases/Honors Projects, one night for Ensembles, and one night for class Showcases during the final week of classes each semester. There may be further class showcases (low tech) during finals week. Occasionally, the Graduate Studios may hold their showcase during finals week as well. FST and SDP usually happen earlier in the semester.

The Tech Supervisor for the space is responsible for keeping the stock light plot working and for adding up to two specials for each showcase as needed. Crew time in Woods should ideally be scheduled before 5:00 PM or after 11:00 PM or on weekends.

Showcase Coordinator: Year-end class or studio showcases must clear tech/dress/performance schedules through the performance faculty so that student actors and directors with other class projects will have the necessary time to prepare as well.

#### **PERFORMANCE TIME LIMITS**

- Student Showcase - 30 minutes, timed
  - Major Ensemble Showcases - Up to 1 hour
- FST and SDP - TBD by supervisor

#### **BORROWING FURNITURE/PROPS FOR EVENTS OTHER THAN MAINSTAGE SHOWS.**

The Technical Director is the only faculty member that may grant access to furniture/props from the department inventory for use in events other than mainstage and studio production. The Technical Director will make this determination in consultation with other members of the faculty. Requests must be made in advance and via email with details of items needed, dates of use and return. Requests may be denied. Items taken from the warehouse or other storage without explicit permission from the technical director will be immediately confiscated and the police will be notified.

## **USE OF SHOPS/BOOTHS AND EQUIPMENT**

The TAD building has fully equipped shops for each area of design and technology.

The Scene Shop, room 130 also houses the Paint and Props areas. This space is located on the first floor adjacent to the Tatum Theatre.

The Costume shop, room 222 can be accessed by taking the elevator next to the loading dock up to the 2nd floor. The costume crafts/wardrobe room is also in this area.

The Make Up Studio, room 133 Is located on the first floor neat the costume shop. Please note this space is for classroom instruction and production use only.

The Electrics Shop (Lighting and Sound), room 301, is located on the third floor in between the Hartwig and Tatum Catwalks.

All three shops are fully equipped to meet the needs of full productions in the program. Tools, materials, equipment, and the facilities are to be used for Theatre Productions only. These facilities are not to be used by students for personal projects nor are tools to be removed from the building by students.

Students needing to access the facilities and use tools/equipment outside the normal times must gain permission from the supervisor(s) of that particular area- Scenic (Scene Shop Supervisor, or Technical Director) Costumes (Costume Shop Supervisor) Electrics (Head of Lighting and Sound).

Students accessing, using and/or removing equipment without permission from the appropriate supervisor are at risk of disciplinary action. This may include proba-

tion in the Theatre, Expulsion from Theatre and/or the University, and possible Criminal Charges.

### ***IF IN DOUBT, ASK A SUPERVISOR!!!***

Only authorized personnel are allowed in the control booths. This includes Stage Management, Designers, and Board operators assigned to the show. Practicum students will also be asked to do work in the booths. No other students are allowed in the booths without permission from the head of Lighting and Sound.

## **FOOD AND DRINK IN THE THEATRES**

Food and drink are not allowed in the Theatre Spaces or Control Booths, with the exception of closed water bottles. The only place food and drink is allowed during rehearsals, tech, dress, or productions is in the greenroom

## **USE OF THE SPVA VAN**

The cargo van is for department use only. Faculty, staff or graduate assistants with a current, valid driver's license and proper university paperwork may only drive it. Undergraduate Students are not permitted to drive the van for any reason.

## **MAKE-UP AND DRESSING ROOMS**

The make-up room is located across the hall from the greenroom. This space is for classes and production use only. Make-up supplies kept in the cabinets are for class or production only. During production, the dressing and make-up areas should be considered work areas; socializing and hanging out in these areas should be avoided.

Access to the dressing rooms and the adjoining facilities (showers and restrooms) for use throughout the day is permitted. These spaces are reserved for the cast and crew during productions.

During the day, please do not access these spaces through the make-up room, use the hallway entrances instead. Personal toiletries (i.e. soap, towels, razors, shaving cream etc.) may not be left in shared spaces... please use a locker.

#### **LOCKERS**

The small lockers in the dressing rooms are available to students that wish to keep a change of clothes for movement class or work in the shop. You must provide your own lock and the department is not responsible for any personal property left in the lockers. All lockers must be vacated at the end of each semester. Locks will be removed and locker contents will be disposed of during winter and summer break. The large lockers in the dressing rooms are reserved exclusively for production use by the costume area.

#### **PROFESSIONALISM POLICY**

The Theatre Program in the School of Performing and Visual Arts supports the following “Code of Student Conduct” from the University website and will adhere to all regulations from the document in the link below.

#### **Code of student conduct**

The Code of Student Conduct has been established to foster and protect the core missions of The University of Southern Mississippi, to foster the scholarly and civic

development of the University’s students in a safe and secure learning environment, and to protect the people, properties and processes that support the University and its missions. The core missions of the University are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the University are central to these missions Link to the full USM Code of Student Conduct.

<https://www.usm.edu/student-affairs/codeofstudentconductdocument2020.pdf>

#### **SOCIAL MEDIA POLICY**

While the use of social media extends and activates a variety of possibilities for teaching, learning, and communication of departmental events, inappropriate use of these tools that is deemed detrimental to the USM Theatre Program should be avoided. This includes but is not limited to, inappropriate posts to Facebook, Twitter, Instagram, internet posts and the use of other collaborative tools in ways that counter the aims and mission of the USM Theatre Program. This document provides guidelines for best practices in the appropriate use of social media and should be followed as a means to hold the university, the department and its faculty and students in the most positive regard. The below practices express our expectations for all Theatre majors.



## Best Practices

1. Social media is not appropriate for communication from instructor to student and student to student with information in relation to course content. It is required that all such correspondence happens over the USM email system. On occasion, and for the sake of emergencies, social media (including text messaging) can be utilized to formulate immediate correspondence between student and instructor; however, all such correspondence should be supplemented with communication through USM email accounts.
2. Although it may be appropriate for students to post material online, students should be reminded that material on websites and material posted to social media sites are open to the public domain.
3. If a student wishes to upload choreography or photographs to Facebook, YouTube, Twitter, Instagram, etc, permission to share the intellectual property of a faculty member choreographer or of another student choreographer must first be granted IN WRITING. If permission is granted, proper citations and credit including the name of the choreographer, title of piece, premier date and name of venue must be clearly documented. It is not permissible to post any work of another student or faculty member without permission, including assessment phrases, rehearsals, or performances.
4. Students should be advised that uploading and sharing material beyond the scope of immediate relatedness to the USM Theatre Program is an issue

of misrepresentation and should be avoided. Accordingly, material that is sensitive or negatively represents the Theatre Program and the quality of technical and artistic instruction should not be posted or be labeled as having an association with USM Theatre. This includes but is not limited to student organized improvisation jam session, classes, and movement experiences that are not directly linked to USM Theatre, RDC, SDO, and NDEO.

5. Students should take care to not post any information that negatively comments upon events experienced in classes, rehearsals and other activities that would compromise the reputation of the department and its faculty members and students. Being mindful of the maintenance of the professional relationship between Theaters, choreographers, and the reputation of the Theatre Program supports the nature of citizenship assumed by the program's students.

**Note:** If a student does not adhere to the best practices set forth, the following repercussions will take place: The student will be asked to immediately remove the material/posting in question. If the material/posting remains actively accessible, a meeting with the Director or Assistant Director will be called. Warnings will be given upon first offense. Any further disregard of request for removal will result in a professionalism deduction and/or ineligibility to audition for RDC the following semester.

