



## 2011-2012 Departmental Policies & Expectations

All UW-Parkside theatre department company members are expected to abide by the following policies and guidelines. It is important that company members understand that the faculty and staff must consider the special needs and circumstances of each student as we attempt to fairly apply these policies and expectations across the department. Any requests for exceptions to the below policies must be submitted to Department Chair in writing and then approved or denied by the full faculty on a case-by-case basis. In all cases the best interests of the individual student and welfare and success of entire department and company must be considered.

- **Academic achievement is essential and required of all students and is a pre-requisite for participation in theatrical productions. All students MUST maintain a 2.5 minimum cumulative GPA and a 2.75 GPA in Theatre Arts classes in order to be assigned to production positions and/or roles.** Anyone on university probation for any reason is automatically on company probation as well. Majors and minors who do not maintain a grade point of 2.5 overall and a 2.75 GPA in theatre courses will be placed on academic probation in the department and will not be allowed to work on shows during this period other than through non-production credit-earning academic theatre classes. Students on academic probation in the department for two consecutive semesters will be reviewed by the faculty and staff for removal from the program. Students on academic probation or experiencing academic difficulties (receiving a grade of “D” or “F” in a class during the semester) will be required to complete and submit weekly academic progress reports to their advisor and department chair. Academic problems and solutions will be addressed by the faculty and staff on an individual basis as needed and in consultation with the student.
- **Theatre majors are expected to actively and regularly participate in all departmental theatre productions and projects, as determined in consultation with the theatre faculty and staff.** It is expected that each company members will avail their time, talent, and skills on departmental projects, based on the student’s academic and artistic objectives and programmatic needs. Performance and directing focus students MUST audition for every faculty directed show (including FreshINK) and are expected to accept roles as assigned. All majors with concentrations in technical production, design, management, and education MUST avail their talents, skills, and time to each production and are expected to accept positions as determined in consultation with the faculty. Students must receive faculty permission if they would like to be excused from a given production for academic, artistic, or personal reasons; requests will be considered on an individual basis by the faculty. **Minors** are expected to work on a minimum of 50% of all productions during the time that they are in the program.
- **All Theatre company members [majors] are required to successfully complete and submit a Company Participation Record (CPR) every semester.** These forms will be carefully reviewed by the faculty at the end of each semester to ensure compliance. Any major who fails to satisfactorily complete and submit the CPR form will automatically be placed on probation in the department. Failure to satisfactorily complete and submit the CPR form for two semesters will result in removal from the program. Theater **minors** are expected to complete and submit CPR forms for ½ the total number of semesters that they are minors in the program.
- **All theatre majors and minors are expected to attend the required all-department company meeting on the first Wednesday of every month at noon.** Important information and valuable educational activities will be included in these meetings. Attendance will be taken and may affect company status. Students are also encouraged to participate in all Drama Club meetings and activities.

- **Being a theatre major and company member requires significant commitments of time, energy, and resources; external work and artistic commitments must not compromise your academic and production obligations here.** Due to the incredible number of hours required to successfully complete academic and production requirements and obligations in the department, students are urged to limit outside jobs to 10 hours/week or less. Students should discuss their obligations with their advisors, who will help them in achieving a healthy balance in academic, artistic, employment, and personal responsibilities.
- **During the regular academic year, students (typically at the junior or senior level) who wish to become involved with professional productions and/or internships outside of the department must discuss the situation with the department chair and their academic advisor PRIOR to committing to any outside activity.** All “extra” student-created productions on and off campus which may conflict with our department’s academic and production programming must also be proposed to the department chair for approval and endorsement by the full faculty and staff. We must know what shows company members are working on, both on and off campus, during the academic school year. Please note that we will not support or endorse your participation in professional theatre experiences outside of UW-Parkside if you do not meet departmental requirements as outlined in this document.
- **All company members are expected to exhibit and model positive, professional attitudes in all academic, production, and social settings.** Be up front, honest, and professional in addressing conflicts or issues with those directly involved in the situation. Gossip and talking about others in a negative manner are major threats to the creation of a cohesive company. Don’t say something about others that you would not say to their face. Service, leadership, and a collaborative professional spirit are expectations of all members of the program.
- **All company members are expected to know and abide by the Substance Abuse Prevention Policy.** As a department and company it is our goal to create a safe, healthy creative work environment for all. Violations of our substance abuse prevention policy will not be tolerated and will be reported to the appropriate authorities as required by law and university policy.
- **All majors are required to participate in the annual Academic Reviews in February and annual Talent Reviews in late January and in May (for first-year students).** Faculty and staff members will provide each major with detailed written and oral assessments and recommendations at each evaluation. Theatre experts from regional professional theatre companies will also assist in the January talent reviews, providing each major with an invaluable professional showcase and assessment experience.
- **Theatre majors and minors who do not adhere to the above active participation policies will be asked to meet with departmental faculty and staff to discuss their future in the department.** Students may be removed from the major at the discretion of the theatre faculty as a whole. Re-audition is required for all students who wish to become majors after they have been removed from the program.

### **Policy & Expectations Acknowledgement Statement:**

I have read and understand the policies and expectations listed above and understand that these policies and expectations will be utilized to evaluate my work and company membership in the UW-Parkside Theatre Arts Department for the 2010-2011 academic year. As a company member, I agree to make a concerted effort to successfully abide by and embrace these policies.

---

Name Printed

---

Date

---

Signature