THEATRE UNDERGRADUATE HANDBOOK

2013 - 2014
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- CAPA/SETA Request for an Exemption
- CAPA/SETA Review Form
- CAPA/SETA Scholarship Application Form
- Fresh Produce Project Application Form
- Internship Contract Form
- Smith Family Excellence in Theatre Award Guidelines
- Theatre Scholarship Awards Fund Application Form
- Undergraduate Schedule Request Form
- BA Theatre Exit Questionnaire
ACADEMIC POLICIES

Repeat Policy

http://www.testudo.umd.edu/soc/repeat.html

Honor Pledge

The University has a nationally recognized Honor Code, administered by the Student Honor Council. The Student Honor Council proposed and the University Senate approved an Honor Pledge. The University of Maryland Honor Pledge reads:

"I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination."

Unless you are specifically advised to the contrary, the Pledge statement should be handwritten and signed on the front cover of all exams, papers, projects, or other academic assignments submitted for evaluation in this course. Students who fail to write and sign the Pledge will be asked to confer with the instructor. Please recognize that all students are subject to the requirements of the University's Code of Academic Integrity whether or not they write and sign the Honor Pledge. For information about the Student Honor Council click: http://shc.umd.edu/SHC/HonorPledgeInformation.aspx

Religious Observance Policy

The University's policy "Assignments and Attendance on Dates of Religious Observance" provides that students should not be penalized because of observances of their religious beliefs; students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed because of individual participation in religious observances. Students are responsible for obtaining material missed during their absences. Furthermore, students have the responsibility to inform the instructor of any intended absences for religious observances in advance. The student should provide written notification to the professor within the first two weeks of the semester. The notification must identify the religious holiday(s) and the date(s). The student should avoid the use of email or mailbox delivery of the notification to avoid problems.

Policy on Individuals with Disabilities

The University is committed to making reasonable accommodations for individuals with disabilities that have been documented by Disability Support Services (0126 Shoemaker Hall, 314-7682). A disability should be verified and discussed with Disability Support Services before the student contacts the professor or TA. If you wish to discuss academic accommodations for this class, please contact the professor or TA no later than the end of the schedule adjustment period. Please See: http://www.counseling.umd.edu/DSS/

Sexual Harassment Policy

The University is committed to maintaining an academic work environment free of sexual harassment for all faculty, staff and students. Sexual harassment diminishes individual dignity and impedes equal educational and employment opportunities. Sexual harassment will not be tolerated at the University; it is a violation of law and University policy. Individuals who engage in sexual harassment will be subject to disciplinary action. Please be advised that the University has procedures in place to report sexual harassment and correct it when it occurs. Students who have questions about sexual harassment or the University policy and procedures may call the Office of Judicial Programs (2118 Mitchell Building, 314-8204).

Please see: http://www.president.umd.edu/legal/policies/sh.html
School Attendance Policy

Regular attendance and in-class participation are integral components of all theatre classes and seminars. Although instructors are responsible for informing each class of the nature of in-class participation and the effect of absences on the evaluation of a student's work, the School's general attendance policy on excused absences is consistent with the University's policy, which allows students to be excused for the following causes:

- Illness of the student or illness of a dependent as defined by the Board of Regents policy on family medical leave
- Religious observance (where the nature of the observance prevents the student from being present during the class period)
- Participation in University activities at the request of University authorities
- Compelling circumstances beyond the student's control

Students claiming an excused absence must apply in writing and furnish documentary evidence for their assertion that the absence resulted from one of these causes. Whenever possible, instructors will make a reasonable effort to re-schedule in-class presentations for students with an authorized excused absence. Students should check the specific requirements of their courses carefully, however, as such re-scheduling is not always possible. [http://www.umd.edu/catalog/index.cfm/show/content.section/c/27/ss/1584/s/1540](http://www.umd.edu/catalog/index.cfm/show/content.section/c/27/ss/1584/s/1540)

Expectation of Progress Toward a Degree

Full time students are expected to complete the Undergraduate programs at the University of Maryland in four years. In order to graduate in four years, students must:

- Plan carefully in consultation with an academic advisor
- Declare a major early
- Complete 30 credits each year (14-16 credits each semester)
- Complete general education and major requirements in a timely manner

Students who change majors, who declare a major late in the sophomore year, who enroll in a limited number of select programs, or who take advantage of certain special opportunities that enrich the undergraduate experience may require up to five years to complete a degree. All students should develop and regularly review a multi-year course plan to complete their intended programs. If a student has special circumstances that make it impossible to compete a normal course load, the student would meet with an advisor to discuss the circumstances, the student's plans for continued progress towards a degree, and the implications for full-time enrollment.
ACADEMIC SUCCESS

- Go to class, always
- Be prepared for each class - do the reading
- Turn all assignments in on time
- Sit in the front of the classroom and participate
- Speak out in class, ask questions and share your thoughts
- Make a point to introduce yourself to your professors and TAs
- Utilize your professors’ office hours and not just when work is due
- Get to know other students in your class

General Tips

A primary benefit of a liberal arts degree - such as ours - is a well-rounded education. Students should be very aware from the outset of balancing academics and departmental production activities. It gets increasingly harder to bring up a low cumulative GPA; good grades in the first several semesters should be the goal.

Your GPA represents your academic success. Effective Fall 2002, students are required to achieve a 2.0 GPA to maintain satisfactory academic progress more information can be found at: http://www.testudo.umd.edu/soc/satsprog.html

Your GPA is important for scholarships and awards and admission to graduate school. It is often the first piece of data considered in these cases, and may be the stopper for many potential opportunities.

You must pass courses required for your THET major with a C- or better.

Developing strong writing skills is essential. If you need assistance go to the Writing Center.

Withdrawing from a course is not a good option. You may need to gain permission from the instructor, chair of the Department, Dean and the Registrar’s Office. Grades of "W" stay on your transcript. There is no guarantee, is essential. The very first time an instructor indicates you need to work on your writing, visit the Writing however, that you will be able to claim a seat to repeat the course.