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# UNIVERSITY RESOURCES & STATEMENTS

## **OFFICE OF THE REGISTRAR**

**T**he Office of the Registrar supports teaching and learning at The University of Southern Mississippi. This office deals with any issues tied to registration for classes. Here you can find academic policies, the USM calendar, graduation information, the class schedule guide, final exam schedules, maps of campus, and more! It is located in the Kennard-Washington Hall, Room 110. Find their website here: <https://www.usm.edu/registrar/index.php>

Phone: (601) 266-5006 Fax: (601) 266-5816.

<https://www.usm.edu/registrar>

## **BUSINESS SERVICES**

Business Services bill students and third-party sponsors, post charges to student accounts, send refunds for credit balances, and accept payments and departmental deposits. Students can check account balance by logging in to SOAR and select Self Service>Learner Services>Finances. The Business office is located in Forrest County Hall, room 101. Phone: (601) 266-4137 Fax: (601) 266-5876.

<https://www.usm.edu/business-services>

## **FINANCIAL AID OFFICE**

It's likely that you are part of the more than 80 percent of the Southern Miss student population receives some form of financial assistance. You can find all information on scholarships, federal and state student aid, applications and more on the Office of Financial Aid Website:

<https://www.usm.edu/business-services>

The Financial Aid Office is located in Kennard-Washington Hall, Room 101.

**Phone:** (601) 266-4774 **Fax:** (601) 266-5769.

<https://www.usm.edu/financial-aid>

## **PARKING**

Students are required to register online at [usm.edu/parking](http://usm.edu/parking) before obtaining a parking permit number. Anyone who operates a vehicle on university-controlled property, regularly or occasionally, will be required to purchase a Department of Parking Management parking permit number.

<https://www.usm.edu/parking-transit-services/permit-information.php>

It will be useful to you to read the read the 2019-20 Traffic and Parking Regulations at

[https://www.usm.edu/parking-transit-services/2019\\_2020\\_parking\\_regulations.pdf](https://www.usm.edu/parking-transit-services/2019_2020_parking_regulations.pdf)

Annual Registration Fee for Parking Permit Numbers:

Student = \$162

iTech Help Desk at 266-HELP(4357);

<https://usm.edu/itech>

## **WIRELESS ACTIVATION**

Get information at:

[www.usm.edu/itech/student-hot-sheet](http://www.usm.edu/itech/student-hot-sheet)

### **E-MAIL ACCOUNTS**

**U**SM provides email services to all current USM students, faculty, and staff. All students are required to activate their USM e-mail. In order to activate your e-mail account, you will need to log in to SOAR with your student ID or employee ID and password. Students can follow the directions located on the iTech Web site at: <https://www.usm.edu/itech>

### **CAMPUSID AND PASSWORD RESET**

After you have established your username and password, you can reset a lost or forgotten password by going to [campusid.usm.edu](http://campusid.usm.edu). CampusID will allow you to conveniently reset your password 24 hours a day.

### **EAGLE APPS ID**

After you have established your Eagle Apps e-mail username and password, you can reset a lost or forgotten password by going to [eagleappsid.usm.edu](http://eagleappsid.usm.edu). Eagle Apps ID will allow you to conveniently reset your password instantly without contacting the iTech Help Desk.

### **HOUSING/DEPARTMENT OF RESIDENCE LIFE**

The Department of Housing and Residence Life at Southern Miss offers a convenient and safe place for students to live while making the most of their social and academic lives. The department's mission is to provide a high quality physical, social and cultural environment that encourages and supports the holistic development of the residential student and the virtual student at home.

<https://www.usm.edu/housing-residence-life/index.php>

### **OFFICE OF STUDENT OUTREACH AND SUPPORT**

Although students need to attend every class session, we recognize that situations can arise affecting class attendance or submission of an assignment by its due date. It is the student's responsibility to provide an explanation to the course instructor relative to an absence(s). Follow the link below to submit an excuse to the University but remember that course instructors (at their discretion) determine whether they will excuse an absence, allow make-up work, change grades or reschedule an exam.

[https://cm.maxient.com/reportingform.php?Univof-SouthernMiss&layout\\_id=8](https://cm.maxient.com/reportingform.php?Univof-SouthernMiss&layout_id=8)

### **OFFICE OF STUDENT SUCCESS**

The Center for Student Success at Southern Miss assists students and families with their transition into the university community and supports students on their journey to graduation. Through high-impact practices and intentional programs, they facilitate the holistic

development of academic and personal identity. Their office fosters purposeful engagement with students and families to ensure that students connect, persist, and succeed at Southern Miss.

<https://www.usm.edu/student-success/index.php>

### **OFFICE OF LEADERSHIP AND STUDENT INVOLVEMENT**

The Office of Leadership and Student Involvement provides valuable co-curricular experiences that exist to foster student growth and development while creating pathways for students to engage in the Southern Miss community. Simply put, we know that connections are critical to student success while in college. Make the most of your collegiate experience and get connected today.

<https://www.usm.edu/leadership-student-involvement/index.php>

### **OFFICE OF STUDY ABROAD**

The Office of Study Abroad (OSA) provides opportunities for students to earn USM academic credit abroad. The OSA offers approximately 25 faculty-led, exchange and internship programs in more than 20 countries. The office provides guidance to students on program selection, financial aid options and pre-departure preparation, as well as on-site support.

The School of Performing & Visual Arts is excited to offer courses through the British Studies Program. Check out their website or ask Profs. John Lawler (Art & Design), Stacy Reischman Fletcher (Dance) or Robin

Aronson (Theatre) for more information!

<https://www.usm.edu/study-abroad/index.php>

### **UNIVERSITY POLICE**

The University of Southern Mississippi Police Department (UPD) is the police force of original jurisdiction on campus. It is staffed by 26 duly sworn, state-certified police officers with full arrest powers. The UPD employs a full-time staff of 14 residence hall security guards, six radio dispatchers and other support personnel. The UPD also works very closely with other law enforcement agencies, including the Hattiesburg Police Department, Forrest County Sheriff's Department, Mississippi Highway Patrol, Mississippi Bureau of Narcotics, Mississippi Alcohol Beverage Control and the local FBI office.

### **EMERGENCY TELEPHONES**

Thirty "code blue" emergency telephones are strategically located throughout the campus.

These highly visible phones allow callers to contact the University police with a single push of a button. Once activated, the location of the phone is immediately displayed to the University Police dispatch.

### **University Police Department**

(601) 266-4986

(in emergency call 911)

police@usm.edu

Bond Hall, First Floor West

## **PAYNE CENTER**

The Payne Center is our workout gymnasium on campus. This one-of-a-kind wellness facility features spaces that support a comprehensive recreation and fitness program for the entire university community. No matter what the season, the Payne Center features an indoor swimming pool, locker rooms complete with sauna, hair dryers and other amenities, and a locker and towel service. For the workout and sports enthusiast, the Payne Center offers a workout room fully equipped with circuit training equipment, Stairmasters, EFX machines, Cycle-Plus and more; free weight room; group exercise classes; racquetball and squash courts; and a gym that contains six badminton courts, four volleyball courts and four basketball courts. Other features are outdoor volleyball courts and complimentary equipment issue.

The Payne Center is located next to Reed Green Coliseum in the northwest corner of the Hattiesburg campus. It is free for students.

