

Acting Practicum Requirements & Contract

THEA 014/214/314 – 2007

Course Description(s)

Purpose / Desired Outcomes

Participation in a production as a cast member is an essential component of our department's actor training program. It serves as a practical, collaborative laboratory for the application of acting techniques and approaches. Each production will place unique demands on the actor and involve a collaborative, creative, exploratory process of taking a given assigned character from "page to stage" in the most effective manner (given the style, approach, and directorial approach as provided by the director and other members of the design team). The ultimate desired outcome of each performance experience is to enable the actor to communicate the story/world of the character to the audience in the most meaningful, professional, coherent, cohesive, consistent, and effective manner (physically, verbally, emotionally, spiritually) based on the overall approach and style of the production as outlined by the director (in collaboration with the entire production team). Both the PROCESS and PRODUCT of the actors work is an essential factor in assessing project success.

Registration for Acting Practicum Required!

Due to University and departmental requirements related to workloads, assessment, and insurance, all actors in UW-Parkside productions MUST register for acting practicum credits at the level and credits approved by the director. Full time students with 18 credits may audit or role over the acting practicum credits one semester if previously approved by the director and/or faculty. Non-students and students with exceptional circumstances may request to take acting practicum for AUDIT. This must be approved by the director in consultation with the staff. *Due to insurance and university policy, students not registered for acting practicum will NOT be allowed to attend fittings or rehearsals until the matter is resolved.*

Notes about Auditioning and Casting

- Casting is done on the basis of suitability for a given role. Please see the department's official casting policy for complete details.
- All theatre arts majors with a concentration in performance MUST audition for every faculty-directed production for experience. It is expected that those cast are willing to accept all roles in a production as assigned by the director. Actors must discuss casting limitations and/or restrictions with the director prior to the first audition.
- All students must have a minimum cumulative GPA of at least 2.5 in order to be cast in a production or work on the production as a member of the production team.

Rehearsal Requirements and Expectations

- **Be here.** Students are expected to attend all scheduled rehearsals, costume/make up fittings, and private meetings as directed. Immediately contact the stage manager, director, or shop managers if you encounter an emergency that prevents you from getting to rehearsals, fittings, or private meetings. Unexcused missed or late rehearsals and fittings will result in a significant reduction in the final acting practicum grade – or potentially removal from the cast – as determined by the director.
- **Be prepared.** Students are expected to come to rehearsal prepared and ready to work, as directed. Have your acting "assignments" completed to the best of your ability.
- **Be prompt.** Students are expected to arrive at all scheduled rehearsals at least 10 MINUTES prior to the announced call time. You are expected to be completely ready to begin rehearsal at the beginning of the assigned rehearsal time; it is expected that you will be dressed for rehearsal and already warmed up by the start of the scheduled time.
- **Be professional.** This is a professional theatre training program; our goal at all times is to create the most professional, productive, positive, safe, pleasant, creative, collaborative process possible. Treat others as you want to be treated. We expect a spirit of professionalism, team work, dedication, commitment, and collaboration.

Do not come to rehearsal under the influence of drugs, alcohol, or any mind-altering substance; this is grounds for immediate removal from the production (and potentially department) as explained in other departmental policies.

- **Be positive and open to the creative exploratory process.** Exploration and active problem-solving is essential to the process of creating a character. A positive spirit of active engagement in the creative process is essential in the journey to creating a successful performance product.
- **Be respectful and considerate of yourself and others.** Respect yourself. Respect other members of the production team, including fellow actors, stage managers, crew members, designers, technicians, and the directing leadership. Rude, condescending, divisive, or disruptive behavior to any members of the collaborative team will not be tolerated and must be reported to the leadership team (including stage managers, assistant directors, and the director).
- **Be informed.** All cast members are expected to check the CALL BOARD, COSTUME FITTING BOARD, and E-MAIL every day numerous times. We suggest that you check ALL of these information sources early every morning and in the late afternoon prior to rehearsal. You are expected to KNOW about all communications that are shared with actors.
- **Be ready to work.** Actors are expected to bring scripts, pencils, journals, rehearsal clothing, and any other needed elements to every rehearsal. Lockers are provided for you to store all valuables and rehearsal costumes and shows.
- **Be focused on the work at hand and use your rehearsal time wisely.** Leave your personal problems at the door. Be willing to fully commit to the rehearsal activities as directed. Utilize the entire rehearsal period for staging, reviewing blocking and lines, doing research, journaling on character discoveries, or exploring the physical, verbal, or emotional components of your character. If you have absolutely no character work to do, feel free to work on academic assignments and projects.
- **Be committed to receiving and reviewing all oral and written notes provided at rehearsal by members of the leadership/management team.** You are expected to take written notes on directions given and/or to keep and review all written notes (director's or stage management notes, line notes, etc.) that are given to you and to apply these notes to your work.