Definitions of Academic Dishonesty

1. CHEATING—Using/Attempting to use unauthorized materials in any academic exercise. In addition to the most obvious form of cheating, this also means that students are NOT allowed to submit substantial portions of academic work (like papers) for credit for different classes without permission. So, a student cannot turn in a paper that he/she has written for another class without getting permission from BOTH faculty members.

2. FABRICATION— Intentional/Unauthorized falsification or invention of information in any academic exercise. Additionally, students may not alter/resubmit returned academic work without letting the instructor know.

3. FACILITATION—Intentionally/Knowingly helping or attempting to help another to commit an act of academic dishonesty. For some instructors, that is as simple as allowing students to work on homework together. We suggest you find out from your professors what is acceptable with respect to group work and homework.

4. PLAGIARISM—Intentionally/Knowingly representing the words/ideas of another as one’s own. Students tend to have difficulty with the concept of paraphrasing. Another area of confusion is what is considered “common knowledge.” If you are unclear about these concepts, talk with your professor.
ADVISING AND REGISTRATION INSTRUCTIONS

To schedule and advising appointment: Read the information on this page and submit the online advising application.

The Theatre Major has mandatory advising each semester. We have a dual advising system within the College of Arts and Humanities: College Advisors advise students on general education course requirements (CORE) and the academic departments advise for the major. Your account on Testudo will tell you which advisors (college or major) you need to see each semester. You will not be able to register until your advising blocks are removed. Be sure to make your advising appointments well in advance of your registration date. Do not expect to be accommodated at the last minute. Other blocks might include: financial (speak with the Bursar's Office), math or English (talk to your ARHU advisor), immunization (contact the Campus Health Center).

Advising and Registration Instructions

1. Check your progress toward completing your Theatre requirements on Degree Navigator and on the Suggested Course of Study page.

2. First semester students are required to complete an academic plan with their Theatre advisor before meeting with their College advisor. They should plan their advising appointment early enough to give them time to meet with both advisors before their registration date. Check the ARHU website for information about the academic plan.

3. Before your advising appointment, you must complete an Undergraduate Schedule Request Form. You may print the form in the Addendum, or you may pick up a copy from the bulletin board outside the Theatre Main Office. List all theatre courses you plan to take, including supporting course work.

4. Check the Schedule of Classes in Testudo (https://ntst.umd.edu/soc) to verify that the classes you plan to take are being offered this semester and use Venus on Testudo to create an updated schedule based on courses that have seats available.

5. Schedule an advising appointment by going to the Advising Page in the Undergraduate part of the website. Click on your Advisor's name at the bottom of the page; complete and submit the web form. We ask you to give us 2-3 days notice when submitting the form so that we can respond. Choose an advising date about a week before your Registration Appointment to ensure that you are working with current seat numbers and yet still have enough time to advise with another major or the College. We strongly advise that you not wait until the last minute, as we will not be able to accommodate you.

6. When you meet with your Advisor, your advising block will be removed and you will be given permission stamps for courses that require them.

7. Once you have met with your Advisor(s) you will need to go to Testudo to register for your classes or register in-person at 1130 Mitchell Building.
ADVISING AND STUDENT RESOURCES

Academic Achievement Programs  http://www.aap.umd.edu/
Degree Navigator  http://www.testudo.umd.edu/dnentry.html
Learning Assistance Service  http://www.counseling.umd.edu/LAS/
Returning Students Program  http://www.counseling.umd.edu/LAS/html/returning_students.html
Tutoring Resources  http://www.inform.umd.edu/EdRes/tutor.html
Office of Multi-Ethnic Student Education  http://www.omse.umd.edu/
Academic Integrity  http://www.studenthonorcouncil.umd.edu/code.html
Career Center  http://www.careercenter.umd.edu/
College of Arts and Humanities Advising  http://www.arhu.umd.edu/undergraduate/advising
CORE  http://www.ugst.umd.edu/core/
Equity and Diversity  http://www.umd.edu/diversity/
Education Abroad  http://www.international.umd.edu/studyabroad/
Testudo  http://www.testudo.umd.edu/
Theatre Library Guides
  Fundamentals courses web guide:  http://www.lib.umd.edu/PAL/theatre_fundamentals.html
  Theatre Guides:  http://www.lib.umd.edu/guides/theatre.html
  Play Reviews:  http://www.lib.umd.edu/guides/play_reviews.html
  Play Locator:  http://www.lib.umd.edu/guides/play_locator.html
  Undergraduate Catalog:  http://www.umd.edu/catalog/index.cfm
The Writing Center:  http://www.english.umd.edu/academics/writingcenter
ADVISING SYLLABUS
Theatre Major/Double Major

Advisor  
Susan Miller, Coordinator of Student Services & Academic Advisor  
301.405.6694  smille13@umd.edu  2808 Clarice Smith Center

Advisor  
Faedra Carpenter, Director of Undergraduate Studies, Theatre  
301.405.6246  fcarp@umd.edu  2815 Clarice Smith Center

Appointments  Advising questions, adding a major, transfer or degree reviews are handled by appointment only. Students who are 10 minutes late will be asked to reschedule. Students who miss appointments will not have priority in rescheduling.

Walk-Ins  Walk-In hours are for signatures and electronic stamps only. Dates and Times are posted on office bulletin boards.

Resources  
Undergraduate Catalogue: http://www.umd.edu/catalog/  
ARHU Student Resources: http://www.arhu.umd.edu/studentresources/index.html  
Testudo: http://www.testudo.umd.edu/  
Degree Navigator: http://www.testudo.umd.edu/dnentry.html

Academic Advising Description/Definition

Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004)

In Theatre, mandatory advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the Maryland campus. Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes and outlining the steps for academic achievement. This advisor/student partnership is built over the students’ entire educational experience at the university and has clearly outlined responsibilities to ensure its success.