## **MOFFITT HEALTH CENTER**

USM Student Health Services is a multiservice health care provider located on the USM campus in Hattiesburg. All students enrolled at any USM campus are eligible to receive the services provided by coming to the facility on the Hattiesburg campus. A \$20 student fee is charged for each visit and can be placed on your student ID. Other services such as lab, x-ray, and pharmacy are not included in the \$20 fee. Students must present their photo ID at time of visit. Student Health Services is located on the bottom floor of Century Park South

## **General information and appointments:**

(601) 266-5390

Pharmacy: (601) 266-4075

E-mail: [clinicadmin@usm.edu](mailto:clinicadmin@usm.edu)

\*Feel free to email Student Health Services with any administrative or general service questions about our clinic. Email should not be used for health related questions. This email is not checked daily. If you have any health related questions please call or go to the clinic.

## **Hours of Operation:**

Monday - Wednesday, 8 a.m.-5 p.m.

Thursday, 9 a.m.- 5 p.m.

Friday, 8 a.m.-4:30 p.m.

## **Semester Breaks and Summer:**

M – W, F, 8 a.m. - 4:30 p.m. Th, 9 a.m.-4:30 p.m.

Closed 12-1.

## **Walk-In Services:**

Walk-In Services are available except on University holidays.

## **Scheduling an appointment:**

- Same day appointments can be made in the clinic via one of the three kiosks available to students in the lobby.
- Appointments can be made through the iSouthernMS app. Download the app, click on the “Health” icon, which will direct you to the online web portal to make your appointment.

- Appointments can be made online at our web portal via your computer at: <https://shsweb.usm.edu/Pyramedportal/Account/Logon?ReturnUrl=%2f-pyramedportal>.
- Call the front desk at 601.266.5390.
- We accept walkins but encourage appointments.

### **STUDENT COUNSELING SERVICES**

The University Student Counseling Services provides individual, group, and couples counseling for students. The goal of the SCS is to enhance individuals' functioning and improve their ability to meet their life goals. The office assists students in developing their full potential to cope with various life stressors. Individuals seek the services for a wide variety of reasons, including depression, anxiety, relationship concerns, low self-esteem, substance use or abuse, sexual orientation concerns, difficulties coping with past or recent trauma, problems with eating behaviors and difficulties adjusting to university life. All counseling services are provided at no charge. Contact with counselors at the center is confidential. The University SCS is located in Kennard-Washington Hall, Room 200. (601) 266-4829

### **RESOURCES FOR STUDENTS WITH DISABILITIES**

If a student believes that they have a disability which is covered by the Americans with Disabilities Act (ADA) and makes them eligible to receive classroom or housing accommodations, they should contact the Office for Disability Accommodations (ODA) for information regarding the registration process. Disabilities covered by the

ADA may include but are not limited to ADHD, learning disabilities, psychiatric disabilities, physical disabilities, chronic health disorders, temporary illnesses or injuries and pregnancies. Students should contact ODA if they are not certain whether their documented medical condition qualifies for ODA services. Students are only required to disclose their disability to the Office for Disability Accommodations. All information submitted to ODA by the student is held with strict confidentiality.

#### **Contact information:**

The University of Southern Mississippi  
Office for Disability Accommodations  
118 College Drive # 8586  
Hattiesburg, MS 39406-0001  
Voice Telephone: 601.266.5024 or 228.214.3302  
Fax: 601.266.6035

Individuals with hearing impairments should contact ODA using the Mississippi Relay Service at 1.800.582.2233 (TTY) or email ODA at [oda@usm.edu](mailto:oda@usm.edu).

### **MENTAL WELL-BEING STATEMENT**

USM recognizes that students sometimes experience challenges that make learning difficult. If you find that life stressors such as anxiety, depression, relationship problems, difficulty concentrating, alcohol/drug problems, or other stressful experiences are interfering with your academic or personal success, consider contacting Student Counseling Services on campus at 601-266-4829. More information is also available at <https://www.usm.edu/student-counseling-services>. All students are eligible for free, confidential individual or group counseling services.

### **FOOD INSECURITY AND STUDENT HOMELESSNESS STATEMENT**

The University of Southern Mississippi recognizes that students and staff members may experience challenges beyond their control that impact their ability to take care of their essential needs, such as having food or a safe place to sleep. If you find yourself in need of food or shelter, please consider contacting the Eagle's Nest Food Pantry on the Hattiesburg campus at 601-2664025 or [eaglesnest@usm.edu](mailto:eaglesnest@usm.edu). All students, faculty, and staff are welcome to come to the Eagle's Nest Food Pantry and utilize the available resources free of charge.

### **NONDISCRIMINATION STATEMENT**

The University of Southern Mississippi offers to all persons equal access to educational, programmatic and employment opportunities without regard to age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, and/or veteran status pursuant to applicable state and federal law.



# **ACADEMIC RESOURCES & POLICIES**



## **FERPA**

**T**he Family Educational Rights and Privacy Act of 1974 as amended deals with one subject only: educational records. The purpose of the law is to define, more precisely than ever has been done, who may or may not see these records. On the one hand, the law grants students guaranteed access; on the other hand, it takes from the universities the privilege of indiscriminate disclosure.

### **The FERPA sets forth these main requirements:**

1. It allows a student access to each educational record that a university or college keeps on himself or herself.
2. It requires the institution to establish a policy on how students can access specific records.
3. It requires the institution to inform all students as to what rights they have under the amendment, how they can act on these rights according to school policy, and how they can see a copy of the policy.
4. It requires the institution to seek student permission, in writing, before disclosing any personally identifiable record to individuals other than professional personnel employed in the university or college and others who meet certain specified requirements.

The University of Southern Mississippi may release directory information on students to any interested member of the public unless the student requests in writing that it be withheld. Directory information is defined as the following: student's name, address, telephone number, e-mail address, major, dates of attendance,

classification, degree(s) earned, previous educational institutions attended, participation in university-recognized organizations and activities, weight and height of athletic team member, and honors and awards.

Individuals have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of F-E-R-P-A. Students should contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

## **GENERAL EDUCATION CURRICULUM**

All students at USM are required to complete 35 hours of General Education Courses (GEC). This is in addition to your dance major courses in order to graduate. Students take courses in Written Communication, Basic Science and Mathematics, Social Sciences and Humanities, the Arts, and Decision Making and Responsibility. These are listed on the degree plan page in the Undergraduate Bulletin. When you meet with your advisor every semester, they help you pick out GEC courses based on your interests and schedule. It is important that you do well in your GEC courses in order to remain in good standing in the university and in the dance program.

## **ADVISEMENT**

**E**ach semester art majors will meet with their assigned academic advisor. Your adviser is listed in your SOAR account. During advisement sessions, you should expect to discuss interim grades, courses to register for the next semester, and any other individual issues or concerns. Your advisor will help you create your schedule for the following semester, but you will have to complete enrollment by logging into SOAR.

## **SOAR**

SOAR is Southern's Online Accessible Records and contains all the student data that is maintained for graduate and undergraduate students. Students should regularly check their SOAR self service page for their academic status and other detailed information. Some of the information currently available on SOAR includes academic courses, contact information, grades, degree progress report, financial aid, account balance, academic advisor and contact information, enrollment appointment window, transfer credit report, demographic information, shopping cart (function allows you to make a list of courses you need or want to take in the future), etc.

## **COURSE ENROLLMENT STATEMENT**

It is the responsibility of each student to determine that he or she is appropriately enrolled in each course. Students are expected to confirm their registration in the selected courses prior to the last day to register for full-semester classes, the fifth class day of the semester.

The Business Office strictly enforces add/drop policies.

Thus, students should not request to add classes after the fifth class day, except in extenuating circumstances (e.g., removal from class roll because of tuition/fees nonpayment), and under no circumstances after the last day to drop full-semester classes without academic penalty.

Students can drop a course on SOAR up to the last day to drop full-semester classes without academic penalty. After that date, students should not ask to drop a course except in extenuating circumstances (e.g., medical incapacity), and under no circumstances after the University withdrawal deadline.

