

UW-Parkside Theater Arts Department

Company Policies & Expectations

[Formally adopted by the Theatre Faculty on August 31, 2006.]

All UW-Parkside theatre company members (also called theatre arts majors) are expected to abide by the following policies and Guidelines:

- **You are first and foremost a *student* and academic achievement and success is essential and required of all majors. All majors 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.** Students who do not have a grade point of 2.5 overall and 2.75 theatre GPA at the end of a semester will be placed on academic probation in the department and will not be allowed to work on shows the next semester other than through non-production credit-earning academic theatre classes. Students on academic probation in the department for two consecutive semesters will be reviewed from 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 asked to complete and submit weekly academic progress reports to their advisor and department chair. Academic problems and solutions will be addressed by the faculty on an individual basis as needed and in consultation with the student.
- **All Theatre company members are expected to actively and regularly participate in departmental theatre productions and projects.** It is expected that you will regularly avail your time, talent, and skills on departmental projects, as needed. Performance and directing focus students MUST audition for every faculty directed show (including FreshINK) unless there are direct conflicts with assignments on other departmental productions. All majors with concentrations in technical production, design, and education MUST make avail their talents, skills, and time to productions by contacting the Technical Director (or other assigned faculty members) at the beginning of each semester and/or production project. Students must receive faculty permission if they would like to be excused from a given production for academic, artistic, or personal reason; requests will be considered on an individual basis by the faculty. Students are required to accept all assigned roles and production positions as determined by the faculty.
- **All Theatre company members are required to successfully complete and submit a Company Participation Record (CPR) every semester.** [This replaces the former “Production Attendance” course.] Each major/company member is required to present signed and completed CPR forms to the faculty prior to the January Academic Reviews and the May Talent Reviews. Any major who fails to satisfactorily complete and submit the CPR form will be placed on probation in the department for one semester. Students on probation who fail to satisfactorily complete and submit the CPR form in the following semester will be reviewed for removal from the program.
- **All majors 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.
- **Being a theatre major and company member is a *full time job and commitment.*** Due to the incredible number of hours required to successfully complete academic and production requirements and obligations, students are *urged* to limit outside jobs to 10 hours/week or less. While paying for your education is a necessity, we urge you to budget wisely and earn essential incomes on weekends or

during the summer. If you must work more than 10 hours/week, you should discuss this with your advisor and consider becoming a part time student.

- **It is expected that UWP theater company members will make productions at UW-Parkside their first production priority.** While students may become involved in theatrical projects outside of the department, it is expected that these outside activities will NOT interfere with a students academic or production work at UW-Parkside. During the regular academic year, students who wish to become involved with productions outside of the department must discuss the situation with the Department Chair and their academic advisor PRIOR to committing to any role or job on an outside activity.
- **All company members are expected to exhibit positive, professional attitudes in all academic and production settings.** 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 January and annual Talent Reviews in May.** 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 May talent reviews.
- **Majors 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.

NOTE: These guidelines are subject to review and revision at the faculty's discretion. Company members will be notified of any changes in policy in a timely manner. Students who do not meet these guidelines and policies are subject to review by the staff for removal 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.

Name Printed

Date

Signature