Advisor Responsibilities

You can expect your advisor to:

• Understand and effectively communicate Theatre degree requirements and university policies;
• Assist in course and degree planning;
• Provide a safe, respectful, and confidential space to ask questions;
• Serve as a contact for campus resources and information;
• Discuss your interests and concerns as a UMD student;
• Assist and support you in making course and major decisions;
• Provide resources and referrals;
• Maintain confidentiality in accordance to the FERPA laws;
• Be accessible for advising both in person and through email.
• Assist students in developing relationships with Theatre instructors.
Advisee Responsibilities

In order to be successful, advisees are expected to:

- Regularly check and read your email for important announcements and policy information.
- Schedule their registration advising appointment on a timely basis each semester
- Come to each appointment prepared with questions or materials for discussion
- Ask questions if you do not understand an issue or have a specific concern
- Keep a personal record of your progress toward meeting your goals and organize official documents in a way that enables you to access them when needed.
- Complete all assignments or recommendations from your advisor – especially those in regard to required benchmarks and other academic criteria
- Gather all relevant decision-making information
- Clearly articulate your goals with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for decisions and actions (or inactions) that affect your educational progress
- Be proactive in checking Degree Navigator to keep track of your academic progress
- Complete your College advising plan as required

Expected Student Learning Outcomes for the Academic Advising Experience

Through the academic advising experience in Theatre:

- Students will demonstrate the ability to make effective decisions concerning their degree and career goals
- Students will develop an educational plan for successfully achieving their goals and select courses each semester to make progress toward fulfilling that educational plan
- Students will identify and utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals
- Students will be able to accurately read and effectively utilize a degree audit in their educational planning
- Students will graduate in a timely manner based on their educational plan

Demonstrating Your Achievement of Learning Outcomes

In order for the advisor and advisee to accurately measure and document that the student has achieved the learning outcomes for academic advising, the partners will develop an on-going portfolio of advising work. This portfolio will consist of a variety of documents including: basic contact information and a UM email address, the 4-year educational plan, the Departmental Curriculum Form, academic transcript(s), email correspondence, collaborative work based on various campus referrals, and a variety of documents that the advisor and advisee will develop together to demonstrate the achievement of these outcomes.

Assistance With Issues Involving Disabilities

The University of Maryland is dedicated to providing equal opportunity and access for every student. Students with disabilities are encouraged to contact Disability Support Services at www.counseling.umd.edu/DSS/ to explore the campus resources available.
AUDITIONING TIPS

Although the Theatre Major does not require an audition; some performance area courses require auditions. These course auditions are usually held in the weeks prior to the beginning of the preregistration period. Auditions for main-season productions are typically held sometime during the middle of the semester - also before registration begins. Because we build our shows and students register for credit, main-season shows are auditioned in the semester prior to the production. Fresh Produce productions are student (undergraduate or graduate) produced and directed projects. All auditions, which are open to all members of the campus community, are announced in the undergraduate newsletter, the website calendar and on the Callboard. For all auditions, students must sign up for an audition time.

General Tips on Auditioning:

- Always be professional in your manner and dress
- Be sure to introduce yourself and announce your audition piece
- Select a piece in your age and range
- Select from a contemporary play and not a book of monologues or original work
- Although much of the literature available might be controversial or have explicit language - these may not be appropriate as audition pieces
- Beware of works that may be too challenging to showcase you best (Shakespeare)
- If you are required to move - dress appropriately

Advice on Auditioning by Mitchell Hébert

- Many students ask what they did "wrong" at an audition—based on their not being called back or cast. You can give a great audition and not be called back. There are issues of "type" and being "right" for the part.
- The only thing you can do "wrong" at an audition is not share your authentic self with the director and others in the room. It is so important to make the audition about sharing yourself and your work and not about a validation of you or your work. Directors cast confidence as much as anything.
- Unless your character is talking to the audience, don’t make the director your scene partner. Look just to left or right of the director at your eye level. Don’t use any empty chair as your scene partner
- Bring a typed resume; no one wants to try to decipher your handwriting. It also speaks positively about your focus and professionalism if you have the "tools" of the audition with you. A photo, while not strictly a requirement here, is helpful as well. It helps the director remember you.
- Finally, ask yourself these questions: "How did I prepare for the audition? Did I practice my breathing? Did I take some quiet time when I got to the audition to focus or did I gab in the hall? Did I read the play? When did I learn my audition material? How long and in how much detail did I work on it?" It makes a difference.