## **ADD/DROP INFORMATION**

Academic and financial deadlines are at <http://www.usm.edu/registrar>

## **INTERIM GRADES**

Interim grades are posted for all students. You can view these grades in SOAR and expect to address Interim grades during advisement sessions.

## **PRESIDENT'S LIST**

Students are placed on the President's List if they have earned a grade point average of 4.0 (all A's) on a load of 12 semester hours or more during fall or spring, nine or more during summer, provided they have no grade of Incomplete (I) for the term. Courses taken for pass-fail credit will not be used in computing the minimum academic load.

## **DEAN'S LIST**

Students are placed on the Dean's List if they have earned a grade point average of 3.5 or above on a minimum academic load of 12 semester hours or more during fall or spring, nine or more during summer, provided they have no grade of D or below for the term (includes F or Incomplete). Courses taken for pass-fail credit will not be used in computing the minimum academic load.

## **ACADEMIC STANDARDS**

An undergraduate student will be allowed to continue in the university as long as the cumulative grade point average (GPA) indicated in the following scale is maintained. A higher minimum allowable GPA is sometimes specified by specific colleges within the university. In such cases, the more stringent requirements supersede those that follow.

Total Hours Attempted Minimum Cumulative GPA Required (Including transfer credit)

(Southern Miss work only)

- 0 - 14 - 1.50
- 15 - 29 - 1.75
- 30 and above - 2.00

Total hours attempted will include credit taken at the university and approved transfer credits. Courses in which a student received grades of I, E or P will not earn quality points that contribute to the Southern Miss GPA.

The university expects all students, regardless of whether they are enrolled part-time or full-time, to meet certain academic standards. Students must assume

personal responsibility for their own intellectual growth and personal development and should take advantage of the opportunities for academic support that the university provides. If a student fails to maintain the quality of work necessary to make reasonable progress toward graduation, then the student will be placed on academic probation or suspension. The purpose of this policy is to help students re-establish an acceptable level of academic performance.

## **ACADEMIC PROBATION**

If a student does not attain the minimum cumulative GPA as indicated above, he or she is placed on academic probation at the end of the semester. Academic probation will be removed when the student attains an acceptable cumulative GPA. If the cumulative GPA at the end of the semester the student was on academic probation is lower than the minimums specified above or the semester GPA was at least a 2.00, the student will be placed on academic probation continued. A student may remain on academic probation continued for as long as he or she earns a semester GPA of at least a 2.00.

A student placed on academic probation continued may not enroll in a subsequent semester without the prior written approval of the chair or director of the student's current department or school and the dean of his or her college. A student placed on academic probation continued who fulfills the conditions of his or her contract may not enroll in a subsequent semester without the prior written approval of the chair or director of the student's current department or school.

## **ACADEMIC SUSPENSION**

**A** student will be suspended from the university the first semester he or she does not earn at least a 2.00 semester GPA while on academic probation continued. Also, regardless of hours attempted or probation status, any student earning a semester GPA of 0.00 (excluding Audit and P grades) will be suspended from the university, unless the cumulative GPA at the end of that semester meets the minimums listed above. The student may appeal suspension through a formal appeals process initiated with the chair or director of his or her major department or school. Any exception to the suspension policy must then be approved by the dean of the respective college with final approval for denied appeals only granted by the provost.

A student placed on academic suspension may not enroll at The University of Southern Mississippi until after the next semester (fall, spring or summer). The student may not transfer credits earned at any other university or college without prior written approval of the chair or director of the student's current department or school and the dean of his or her college. Any credits earned contrary to this policy will not count toward graduation requirements at Southern Miss.

After one semester on suspension, a student may be readmitted with prior written approval of the chair or director of the student's current department or school and the dean of his or her college. A student readmitted following academic suspension must earn a minimum semester GPA of at least 2.25 or attain the required cumulative GPA. A student readmitted after academic

suspension but who fails to attain the required semester GPA will be suspended for two semesters (fall, spring or summer).

Readmission after the required suspension period requires reinstatement to the university through "the change of academic status" process initiated with the chair or director of the student's current department or school and the dean of the college in which the student was enrolled as a major.

## **TRANSFER CREDIT**

Credits from other institutions are reviewed by the Program Coordinator and/or Director and if they are equivalent to courses offered at USM in terms of content and time, they will be accepted as transfer credits.

Students may enroll in summer courses at junior/community colleges to help complete GEC courses. If you plan to do this, you must complete the "Request for Permission to Transfer Credits" form prior to starting summer school. Your last 32 credit hours must be completed at USM to graduate.

## **DEGREES WITH HONORS**

Students with exceptional academic records may be awarded degrees with honors or highest honors based on hours attempted at The University of Southern Mississippi. A degree with honors will be granted to a student who maintains a cumulative grade point average of 3.5 or more. A degree with highest honors will be granted to a student who maintains a cumulative grade point average of 3.8 or more. Graduation with Latin designations will be granted to students who complete

the requirements for Senior Honors in the Honors College. As an alternative to Senior Honors, graduating cum laude will be granted to students who meet the following stipulations: (a) the satisfactory completion of a comprehensive examination in the major field, such examination to be designed and administered by the department involved; (b) the satisfactory completion of a senior project resulting in a written report on that project meeting guidelines based on those presently in effect for senior Honors projects; (c) notice of intent to meet these requirements must be filed with the department chair or school director at least one calendar year prior to graduation and (d) an overall grade point average of 3.25 to 3.49. Graduating magna cum laude will be granted to students who meet the following stipulations: (a), (b) and (c) above, and (d) an overall grade point average of 3.50-3.79.

Graduation summa cum laude requires (a), (b), (c) and (d) an overall grade point average of 3.80 or above. Southern Miss does not round GPAs. A student's status concerning honors for commencement is based upon the student's cumulative GPA at the end of the term preceding the ceremony for which they will participate.

### **STUDENT CONDUCT**

Good manners provide the foundation for proper classroom behavior. Stated another way, USM students, regardless of the many perspectives they may bring to a given class, are expected to be courteous while in the classroom. Notably, students must be open to and respectful of the learning process in the classroom, even if, at times, their own beliefs or views about the material

being presented are different. Although all students are expected to exhibit appropriate conduct, some simply do not know what constitutes proper classroom behavior. Some unacceptable classroom behaviors occur regularly on campus. Misconduct— which instructors are asked to bring to a halt— includes, but is not limited to, the following:

- Students continuing to talk after being asked by the instructor to stop.
- Students conducting side conversations during instruction.
- Students nonverbally showing disrespect for others.
- Students using vulgar, obscene, or other inappropriate classroom language.
- Students making disparaging remarks or making slurs based on age, religion, race, ethnicity, gender, nationality, disability, or sexual orientation.
- Student tardiness and disturbing classroom entrances.
- Students getting up during class, leaving, and then returning.
- Students packing up books and/or belongings before class is dismissed.
- Students using their cell phones, allowing them to ring, or text-messaging during class.
- Students inappropriately using computer or other technology in a disruptive way.

- Students verbally indicating dissatisfaction with an activity, assignment, or grade.
- Students sleeping in class and other inattentive behavior.

Source: <https://www.usm.edu/provost/internalportal/classroom-conduct-policy.php>

More information can be found in the USM Code of Student Conduct: <https://www.usm.edu/student-affairs/codeofstudentconductdocument2020.pdf>

### **COURSE WORKLOAD STATEMENT**

Students are expected to invest considerable time outside of class in learning the material for this course. The expectation of the University of Southern Mississippi is that each week students should spend approximately 2-3 hours outside of a lecture class for every hour in class working on reading, assignments, studying, and other work for the course. For online classes, the average amount spent on a three-credit-course is roughly ten hours per week, including all assignments and interactions.