Make-up & Costume Rules

1. Make sure that you have read and understand all of the backstage policies of the department. A copy of these are posted on the bulletin board outside of the dressing rooms. We will enforce all of these rules.
2. Be nice. Trust us, it will make things better. Any problems with costumes please write them on the repair sheets on the dressing room doors.
3. We want all of you to come and ask us questions, but there are a lot of you. If you have a question about how to put on some of your make-up or costume then come to Angie, Judie or Kim.
4. If you have had make-up classes here, please help out others around you. There are so many of you, and not many of us. It would be a HUGE help. But, if you don't know what you're doing, DON'T GIVE ADVICE!
5. All makeup areas MUST be cleaned nightly. For the most part, you can leave your things on the counter, but they have to be put away and organized. Things lying about will not be tolerated.
6. For first dress, come in and get ready right away. Once you are finished, let us know. If you're lucky, we may adjust your call time appropriately.
7. You should be showered and clean before coming to rehearsal or performance. This is important for keeping the costumes clean and odor free.
8. No smoking, eating or drinking in costumes. Water is allowed in a resealable bottle.
9. Costumes should not be put on before 1/2 hour call unless you have a specific reason for doing so. Do not sit around for long periods of time in your entire costume, i.e. men remove jackets.
10. When putting your socks in the laundry, make sure you pin them together, and pin one of your name labels onto them. Otherwise you may not get them back.
11. When putting things back in your baskets, make SURE that all of your shoes are on the bottom, with your hats on the top.
12. All undergarments must go into mesh bags. Wardrobe people do not touch dirty underwear!!! (Underwear, tights). Please use a separate bag for dark and light colors.
13. Make sure that all of your costumes are hung properly before you leave. This is nobody's job but yours!!
14. Please respect other people's modesty and privacy.

BACKSTAGE POLICIES

1. After first call, for either cast or crew, no one is allowed backstage or in the green room except cast, crewmembers, and theatre arts faculty.
2. Only Actors, wardrobe/make-up crew and involved theatre arts faculty members are allowed in the dressing rooms or dressing space.
3. There is no eating, smoking, or drinking (except water) in costume.
4. Actors should not be in costume prior to half hour call, unless specified to do so.
5. Production members, cast, and crewmembers are not allowed in the lobby or audience area when audience members are present.
6. No personal music is allowed in any backstage area unless the individual has quiet and personal headphones.
7. The house manager in the lobby will handle pre-show flowers and gifts. Please direct visitors to the lobby.
8. Actors and crewmembers are expected to clean their personal space before leaving any performance. Actors are expected to clean make-up tables, hang up all costumes and costume pieces, and deposit laundry to be washed in the proper receptacles.
9. Actors may not leave the theatre in any costume, costume accessories or theatrical make-up (including temporary hair color).
10. All ushers for productions will meet in the lobby. They should be instructed to do so.
11. No one may come onstage or into any backstage area after the performance, unless the stage manager has cleared the space and the visit has been approved.
12. Visitors who wish to come backstage after the performance should be instructed to meet their hosts in the Greenroom only.(To clarify, a “visitor” is any individual who is not directly involved with the production or performance; “good friends” are still “visitors” and must comply with the Backstage Policy.)

Required Research and Supporting Material Assignments

The following projects and written work are required of all actors enrolled in acting practicum:

DRAM 014 (1-3 credits)

- **Typed self-assessment of the experience playing your role, including:**
 - Detailed discussion of your character’s givens and primary G.O.T.E. (goals, obstacles, tactics, and expectations/energy) in the play;
 - Discussion of your character’s role, function, or purpose in telling the story and communicating the themes and ideas of the play;
 - Description of research done in creating role;
 - Description of challenges encountered in process of creating the role and how you dealt with them;
 - Description of discoveries and successes as an actor that resulted from working on this production;

DRAM 214/314 (1-3 credits)

- **Typed self-assessment of the experience creating your role, including:**
 - Detailed discussion of your character’s givens and primary G.O.T.E. (goals, obstacles, tactics, and expectations/energy) in the play;
 - Discussion of your character’s role, function, or purpose in telling the story and communicating the themes and ideas of the play;
 - Description of research done in creating role;
 - Description of challenges encountered in process of creating the role and how you dealt with them;
 - Description of discoveries and successes as an actor that resulted from working on this production;
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- **SELECT ONE OPTION described below:**
 - **Option 1: Create and submit a thoughtful and detailed ACTOR’S JOURNAL** which describes in detail the rehearsal process that you went through in the creation of the role.
 - **Option 2: Do more thorough and detailed CHARACTER or STYLE RESEARCH** for the role or play and write a 5 page minimum paper which shares specific research discoveries which helped you to create the character.

- **Option 3: Carefully NOTATE and CONTEXUALIZE** your character's lines in the script, identifying and carefully labeling GOTE's (goals, obstacles, tactics, and energy/expectations) throughout the script. (Check with director for desired format.)

Assessment and Grading

- Written documentation is due at a time specified by the director, usually within TWO weeks following the close of the production or by the final Friday of classes in the semester, whichever comes first. If you do not turn in this documentation as directed, the highest possible grade that can be given is (C-).
- Grading will be done on an individual basis with regards to your development as an actor in the assigned role and your adherence to the aforementioned expectations and requirements.
- Students will lose a minimum of 1/2 of a letter grade for each violation of the aforementioned rules and guidelines. Some violations may result in greater penalties and/or removal from the show based on faculty assessment of the situation.

Actor's Contract of Agreement

I have read and understand all of the goals, duties, responsibilities, expectations, and requirements that are a part of this acting practicum and will carry them out in a professional manner to the best of my ability. I further understand that breach of this contract may be cause for immediate dismissal from the production. Such action will be at the discretion of the director in consultation with the full Theatre Arts Department staff. The actor understands that removal from this production may jeopardize future casting and involvement in the department.

Signed _____ Date _____

----- Departmental Copy -----

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Signed _____ Date _____

Academic Advisor's Name _____ Current GPA _____