Auditioning Tips from a Guest Director

- If the director gives you a choice to make, make it. If they give an adjustment, listen and take it.
- Never apologize for anything at the end of an audition.
- If you are called back, familiarize yourself with the material. Be able to answer questions about a scene or character.
- Never put your address or social security # on your resume. You never know where these wind up.
- In the choice of audition pieces, steer away from the sexual, the scatological and the violent.
- Have a title for your piece and an author. Know how to pronounce names and words.
- The ability to walk on the stage and take it with confidence is a big part of the audition.
- It’s OK to take a moment of time to focus before you audition.
- Don’t ask the director "when will we know." Ask the stage manager or the person at the front desk.
- If there is a multi-day audition, don't wait until the last day. This sends the signal that you leave everything to the last minute.
- Finally, if you have the presence of mind after you finish – thank your reader. They help you more than you know, and they are volunteering their time.
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<td>Gender and Performance</td>
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<td>Foundations of Acting and Performance</td>
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<td>Text and Context in Western Theatre</td>
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<td>American Musical Theatre and Popular Culture</td>
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<td>Introduction to Stage Management</td>
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<td>Voice for the Actor I</td>
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<td>Acting: Character Development</td>
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<td>Actors Process I</td>
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<td>Special Topics in Intrm. Theatre and Performance</td>
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<td>Play Directing I</td>
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<td>Alexander Technique</td>
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<td>Scenic Design I</td>
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<td>Stage Property Design</td>
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<td>THET 373</td>
<td>Rendering for the Theatre</td>
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<td>Lighting Design I</td>
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<td>Sound Design</td>
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<td>THET 383</td>
<td>Costume Design I</td>
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<td>THET 384</td>
<td>Stage Costume Construction II</td>
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<td>THET 399C</td>
<td>Make 'em Laugh: Acting in Comedy</td>
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<td>THET 408</td>
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<td>THET 411</td>
<td>Voice for the Actor II</td>
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<td>THET 420</td>
<td>Acting IV: Language and the Actor</td>
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<td>THET 424</td>
<td>Movement II: Advanced Studies in Movement</td>
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<td>THET 425</td>
<td>The Actor’s Process II</td>
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<td>Course Code</td>
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<td>THET 428</td>
<td>Special Topics in Adv. Theatre and Performance</td>
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<td>THET 429</td>
<td>Actor's Studio</td>
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<td>THET 430</td>
<td>Directing II: Working with Actors</td>
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<td>THET 435</td>
<td>Advanced Costume Construction</td>
<td>Irregular</td>
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<td>THET 451</td>
<td>Musical Theatre Workshop I</td>
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<td>THET 452</td>
<td>Musical Theatre Workshop II</td>
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<td>THET 457</td>
<td>Lighting Technology</td>
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<td>THET 464</td>
<td>Design Studio Costume</td>
<td>Irregular</td>
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<td>THET 465</td>
<td>History of Fashion for the Theatre</td>
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<td>THET 469</td>
<td>Special Topics in Costume Construction (proposed)</td>
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<td>THET 470</td>
<td>Advanced Stagecraft</td>
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<td>THET 471</td>
<td>Design Studio in Scenery</td>
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<td>THET 472</td>
<td>Scene Painting</td>
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<td>THET 473</td>
<td>Rendering for the Theatre II</td>
<td>Irregular</td>
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<td>THET 474</td>
<td>Stage Management</td>
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<td>THET 475</td>
<td>History of Art, Architecture, and Décor</td>
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<td>THET 477</td>
<td>Design Studio in Lighting</td>
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<td>THET 480</td>
<td>Audio Technology</td>
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<td>Theatre Graphics II</td>
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<td>THET 482</td>
<td>Scene Painting II</td>
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<td>THET 485</td>
<td>History of Theory Before Modernism</td>
<td>Irregular</td>
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<td>THET 486</td>
<td>History of Modern Theory and Performance</td>
<td>Irregular</td>
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<td>THET 487</td>
<td>Postmodern Theatre and Performance</td>
<td>Irregular</td>
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<td>THET 488</td>
<td>Special Topics in Theatre History before 1800</td>
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<td>THET 489</td>
<td>Special Topics in Theatre History 1800 to Present</td>
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<td>THET 495</td>
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<td>THET 497</td>
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<td>THET 498</td>
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<td>THET 499</td>
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<td>THET 499B</td>
<td>Figure Drawing</td>
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**CURRICULUM REQUIREMENTS FALL 2009 +**

The Theatre Major offers a balanced, liberal arts education that integrates production, design and scholarship. Students gain a strong foundation in the theatre arts and have the opportunity to tailor the degree to their interests and strengths. Our curriculum addresses the following objectives:

- Embrace and enhance a liberal arts philosophy consistent with our School mission and that of the University
- Provide a broad spectrum of courses from which students can construct a major in theatre arts
- Organize requirements in a way that students may freely explore the discipline
- Give particularly capable students greater access to advanced professional training

All courses must be taken for credit - not pass/fail or audit. Students must attain a grade of C- or better.

55 credits (28 at the 300 or 400 level) distributed in the following way:

**Foundation Series:** (16 credits):

Students must complete THET 222, 223, either THET 116 or TDPS 201 by the time they reach 30 credits. These courses are restricted to majors, but non-majors may be given permission to register if seats remain available as of the first day of classes.

- TDPS 201 Introduction to Technical Production
- THET 116 Fundamentals of Design
- THET 222 Foundations of Acting and Performance
- THET 223 Text and Context in Western Theatre
- TDPS 479 Production Practicum. (1 credit hour; 4 total credit hours required. Positions must be completed in three different areas.)

**Area Menu:** (18 credits):

Area Menu courses provide advanced training in three areas: Performance, Design/Production, and History/Theory. Some courses require prerequisites or auditions. Other courses may be accepted with the permission of the Theatre Advisor.

*a. Performance Area* (3 credits):

NOTE: Courses marked with an * require auditions. Students may only audition twice for each course requiring an audition for enrollment.

- THET 210 Movement for Actors
- THET 310 Voice for the Actor I*
- THET 324 Character Development*
- THET 325 Actors’ Process I*
- THET 330 Play Directing I
- THET 360 Voice Archetypes*
- THET 362 Alexander Technique*
- THET 411 Voice for the Actor II*
- THET 420 Acting IV: Language and the Actor*
- THET 424 Advanced Studies in Movement for the Actor*
- THET 425 Actors’ Process II *
- THET 430 Directing II: Working with Actors
- THET 451 Musical Theatre Workshop I*
- THET 452 Musical Theatre Workshop II*

*b. Design/Production Area* (6 credits - 3 credits must be 300 or 400 level):

- THET 273 Theatre Graphics I
- THET 274 Introduction to Stage Management
- THET 282 Stage Makeup
- THET 284 Stage Costume Construction I
- THET 371 Scenic Design I
- THET 372 Stage Property Design
- THET 373 Rendering for the Theatre I
- THET 377 Lighting Design I
- THET 380 Sound Design
• THET 383 Costume Design I
• THET 384 Costume Construction II
• THET 435 Advanced Costume Construction
• THET 457 Advanced Lighting Technology
• THET 465 History of Fashion
• THET 470 Advanced Stagecraft
• THET 471 Design Studio in Scenery
• THET 472 Scene Painting I

• THET 473 Rendering for the Theatre II
• THET 474 Stage Management
• THET 475 History of Art, Architecture, and Décor
• THET 477 Design Studio in Lighting
• THET 481 Theatre Graphics II
• THET 482 Scene Painting II
• THET 483 Design Studio in Costume

**c. History/Theory Area (9 credits, 6 of which must be 400 level):**

• THET 250 American Musical Theatre & Popular Culture
• THET 290 Race, Gender & Ethnicity in American Theatre
• THET 291 American Theatre II
• THET 293 Black Theatre & Performance I
• THET 294 Black Theatre & Performance II

• THET 388 Special Topics in Performance Studies
• THET 488 Special Topics in Theatre History before 1800
• THET 489 Special Topics in Theatre History 1800 to the Present

All seminars offered at the 400/600-level require undergraduate students to obtain permission from the instructor and to complete either THET 488 or 489 successfully.