Studio classes in the visual arts are different. They blend traditional lecture with a studio component that allows students to put in practice. Students can expect to work 6-15 hours outside of class for each course. See you individual instructors for more details.

Studio and practicum classes in the performing arts are different. They often have increased contact hours—sometimes as much as 10-15 hours per week.

We realize that most students work and have family or

other obligations. Time management is thus critical for student success. All students should assess their personal circumstances and talk with their advisors about the appropriate number of credit hours to take each term, keeping in mind that 30 credit hours each year are needed to graduate in four years. Resources for academic support can be found at on the Advisement Center’s Resources page or at the virtual Student Success Library in our Center for Student Success.

### **GRADING POLICIES AND CALCULATION**

A list of possible grades at the University can be found in the Bulletin (<http://catalog.usm.edu>). Note that students will receive an “interim grade” at the seven-week point to give them an indication of their performance at that point in the semester. Students may drop a course with no penalty in the first week of the semester. If students wish to leave a course with a grade of “W” (for “withdrawal”), they may request to do so before the 50th day (specific dates can be found here: <https://www.usm.edu/registrar/calendars>). Important note: Students who receive a grade of W do not receive any money back and that grade is permanently included on their transcripts. Students should be aware that “Incompletes” can only be assigned in cases of “extraordinary circumstances” beyond the student’s control.

## **SPEAKING AND WRITING CENTERS**

The Writing Center and the Speaking Center are friendly spaces that provide individualized feedback and support to help Southern Miss students succeed with writing and speaking assignments for any class. The Centers offer one-to-one consultations for any stage of the process, including brainstorming, creating an outline, revising, learning editing strategies, and developing presentation skills. In Spring 2021, all Writing Center appointments are online only. The Speaking Center has online appointments, virtual drop-in hours, and limited in-person availability for the Spring 2021 semester. To make an appointment, visit [usm.mywconline.com](http://usm.mywconline.com) and create an account with your USM email address. Detailed instructions for making an appointment can be found at [usm.edu/writing-center](http://usm.edu/writing-center). Contact the Writing Center by email at [writingcenter@usm.edu](mailto:writingcenter@usm.edu) or by phone at (601) 266-4821. The Speaking Center can be reached at [speakingcenter@usm.edu](mailto:speakingcenter@usm.edu) or (601) 266-4965.

## **ACADEMIC INTEGRITY STATEMENT**

All students at the University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

- Cheating (including copying from others' work.)
- Plagiarism (representing another person's words or ideas as your own; failure to properly cite the source of your information, argument, or concepts.)
- Falsification of documents.

- Disclosure of test or other assignment content to another student.
- Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members' involved.
- Unauthorized academic collaboration with others
- Conspiracy to engage in academic misconduct.

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of "XF" for the course, which will be on the student's transcript with the notation "Failure due to academic misconduct."



# APPENDIX

# A



***Stacy Reishman Fletcher***

**Professor of Dance,**

**Director of SPVA**

Stacy.reishmanfletcher@usm.edu

TAD201D

601.266.4995/4973

TAD 201E

***Robin Aronson***

**Professor of Voice**

**M.F.A. Performance Coordinator**

601.266.6442

Robin.Aronson@usm.edu

TAD 205

***Theresa Bush***

**Asst. Prof. of Costume**

**B.F.A., M.F.A - D&T Coordinator**

601.266.6440

Jacquelyn.Bush@usm.edu

TAD 205

***Dr. David Coley***

**Asst. Prof./Producer**

601.266.4151

David.Coley@usm.edu

TAD 201D

***Craig Dettman***

**Program Coordinator**

**Head of Design and Tech**

601.266.5918

Craig.Dettman@usm.edu

Assoc. Prof. Light/Sound

TAD 203

***Wes Hanson***

**Scene Shop Supervisor**

601.266.4996

Wesley.Hanson@usm.edu

TAD 131

***Monica Hayes***

**Professor of Performance**

**Head of Performance**

Monica.Hayes@usm.edu

TAD 208

***Caitlyn Herzlinger***

**Asst. Prof. of Movement**

**B.F.A. Performance Coordinator**

601.266.5989

Caitlyn.Herzlinger@usm.edu

TAD 211

***Leketha Hughes***

**Administrative Specialist**

601.266.6877

Leketha.Huges@usm.edu

TAD 201C

***Kelly James-Penot***

**Cost. Shop Supervisor**

601.266.4997

Kelly.jamepenot@usm.edu

TAD 222C

***Bryan Moses***

**Visiting Asst. Professor Of Scene Design**

601.266.6438

Bryan.Moses@usm.edu

TAD 204

***Jay Morris***

**Production Manager**

601.266.5433

Jay.Morris@usm.edu

Asst. Prof/Tech Director

TAD 130C

***Lou Rackoff***

**Professor of Directing**

**Head of Directing**

601.266.6907

Louis.Rackoff@usm.edu

TAD 136


***Sandra Whittington***

**Administrative Specialist**

601.266.4161

Sandra.Whittington@usm.edu

TAD 201A



# APPENDIX

# B

***BA- Bachelor of Arts Degree in Theatre Requirements***

[http://catalog.usm.edu/preview\\_program.php?cattoid=24&poid=11334](http://catalog.usm.edu/preview_program.php?cattoid=24&poid=11334)

***BA Theatre Semester Guide***

[http://catalog.usm.edu/preview\\_program.php?cattoid=24&poid=11589](http://catalog.usm.edu/preview_program.php?cattoid=24&poid=11589)

***BFA- Bachelor of Fine Arts Theatre (Acting) Requirements***

[http://catalog.usm.edu/preview\\_program.php?cattoid=24&poid=11335](http://catalog.usm.edu/preview_program.php?cattoid=24&poid=11335)

***BFA Theatre (Acting) Semester Guide***

[http://catalog.usm.edu/preview\\_program.php?cattoid=24&poid=11590](http://catalog.usm.edu/preview_program.php?cattoid=24&poid=11590)

***BFA- Bachelor of Fine Arts Theatre (Design and Technology) Requirements***

[http://catalog.usm.edu/preview\\_program.php?cattoid=24&poid=11336](http://catalog.usm.edu/preview_program.php?cattoid=24&poid=11336)

***BFA Theatre (Design and Technology) Semester Guide***

[http://catalog.usm.edu/preview\\_program.php?cattoid=24&poid=11591](http://catalog.usm.edu/preview_program.php?cattoid=24&poid=11591)

***Apparel Construction and Design Certificate***

This certificate provides students with the education needed to begin a career in a field related to apparel design. The apparel construction and design certificate is open to all majors and members of the community who have an interest in developing their apparel construction and design skills

[http://catalog.usm.edu/preview\\_program.php?cattoid=24&poid=11636&returnto=1447](http://catalog.usm.edu/preview_program.php?cattoid=24&poid=11636&returnto=1447)

B.F.A. in THEATRE (Emphasis in Acting) Degree Plan (THEACTBFA)

GENERAL EDUCATION CURRICULUM (GEC)

Name: \_\_\_\_\_ ID: \_\_\_\_\_

**GEC 01. Written Communication (6 hours)**

ENG 101 Composition 1 \_\_\_\_\_  
ENG 102 Composition 2 \_\_\_\_\_

**GEC 02. Natural Science and Mathematics (11 hours)**

Select 2 courses with labs:

AST 111/L Astronomy Tools _____	GHY 105/L Land and Water _____
AST 112/L Astronomy Structure _____	GLY 101/L Physical Geology _____
BSC 103/L Biology & Society _____	GLY 103/L Historic Geology _____
BSC 110/L Bio Science 1 _____	MAR 151/L Intro Ocean Sci _____
BSC 111/L Bio Science 2 _____	PHY 103/L Intro to Physics _____
BSC 250/L Anatomy 1 _____	PHY 111/L General Physics 1 _____
BSC 251/L Anatomy 2 _____	PHY 112/L General Physics 2 _____
CHE 104/L Chem & Enviro _____	PHY 201/L Physics w/ Calc 1 _____
CHE 106/L Gen Chem 1 _____	PHY 202/L Physics w/ Calc 2 _____
CHE 107/L Gen Chem 2 _____	PSC 190/L Material World _____
GHY 104/L Weather & Climate _____	

**GEC 03. Humanities (9 hours)**

ENG 203 World Literature \_\_\_\_\_  
Select 2 courses, 1 History required  
HIS 101 World Civilization 1 \_\_\_\_\_  
HIS 102 World Civilization 2 \_\_\_\_\_  
PHI 151 Intro to Philosophy \_\_\_\_\_  
PHI 171 Ethics and Good Living \_\_\_\_\_  
REL 131 Comparative Religion \_\_\_\_\_

**GEC 04. Aesthetic Values (3 hours)**

Select 1 course:  
ART 130 Art Appreciation \*\* \_\_\_\_\_  
DAN 130 Dance Appreciation\*\* \_\_\_\_\_  
MUS 165 Enjoyment of Music\*\* \_\_\_\_\_  
(THE 100) Theatre Appreciation \_\_\_\_\_

**GEC 05. Social and Behavioral Sciences (6 hours)**

Select 2 courses:  
ANT 101 Human Experience \_\_\_\_\_ PS 101 American Government \_\_\_\_\_  
HHS 100 Concept of Wellness \_\_\_\_\_ PSY 110 General Psychology \_\_\_\_\_  
ECO 101 Basic Economics \_\_\_\_\_ SOC 101 Understand Society \_\_\_\_\_  
GHY 101 World Geography \_\_\_\_\_

**GEC 06. Mathematics Requirement (3 hours)**

Select 1 course:  
MAT 100\*\*\* \_\_\_\_\_ MAT 101 \_\_\_\_\_  
Or Higher-level MAT course \_\_\_\_\_

**GEC 07. Writing-Intensive Requirement\* (THEATRE)**

THE 428 (WI) Theatre History 2 \_\_\_\_\_  
\*ENG 101 & ENG 102 prerequisites\* \_\_\_\_\_

**GEC 08. Speaking-Intensive Requirement\* (THEATRE)**

THE 120 (SI) Fundamentals of Acting \_\_\_\_\_

**GEC 09. Capstone Requirement\* (THEATRE)**

THE 475 Capstone \_\_\_\_\_  
\*Must be taken Senior Year; ENG 101 & ENG 102 prerequisites\*

\*This course satisfies both the GEC requirement and a program requirement for this major.

\*\*This GEC course is recommended by this major.

\*\*\*This course does not satisfy prerequisites for any other math course.

GEC 07 - GEC 09 courses are specific to the major.

PROGRAM CURRICULUM

**DEG 01. Major Area of Study (84 hours)**

**Core**

THE 103 Intro to Theatre _____
THE 115 Voice for the Actor _____
THE 120 (SI) Fundamentals of Acting _____
THE 215 Intermediate Voice for Actor _____
THE 304 Stage Makeup _____
THE 310 Intermediate Acting 1 _____
THE 320 Directing _____
THE 361 Beginning Movement _____
THE 417 Period Acting Styles 1 _____
THE 427 Theatre History 1 _____
THE 428 (WI) Theatre History 2 _____
THE 475 Capstone _____

**Select 3 hours of additional Movement from the following:**

THE 403 Advanced Movement \_\_\_\_\_  
THE 405 Stage Combat \_\_\_\_\_

**Select 2 Design and Technology courses with labs:**

THE 200/L Stagecraft \_\_\_\_\_ THE 201/L Costumes & Makeup \_\_\_\_\_  
THE 212/L Lighting & Sound \_\_\_\_\_

**02. Advanced Acting Electives (9 hours)**

Select 9 hours from the following:

THE 405 Stage Combat _____	THE 418 Period Acting Styles 2 _____
THE 414 Improvisation _____	THE 430 Summer Theatre 1(Acting) _____
THE 415 Musical Theatre 2 _____	THE 450 Audition Process _____
THE 416 Int. Acting 2 _____	THE 454 Intro Acting for Camera _____

**03. Theatre Electives Requirements (12 hours)**

Select 12 hours of Theatre Electives with approval of advisor.

- May use up to 6 hours of Dance (DAN) technique courses and 499 (with permission of instructor by Dance faculty). \_\_\_\_\_
- May use Music MUP 161 (repeatable, up to 6 hours). \_\_\_\_\_
- May use ENG 200, 497, 498, and 499 (drama content). \_\_\_\_\_
- Approved Transfer credits in the Articulation Agreement and not used to meet above requirements are acceptable as Theatre Electives.
- Transfer hours not in the Articulation Agreement may count toward graduation for this degree plan.

**04. Theatre Practicum Requirement (8 - 16 hours)**

Students must complete at least 2 hours of Practicum per semester in residence.

The faculty will make final assignments based on student skills and program needs from the following:

THE 482L Administration _____	THE 483L Scenic _____
THE 484L Lights & Sound _____	THE 485L Props _____
THE 486L Artistic _____	THE 487L Technical _____
THE 488L Performance _____	THE 489L Costumes _____

**DEG 02. University Electives (as needed)**

HOURS TO DEGREE

124 hours are needed to graduate with a BFA in Theatre (Acting). At least 50 percent of the hours applied to a degree at The University of Southern Mississippi must be earned from a senior college, and 45 of these hours must be in courses numbered 300 or above. The student must earn at least 21 of the last 30 hours of course work and at least 36 hours in Theatre from Southern Miss. See Residence Hour Requirements for more information. The BFA requires three semesters of residency after acceptance into the degree plan through audition, interview, and review of record.

B.F.A. in THEATRE (Emphasis in Design and Technology) Degree Plan (THEADSTBFA)

GENERAL EDUCATION CURRICULUM

Name: \_\_\_\_\_ ID: \_\_\_\_\_

**GEC 01. Written Communication (6 hours)**

ENG 101 Composition 1 \_\_\_\_\_  
ENG 102 Composition 2 \_\_\_\_\_

**GEC 02. Natural Science and Mathematics (11 hours)**

Select 2 courses with labs: \_\_\_\_\_

AST 111/L Astronomy Tools _____	GHY 105/L Land and Water _____
AST 112/L Astronomy Structure _____	GLY 101/L Physical Geology _____
BSC 103/L Biology & Society _____	GLY 103/L Historic Geology _____
BSC 110/L Bio Science 1 _____	MAR 151/L Intro Ocean Sci _____
BSC 111/L Bio Science 2 _____	PHY 103/L Intro to Physics _____
BSC 250/L Anatomy 1 _____	PHY 111/L General Physics 1 _____
BSC 251/L Anatomy 2 _____	PHY 112/L General Physics 2 _____
CHE 104/L Chem & Enviro _____	PHY 201/L Physics w/ Calc 1 _____
CHE 106/L Gen Chem 1 _____	PHY 202/L Physics w/ Calc 2 _____
CHE 107/L Gen Chem 2 _____	PSC 190/L Material World _____
GHY 104/L Weather & Climate _____	

**GEC 03. Humanities (9 hours)**

ENG 203 World Literature \_\_\_\_\_

Select 2 courses, 1 History required

HIS 101 World Civilization 1 _____
HIS 102 World Civilization 2 _____
PHI 151 Intro to Philosophy _____
PHI 171 Ethics and Good Living _____
REL 131 Comparative Religion _____