• THET 408/608 Seminar: Theory & Performance Studies
• THET 410/610 The American Theatre
• THET 485/685 History of Theory Before Modernism
• THET 486/686 History of Modern Theory & Performance
• THET 487/608 Post Modern Theatre and Performance
• THET 498/698 Seminar: Theatre History

**Supporting Courses: (21 credits - 12 credits must be THET courses and 15 credits must be 300 or 400 Level)**

Supporting course credits may come from the Performance, Design/Production, or History/Theory menus OR from any of courses listed in the Supporting Courses Menu (see theatre website) OR any combination of the four menus (Performance, Design/Production, History/Theory, and Supporting Courses).
CURRICULUM REQUIREMENTS 2005-2009

The Theatre Major offers a balanced, liberal arts education that integrates production, design and scholarship. In this curriculum, students gain a strong foundation in the theatre arts and have the opportunity to tailor the degree to their interests and strengths. Additional advanced coursework is designed to prepare students for their next step -- whether it is into graduate school, the profession, or another field entirely.

Our curriculum addresses the following objectives:

- Embrace and enhance a liberal arts philosophy consistent with our departmental mission and that of the University
- Provide a broader spectrum of courses from which students can construct a major in theatre arts
- Reorganize the requirements so that students may more freely explore our discipline
- Give particularly capable students greater access to advanced professional training

What is different about our curriculum?

- The Fundamentals courses provide a broad base of knowledge to build on and explore the intersections between the Areas
- The Fundamentals Project encourages a student to evaluate the area(s) he/she would like to focus on
- Students do not align with a specific “Track” and may create their own focus within the Areas
- A variety of courses are offered in the Areas encouraging students to explore the breadth and depth of the field
- Students are encouraged to take advanced course work

BA in Theatre Requirements

55 credit hours of course work

27 credit hours must be at the 300-400 level

No grade less than "C" (2.0) may be applied toward the major (including Supporting Courses)

No course for the major may be taken as Pass/Fail or Audit (including Supporting Courses)

Students must complete 4 of the 5 fundamentals courses before starting course work in the Area Menus. Fundamentals that correspond to a specific Area are prerequisite to entering that Area Menu. In the listing below, all courses are three credits unless otherwise noted. Prerequisites are listed in the Undergraduate Catalog or the Schedule of Classes on www.Testudo.umd.edu. Courses listed in the Area Menu are ones that are regularly offered -- but not necessarily each semester. Other courses, which satisfy the requirement, will be announced as they are offered. Please note that some courses require prerequisites and auditions.

FOUNDATION SERIES: 19 credit hours required

Fundamentals courses may be taken in any sequence, but THET 112-116 must be completed by the end of the fourth semester with the grade of “C” (2.0) or better. To meet departmental Benchmarks, 4 of 5 Fundamentals must be completed in the first two semesters and all Fundamentals (including THET 288) must be completed by the end of the fourth semester. A conflict of time is not an acceptable excuse for not meeting Benchmarks.

THET 112 – Fundamentals of Performance
THET 113 – Fundamentals of Theatre History
THET 114 – Fundamentals of Theatre Craft
THET 115 – Fundamentals of Play Analysis
THET 116 – Fundamentals of Design
THET 288 – Fundamentals Project (4 of 5 fundamentals completed before registering -- must be taken in the 3rd or 4th semester)
THET 479 – Production Practicum (For many positions, THET 114 must be completed first) 1 credit hour; 3 total credit hours required [positions must be completed in three different areas]

AREA MENU: 21 total credit hours required

Area Menu courses provide advanced training in three areas: Performance, Design/Production, and History/Theory. Students must take courses from each Area as delineated below. Students may enter the areas in the third semester, after completing 4 of the 5 fundamentals courses and the appropriate prerequisites.

Performance Area: 6 credit hours required

*Courses marked with an “*” require auditions. Students may only audition twice for each course requiring an audition for enrollment. Please check prerequisites -- 200-level work is required before auditioning for 300-level and 300-level work is required before auditioning for 400-level courses.

THET 210 – Movement for Actors
THET 220 – Acting: Foundations *
THET 310 – Voice for the Actor I *
THET 411 – Voice for the Actor II *
THET 324 – Acting: Character Development *
THET 325 – Acting: The Acting Process Part I
THET 330 – Play Directing I
THET 420 – Acting IV: Language and the Actor*

THET 424 – Movement II: Advanced Studies in Movement for the Actor *
THET 425 – Acting: The Acting Process Part II *
THET 440 – Play Directing II
THET 451 – Musical Theatre Workshop I *
THET 452 – Musical Theatre Workshop II*

Design/Production Area: 6 credit hours required (some courses have prerequisites)

THET 273 – Theatre Graphics I
THET 282 – Stage Makeup
THET 284 – Stage Costume Construction I
THET 371 – Scenic Design I
THET 372 – Stage Property Design
THET 373 – Rendering for Theatre I
THET 377 – Lighting Design I
THET 380 – Sound Design
THET 383 – Costume Design I
THET 384 – Costume Construction II
THET 457 – Advanced Lighting Technology
THET 465 – History of Fashion

THET 470 – Advanced Stagecraft
THET 471 – Design Studio in Scenery
THET 472 – Scene Painting I
THET 473 – Rendering for Theatre II
THET 474 – Stage Management
THET 475 – History of Art, Architecture, and Décor
THET 477 – Design Studio in Lighting
THET 481 – Theatre Graphics II
THET 482 – Scene Painting II
THET 483 – Design Studio in Costume