**GEC 04. Aesthetic Values (3 hours)**

Select 1 course:

ART 130 Art Appreciation ** _____
DAN 130 Dance Appreciation** _____
MUS 165 Enjoyment of Music** _____
(THE 100) Theatre Appreciation _____

**GEC 05. Social and Behavioral Sciences (6 hours)**

Select 2 courses:

ANT 101 Human Experience _____	PS 101 American Government _____
HHS 100 Concept of Wellness _____	PSY 110 General Psychology _____
ECO 101 Basic Economics _____	SOC 101 Understanding Society _____
GHY 101 World Geography _____	

**GEC 06. Mathematics Requirement (3 hours)**

Select 1 course:

MAT 100*** _____	MAT 101 _____
Or Higher-level MAT course _____	

**GEC 07. Writing-Intensive Requirement\* (THEATRE)**

THE 428 (WI) Theatre History 2 \_\_\_\_\_  
\*ENG 101 & ENG 102 prerequisites\*

**GEC 08. Speaking-Intensive Requirement\* (THEATRE)**

THE 120 (SI) Fundamentals of Acting \_\_\_\_\_

**GEC 09. Capstone Requirement\* (THEATRE)**

THE 475 Capstone \_\_\_\_\_  
\*Must be taken Senior Year; ENG 101 & ENG 102 prerequisites\*

\*This course satisfies both the GEC requirement and a program requirement for this major.

\*\*This GEC course is recommended by this major.

\*\*\*This course does not satisfy prerequisites for any other math course.

GEC 07 - GEC 09 courses are specific to the major.

PROGRAM CURRICULUM

**DEG 01. Major Area of Study (83 hours)**

THE 103 Intro to Theatre _____
THE 120 (SI) Fundamentals of Acting _____
THE 320 Directing _____
THE 401 Costume Design _____
THE 406 Scenic Design _____
THE 412 Stage Lighting _____
THE 427 Theatre History 1 _____
THE 428 (WI) Theatre History 2 _____
THE 475 Capstone _____
Select 1 course:
THE 433 Design Studio 1 _____ or THE 434 Design Studio 2 _____

**All Foundation Courses in Design and Technology courses with labs:**

THE 107/L Intro to Design _____	THE 201/L Costumes and Makeup _____
THE 200/L Stagecraft _____	THE 212/L Lighting and Sound _____

**02. Advanced Design & Technology Electives (9 hours)**

Select 9 hours in area of interest, approved by advisor.

Costume & Makeup:

THE 304 Stage Makeup _____	THE 433 Design Studio 1 _____
THE 434 Design Studio 2 _____	THE 441 Costume Tech Studio _____
THE 460 Adv. Costume Design _____	

Scenery, Lighting & Sound:

THE 306 Int. Stagecraft _____	THE 434 Design Studio 2 _____
THE 336L Scenic Painting _____	THE 435 Adv. Scene Design _____
THE 406 Scenic Design _____	THE 440L CAD for Theatre _____
THE 410 Sound Design _____	THE 445 Adv. Lighting _____
THE 433 Design Studio 1 _____	

**03. Theatre Electives Requirements (12 hours)**

Select 12 hours of additional THE courses (excluding THE 100 and THE 110 as approved by advisor.

- ART 101, 102, 111, 112 and 113 are acceptable and recommended as Theatre Electives for this degree plan.
- Transfer credits with Theatre prefix as described in the Articulation Agreement are acceptable in this category.

**04. Theatre Practicum Requirement (8 - 16 hours)**

Students must enroll in at least 2 hours of Practicum each semester in residence.

Faculty will make final assignments based on student skills and program needs from the following:

THE 482L Administration _____	THE 483L Scenic _____
THE 484L Lights & Sound _____	THE 485L Props _____
THE 486L Artistic _____	THE 487L Technical _____
THE 488L Performance _____	THE 489L Costumes _____

**DEG 02. University Electives (as needed)**

(See Hours to Degree below.)

HOURS TO DEGREE

124 hours are needed to graduate with a BFA in Theatre (Design and Technology). At least 50 percent of the hours applied to a degree at The University of Southern Mississippi must be earned from a senior college, and 45 of these hours must be in courses numbered 300 or above. The student must earn at least 21 of the last 30 hours of course work and at least 36 hours in Theatre from Southern Miss. See Residence Hour Requirements for more information. The BFA requires three semesters of residency after acceptance into the degree plan through portfolio review, interview, and review of record.

B.A. in THEATRE Degree Plan (THEAGNTBA) Name: \_\_\_\_\_ ID: \_\_\_\_\_

GENERAL EDUCATION CURRICULUM (GEC)

**GEC 01. Written Communication (6 hours)**

ENG 101 Composition 1 \_\_\_\_\_ ENG 102 Composition 2 \_\_\_\_\_

**GEC 02. Natural Science (8 hours)**

Select 2 courses with labs:

AST 111/L Astronomy Tools \_\_\_\_\_ GHY 105/L Land and Water \_\_\_\_\_  
 AST 112/L Astronomy Structure \_\_\_\_\_ GLY 103/L Historic Geology \_\_\_\_\_  
 BSC 103/L Biology & Society \_\_\_\_\_ GLY 101/L Physical Geology \_\_\_\_\_  
 BSC 110/L Bio Science 1 \_\_\_\_\_ MAR 151/L Intro Ocean Sci \_\_\_\_\_  
 BSC 111/L Bio Science 2 \_\_\_\_\_ PHY 103/L Intro to Physics \_\_\_\_\_  
 BSC 250/L Anatomy 1 \_\_\_\_\_ PHY 111/L General Physics 1 \_\_\_\_\_  
 BSC 251/L Anatomy 2 \_\_\_\_\_ PHY 112/L General Physics 2 \_\_\_\_\_  
 CHE 104/L Chem & Enviro \_\_\_\_\_ PHY 201/L Physics w/ Calc 1 \_\_\_\_\_  
 CHE 106/L Gen Chem 1 \_\_\_\_\_ PHY 202/L Physics w/ Calc 2 \_\_\_\_\_  
 CHE 107/L Gen Chem 2 \_\_\_\_\_ PSC 190/L Material World \_\_\_\_\_  
 GHY 104/L Weather & Climate \_\_\_\_\_

**GEC 03. Humanities (9 hours)**

ENG 203 World Literature \_\_\_\_\_

Select 2 courses, 1 History required

HIS 101 World Civilization 1 \_\_\_\_\_  
 HIS 102 World Civilization 2 \_\_\_\_\_  
 PHI 151 Intro to Philosophy \_\_\_\_\_  
 PHI 171 Ethics and Good Living \_\_\_\_\_  
 REL 131 Comparative Religion \_\_\_\_\_

**GEC 04. Aesthetic Values (3 hours)**

Select 1 course:

ART 130 Art Appreciation \_\_\_\_\_  
 DAN 130 Dance Appreciation \_\_\_\_\_  
 MUS 165 Enjoyment of Music \_\_\_\_\_  
 (THE 100) Theatre Appreciation \_\_\_\_\_

**GEC 05. Social and Behavioral Sciences (6 hours)**

Select 2 courses:

ANT 101 Human Experience \_\_\_\_\_  
 HHS 100 Concept of Wellness \_\_\_\_\_  
 ECO 101 Basic Economics \_\_\_\_\_  
 GHY 101 World Geography \_\_\_\_\_  
 PS 101 American Government \_\_\_\_\_  
 PSY 110 General Psychology \_\_\_\_\_  
 SOC 101 Understanding Society \_\_\_\_\_

**GEC 06. Mathematics Requirement (3 hours)**

Select 1 course:

MAT 100\*\*\* \_\_\_\_\_ MAT 101 \_\_\_\_\_  
 Or Higher-level MAT course

**GEC 07. Writing-Intensive Requirement\* (Major Area)\***

THE 428 (WI) Theatre History 2 \_\_\_\_\_  
 \*ENG 101 & ENG 102 prerequisites\* \_\_\_\_\_

**GEC 08. Speaking-Intensive Requirement\* (Major Area)**

THE 120 Fundamentals of Acting \_\_\_\_\_

**GEC 09. Capstone Requirement\* (Major Area)**

THE 475 Capstone \_\_\_\_\_  
 \*Must be taken Senior Year; ENG 101 & ENG 102 prerequisites\*

\*This course satisfies both the GEC requirement and a program requirement for this major.