History/Theory Area: 9 credits required (6 of which must be at the 400 level)

THET 250 – American Musical Theatre & Popular Performance
THET 290 – American Theatre 1750-1890
THET 291 – American Theatre 1890 - Present
THET 293 – Black Theatre & Performance I
THET 294 – Black Theatre & Performance II
THET 388 – Special Topics in Performance Studies
THET 488 – Special Topics in Theatre History before 1800 [prerequisite THET 113, required ; one 200/300 level theatre history course, recommended]
THET 489 – Special Topics in Theatre History from 1800 to the Present [THET 113, required ; one 200/300 level theatre history course, recommended] All seminars offered at the 400/600 level
require undergraduate students to obtain permission from the instructor and to complete either
THET 488 or 489 successfully. These courses are not regularly offered and undergraduates need to
take the 400-level version not the 600-level graduate course version.
THET 408/608 – Seminar: Theory & Performance Studies  THET 410/610 – The American Theatre
THET 485/685 – History of Theory Before Modernism
THET 486/686 – History of Modern Theory & Performance
THET 487/608 – Post Modern Theatre and Performance
THET 498/698 – Seminar: Special Topics in Theatre History

**SUPPORTING COURSES: 15 credit hours**

Supporting course credits may come from the list below OR from any of the courses listed in the
Performance, Design/Production, or History/Theory Menus OR any combination of the four menus
(Performance, Design/Production, History/Theory, and Supporting Courses).

In addition, students may petition to their advisor for other suitable courses to be used.

When selecting Supporting Courses, remember that 27 credits must be completed in Upper Level
(300/400) courses -- a student will only be able to take one or two at 100-200/level.

Courses in other Departments may not be offered every semester or even every year. For
Prerequisites - Contact the Department that is offering the course or check Testudo.

| ARTH 200 - Art of the Western World to 1300 | ENGL 434 – American Drama |
| ARTH 201 - Art of the Western World after 1300 | ENGL 450 – Renaissance Drama |
| ARTH 250 - African Art | ENGL 451 – Renaissance Drama |
| ARTH 275 - Pre-Columbian Art | LATN 301 – Plautus |
| ARTH 290 - Art of Asia | LATN 302 – Ovid |
| ARTT 100 - Two Dimensional Art Fundamentals | MUSC 480 through 485 |
| ARTT 110 - Elements of Drawing | MUSC Performance [up to 3 courses with permission] |
| ARTT 150 - Introduction to Art Theory | SPAN 424 – Drama of the Sixteenth Century |
| ARTT 200 - Three Dimensional Art Fundamentals | SPAN 436 – Spanish Baroque Drama |
| ARTT 334 – Elements of Sculpture | SPAN 437 – Spanish Drama of the Seventeenth Century |
| ARTT 353 – Elements of Photography | SPAN 456 – Nineteenth Century Drama & Poetry |
| ARTT 354 – Elements of Computer Graphics | SPAN 462 – Twentieth Century Drama |
| CLAS 374 – Greek Tragedy in Translation | SPAN 473 – Latino Drama |
| CLAS 375 – Ancient Comedy | THET 286 or 386 -- Experiential Learning [up to 6 credits] |
| DANC 482 – History of Dance I | THET 286/386 Experiential Learning [up to 6 credits] |
| DANC 483 – History of Dance II | THET 406/606 – Teaching Basic Theatre |
| DANC 210 – Dance Production [up to 3 courses with permission] | THET 429 – Actors Studio [up to 4 credits] |
| DANC Performance [up to 3 courses with permission] | THET 479 -- Theatre Practicum [up to 4 credits additional] |
| ENGL 205 -- Introduction to Shakespeare | THET 499/399/299 -- Independent Study [up to 6 credits] |
| ENGL 244 - Introduction to Drama | |
| ENGL 304 – Major Works of Shakespeare | |
| ENGL 305 -- Shakespeare & Contemporaries | |
| ENGL 403 – Shakespeare: The Early Works | |
| ENGL 404 – Shakespeare: The Later Works | |
CURRICULUM REQUIREMENTS FALL 2000 - SPRING 2004 AND BEFORE

Minimum Requirements: 53 Credits: 21 of which must be taken at the 300-400 level

Core Courses Required of all Majors - 31 credits

THET 110 Introduction to the Theatre
THET 111 Making Theatre: Art and Scholarship
THET 170 Theatre Craft I
THET 171 Theatre Craft II
THET 220 Acting I (was 120)
THET 279 Theatre Workshop I (1 credit)
THET 330 Play Directing I
THET 475 Period Style for the Theatre
THET 479 Theatre Workshop II (3 credits @ 1 each in different areas)
THET 490 Theatre History I
THET 491 Theatre History II

Design and Production Track - 12 credits

THET 273 Scenographic Techniques
THET 373 Rendering for the Theatre
And choose two (2) from the following:
THET 371 Scenic Design I
THET 377 Lighting Design I
THET 383 Costume Design I

Performance Track - 12 credits

THET 221 Voice for the Actor*
THET 320 Acting II*
THET 387 Fundamentals of Theatrical Design
And choose one (1) from the following:
THET 420 Acting III*
THET 430 Play Directing II
THET 474 Stage Management
*An audition is required for these courses.

Supporting Courses - 10 to 12 credits

Group I - Choose two (2) from the following:
ENGL 304 The Major Works of Shakespeare
ENGL 305 Shakespeare & Contemporaries
ENGL 403 Shakespeare: The Early Works
ENGL 404 Shakespeare: The Later Works
ENGL 434 American Drama
ENGL 450 Renaissance Drama I
ENGL 451 Renaissance Drama II
ENGL 454 Modern Drama
CLAS 374 Greek Tragedy in Translation
CLAS 375 Ancient Comedy
**Group II** - Choose courses from the following related areas (4-6 credits): ARTH ARTT DANC MUSC. After fulfilling the 10-12 credits of supporting courses, you may fulfill one Advanced Studies University CORE course requirement by taking: • an additional course from the list of supporting courses or • any 300-400 level course in the departments from which we draw our supporting courses.