\*\*\*This course does not satisfy prerequisites for any other math course.

GEC 07 - GEC 09 courses are specific to the major.

(See Hours to Degree below.)

PROGRAM CURRICULUM

**DEG 01. Major Area of Study (67 Hours)**

**Core**

THE 103 Intro to Theatre \_\_\_\_\_  
 THE 115 Voice for the Actor \_\_\_\_\_  
 THE 120 Fundamentals of Acting \_\_\_\_\_  
 THE 304 Stage Makeup \_\_\_\_\_  
 THE 320 Directing \_\_\_\_\_  
 THE 361 Beginning Movement \_\_\_\_\_  
 THE 427 Theatre History 1 \_\_\_\_\_  
 THE 428 (WI) Theatre History 2 \_\_\_\_\_  
 THE 475 Capstone \_\_\_\_\_  
**Select 3 courses with labs:**  
 THE 107/L Intro to Design \_\_\_\_\_ THE 201/L Costumes and Makeup \_\_\_\_\_  
 THE 200/L Stagecraft \_\_\_\_\_ THE 212/L Lighting and Sound \_\_\_\_\_

**Advanced Theatre Electives (12 hours)**

Select 12 hours of Theatre THE courses above 100-level with advisor's approval, maximum of 6 hours from a single area

Acting	Movement
Directing/SM	Voice
Costume/ Makeup	Summer Repertory
Scenery	Theatre Study Abroad
Lighting/ Sound	Internship

ENG 200 is recommended as a THE elective in this degree plan.

**Theatre Practicum Requirement (8 -16 hours)**

Students must enroll in at least 2 hours of Practicum each semester in residence.

Faculty will make final assignments based on student skills and program needs from the following:

THE 482L Administration	_____	THE 483L Scenic	_____
THE 484L Lights & Sound	_____	THE 485L Props	_____
THE 486L Artistic	_____	THE 487L Technical	_____
THE 488L Performance	_____	THE 489L Costumes	_____

**DEG 02. Additional Requirements (18 hours minimum)**

Select 1 option:

Fulfill requirements for a MINOR or at least 18 credits in another discipline.

Fulfill requirements for a University approved Certificate Program with remaining credits in General Electives.

Select 9 hours of additional Theatre Electives and 9 hours of General Electives.

Non-majors' courses THE 100 and THE 110, accepted transfer hours, and all USM hours in THE, ART, DAN, MUS, and ENG may count as Theatre Electives in this category. All Study Abroad recommended.

**DEG 03. University Electives (as needed)**

HOURS TO DEGREE

120 hours are needed to graduate with a BA in Theatre. At least 50 percent of the hours applied to a degree at The University of Southern Mississippi must be earned from a senior college, and 45 of these hours must be in courses numbered 300 or above. The last 25 percent of course work must be earned from Southern Miss. The student must earn at least 36 hours in Theatre from Southern Miss.



# APPENDIX

# C



## EMAIL ETIQUETTE

Sometimes you are going to need to contact your professors outside of class, and you'll usually do that by email. You might not have thought much about how to write an email, since email is often viewed as a more casual form of communication than a formal letter, but poorly written emails are a quick way to make yourself look bad to professors.

### Before you hit send, read your email aloud and ask yourself:

- Does it sound professional?
- Does it sound like it could be a letter (not a text)?
- Does it sound respectful?
- Is everything spelled correctly?
- Did I use proper punctuation and grammar?
- Did I identify myself clearly so my professor knows who I am and which class I'm in?

*Refer to Appendix B for a clever and insightful sampling of emails you should and should not send.*

### Quick Tips

luvmesomezacefron@aol.com: Email Address

If your email address is sexxxxxxy2o16, koolchiko5, or nolimits6o1, you might want to rethink that.

If you send an email to a faculty member with a weird personal email address, that's how they'll remember you. And that's definitely not what you want when you are trying to present yourself as a mature, responsible student. Use your USM email address when you are corresponding with faculty and staff.

### Plz Read This!!!: Subject Lines

A subject line should clearly and briefly represent your purpose for emailing. "Hey..." "URGENT!!!!!" and "A Question" are not good subject lines. "SOC 101 Paper Assignment" is a good subject line.

Keep in mind that the person you're emailing may have hundreds of emails in his or her inbox. By briefly stating the purpose of your email in the subject line, you allow your recipients to get an idea of what your email is about during their initial scan, and it also makes it easier for them to find your email again if they can't answer it right away.

### Yo Teach!: Addressing Faculty and Staff

Always use a formal address, such as Professor, Dr., Ms., or Mr.

It's important to address the person you're emailing by name. If you don't remember your professor's name, check your syllabus or look on SOAR. Never use your professor's first name unless you've been specifically told that it's okay. "Ms." or "Mr." are only appropriate if your professor does not have a Ph.D. Most do, and should be addressed as "Dr." If you are not sure whether your professor is a doctor, you can never go wrong with addressing him or her as Professor.

### **It's Me!: Identify Yourself**

Unless you know the person you're emailing well, make sure you identify yourself clearly.

It's always good to state your name and to let your professor know which class you're in. If you're emailing your advisor or a staff member, you should include your student ID in the email to make it easier for him or her to look up your records in SOAR.

### **You Need To Check My Grade: Asking Nicely**

If you want someone to do something, make a request, not a demand.

People always respond better to requests than they do to demands, and your professors and campus staff are no exception. You will get better results if you ask politely. State your question, concern, or request briefly and clearly, using standard English. Maintain a polite, respectful tone and avoid using exclamation points, emoticons, texting abbreviations, or coarse language. Avoid asking questions that are answered on the syllabus or assignment sheet, such as "When is our paper due?" or "What is our homework for tomorrow?" Emails that are not professional in style or tone, or that ask questions that are clearly answered on the syllabus or assignment sheets, may be ignored.

### **XOXO, Me: Closings**


Use a formal closing, and always sign your full name at the end of an email.

Formal closings include: "Sincerely," "Respectfully," "Thank you," or "Best wishes," and using one makes you come across as respectful and professional. If you are emailing back and forth, it is not necessary to use a formal address and closing in each response, but you can never go wrong by ending an email with a "thank you," or "I appreciate your time."

### **Uh, It's Been a Whole Hour: Patience**

Allow your recipient a reasonable amount of time to respond.

24-48 hours is reasonable. An hour and a half is not reasonable. Professors often have a different sense of what is within a reasonable timeframe to respond to your email than you do. They typically do not check emails on their phones, and they aren't always at their computers. They also get a LOT of emails, so you shouldn't expect a response before 24-48 hours. If you get one, tell them thank you! If you have not heard back within 48 hours, you can follow up politely. If you don't get a response to the follow-up, check with the department office to make sure you have the right address and that your professor is not out of town.



# APPENDIX

# D