**Curriculum Requirements prior to Fall 2000**

Minimum Requirements: 42 Credits: 21 of which must be taken at the 300-400 level.

**Core Courses Required of all Majors:**
THET 110 Introduction to the Theatre  
THET 111 Making Theatre: Art and Scholarship  
THET 120 Acting I  
THET 170 Stagecraft (now Theatre Craft I)  
THET 330 Play Directing I  
THET 475 Period Style for the Theatre  
THET 479 Theatre Workshop II (3 credits @ 1 each in different areas)  
THET 490 History of the Theatre I  
THET 491 History of the Theatre II

**Design and Production Track**
THET 273 Scenographic Techniques  
THET 375 Scenic Design I (now 371)  
THET 476 Lighting Design I (now 377)  
THET 481 (383) Costume Design I  
Additional 3-credit THET course

**Performance Track**
THET 221 Speech for the Stage* (Voice for Actors)  
THET 320 Acting II*  
THET 420 Acting III* or THET 430 Play directing II  
THET 375 (371) Scenic Design I or THET 476 (377) Lighting Design I or THET 481 (383) Costume Design I or THET 474 Stage Management or THET 499S (380) Sound Design  
Additional 3-credit THET course  
*An audition is required for these courses

**Supporting Courses (10-12 credits)**
ENGL 403 Early Works of Shakespeare or ENGL 404 Late Works of Shakespeare  
ENGL 434 American Drama or ENGL 454 Modern Drama  
Any ARTH or ARTT (1-3 credits) any MUSC (1-3 credits) any DANC (1-3 credits)

After fulfilling the 10-12 credits of supporting courses, you may fulfill one Advanced Studies course by taking:  
• an additional course from the list of supporting courses or • any 300-400 level course in the departments from which we draw our supporting courses.
**GAINING SPECIAL PERMISSION FOR REGISTRATION**

*Go to this page for valuable information: [http://www.arhu.umd.edu/undergraduate/advising/exceptions](http://www.arhu.umd.edu/undergraduate/advising/exceptions)*

**How do I get permission to exceed the credit limit?**

During early registration, the Registrar's office automatically blocks all students at 16 credits to allow all students to register for classes. During the schedule adjustment period of the given semester, students can then register for up to 19 credits. Students who wish to register for more than 16 credits during early registration and/or more than 19 credits during the registration process must meet with an advisor in the ARHU Office of Student Affairs. Permission for exceeding credit limits is not automatically granted; students should be prepared to discuss why they seek an exception and their preparedness for doing so. To schedule an appointment, call 301-405-2108.

**How do I get permission to exceed the repeat credit limit?**

Students are permitted to repeat up to 18 credits total and are permitted to repeat one specific course twice. Students who wish to exceed either of these repeat credit limits must meet with an advisor in the ARHU Office of Student Affairs. Permission for exceeding repeat credit limits is not automatically granted, students should be prepared to discuss why they seek an exception and their preparedness for doing so. To schedule an appointment, call 301-405-2108.

**How do I get permission to enroll at another institution?**

If you are selecting a university that is part of the Consortium of universities in the Washington, D.C. Metropolitan Area, then begin by familiarizing yourself with Consortium policies and procedures, select the courses you wish to take, pick up a Consortium form at the Registrar's Office in the Mitchell Bldg., bring the form and list of courses when you meet with an advisor in the ARHU Office of Student Affairs.

If you are seeking permission to enroll in another institution either within or outside of Maryland, then you should select the courses you plan to take, find out about how to enroll at the other institution, and check to see if the courses will transfer. If the courses do transfer then you need to come to the ARHU Office of Student Affairs to meet with an advisor (note: students must be sure to maintain the residency requirement). To schedule an appointment, call 301-405-2108.

If the course is not listed, then you need to pick up a "Permission to Enroll" form from the Registrar's Office in the Mitchell Bldg., take it to the appropriate academic department (i.e. a history course, the history dept.) along with the undergraduate catalog from the institution for which you are seeking permission to enroll. The departmental advisor will review the course description in the undergraduate catalog and determine whether or not the course will transfer. If it does, he/she will indicate so on the "Permission to Enroll" form, this form must then be taken to the ARHU Office of Student Affairs to meet with an advisor (note: students must be sure to maintain the residency requirement).

**How do I get permission to repeat a course for the third time?**

Permission to take a Theatre course for the third time is not automatically granted, in fact, it is very difficult to attain. The student must gain permission to register from the instructor, the School's Director, the Dean's Office and the Registrar's Office. Once the student has gained permission in writing from the instructor of the course, they need to schedule an appointment to meet with the Director. Specific justification with documentation is required for the Director's consideration. The student should bring this information to the meeting. If the Director consents, the student must petition to the Dean's Office for an exception by emailing to arhuexceptions@umd.edu
GRADUATION REQUIREMENTS

- Student must complete a minimum of 120 academic semester hours
- Students completing a double degree need to complete 150 academic semester hours
- Student must have a minimum grade point average (GPA) of 2.00 in all University of Maryland courses submitted for a degree
- You must take the final 30 credits of a degree program in residence on the College Park Campus
- You must be enrolled in the major program from which you plan to graduate when registering for the final 15 credits of the degree program
- Students wishing to complete two majors must have approval in advance from the appropriate deans. Necessary forms must be filed at least two semesters before the expected date of graduation.
- You must file a graduation application online on Testudo within the first ten days of the semester in which you plan to graduate.
- Theatre students will have a Senior Audit two semesters before they plan to graduate; this is done as part of the regular advising appointment.
**INTERNSHIP PROCEDURES**

**Theatre Internship Guidelines:**

**THET 286 Experiential Learning I (1-3 credits)**

- The student must have successfully completed the Foundations Series Courses (with the exception of THET 479) and have permission of their Theatre Advisor.
- The student must secure a Faculty Sponsor, qualified in the area of the internship. They register for the course under the section number of this Faculty Sponsor.
- The internship must be 30-60 hours of practical work for 1 - 3 credits of work.
- The student first discusses the guidelines for the work to be done and hours to be completed with the on-site supervisor.
- The student drafts a letter outlining the position tasks and number of hours (5-10/week) to be worked per week over the course of the term. The number of contact hours for the course is 45 - 135 hours; 45 hours/credit). This letter is an agreement in lieu of a work contract. This letter is signed by the internship supervisor and by the student; a copy is sent to the Faculty Sponsor.
- The student also meets with the Faculty Sponsor to discuss the guidelines of the work to be done, hours to be completed, and final project. An internship contract is completed and signed by both parties. This Contract outlines the terms for the course.
- The student completes a daily journal that documents the learning experience as well as the process and progress of the assignment after each scheduled work session. The journal documents hours worked and tasks completed. The student should answer these questions: What function am I filling? What is the point of the work I am doing? How does my work support the whole? What practical experience as a worker am I gaining? These entries should be typed and maintained in a 3-ring binder. The supervisor needs to review and sign the journal every two weeks, or at least three times during the six-week work schedule.
- The student constructs and maintains a pictorial log and chronicles the work progress during the six-week schedule. This can contain: photographs, brochures, projects worked on, copies of work completed. The log represents the work performed and will be evaluated by the Faculty Sponsor at the end of the term.
- The final project is in lieu of a final exam. The details are to be determined by the Faculty Sponsor and student at the initial meeting. This project may be a research paper, presentation to Theatre students, design portfolio or another project deemed acceptable by the Faculty Sponsor.

For **THET 386 Experiential Learning (3-6 credits)**

- The student must have Junior or Senior standing, and Permission of their Theatre Advisor.
- The student must secure a Faculty Sponsor for their internship. This Sponsor may be a TA or Adjunct Faculty if they are qualified in the area of the internship.
- The student must provide the Sponsor, prior to their first meeting, a summary of the internship, their responsibilities, hours, and contact information for the Site Supervisor.
- Student must meet with the Faculty Sponsor to establish the preliminary guidelines for the internship, and sign internship contract.
- Student must register for the internship using the section number of the Faculty Sponsor.
- At the end of the internship, the student must meet with the Faculty Sponsor for evaluation.
- The student must produce a culminating project as established by Faculty Sponsor during the initial meeting. The project and internship work must be intricate enough to merit 3 credits of 300 level course work. (Normally a paper, but could also be presentation, journal, performance or otherwise approved project.)
University Guidelines for 386 Internships:

- Completion of a minimum of 56 credits including 12 credits earned at UMCP
- Completion of a minimum of 3 credits in the Department awarding the 386 credit
- Approval of learning proposal by the departmental faculty sponsor/college internship coordinator
- A 2.5 minimum GPA (can be waived with departmental permission)
- A 386 course can be taken only once in any given Department
- No more than one 386 course can be taken any given semester
- Only the work hours completed during the semester earning credit will be counted toward total hours for credit.
- The number of work hours required per credit is the same for summer, spring, and fall semesters.
- Credit will be awarded only for the semester in which students are actually working at their site.
- A maximum of 12 credits of a 386 course-work can be earned toward the completion of a degree.
- Credit hours awarded based on a 15 week semester: 3 credits = 135 total hours 4 credits = 180 total hours 5 credits = 225 total hours 6 credits = 270 total hours

Supervisors Guidelines:

- After speaking with the student and agreeing to be the faculty sponsor, make initial contact with the on-site supervisor.
- Meet with the student to go over the internship guidelines and sign the internship contract. Give a copy of the contract to the Coordinator of Student Services to file in the student's file.
- Arrange to have the THET 286 or THET 386 section set up - if needed.
- Contact the on-site supervisor at the end of the internship to get a progress report.
- For THET 286 review the Daily Journal and Pictorial Log/Chronicle
- Collect (or view) and grade the final project.
- Submit the student's final grade.
POLICIES ON TICKETING, REFLECTORS, NEWSLETTER AND LOCKERS

Majors Complimentary Tickets

Complimentary tickets are available to theatre majors and double majors on a first-come basis. A set number of comps are held for each performance of the run of each main season show. Majors may request tickets beginning the day two weeks prior to opening - until the day one week before opening. After that, the remaining tickets will be released for sale. Students must be currently registered and a declared major to be on the eligibility list.

Undergraduate Reflector

The undergraduate email reflector is comprised of all current Theatre Majors and Double Majors. This reflector was set up to send the weekly newsletter. Only the administrative staff has permission to post to this reflector. All Students and Faculty may submit notices for consideration. With approval, they will be sent out on the reflector or in the weekly e-newsletter.

Weekly E-Newsletter

If you would like to submit an item for the bi-weekly Theatre Majors E-Newsletter, please go to the submission form on the web or email smile13@umd.edu. The deadline is 4:30 PM on Thursday for Friday’s newsletter. Newsletters are sent bi-weekly during the fall and spring semesters but on an as-needed basis during winter and summer terms.

Lockers

Theatre has two rows of lockers for the use of students in the School. To reserve a locker, select a number that is open and fill out the Request Form found in a pocket folder at the Reception Area bulletin board and turn in at the Main Office (PAC 2806). Your locker will be confirmed when you place a lock on it. Student lockers must be vacated by the end of the academic year (last day of classes in spring term), or the last day of classes in the fall term for students not returning for the spring semester. Locks must be taken off and lockers cleaned out totally; items left behind will be donated to charity.
PROGRAM BIOGRAPHY SUBMISSION

All submissions should be sent to tdps@umd.edu

There are three categories - Undergraduate students are always in the first:

1. Undergraduate performers; crew members (graduate or undergraduate)
2. Graduate Student designers, Coaches, Performers
3. Faculty and Guest Artists

1. All undergraduate student performers; grad and undergrad assistant designers, stage managers, assistant directors, crew members, etc.

Your biography can be no more than 40 words and must follow the format demonstrated on the email call for bios. You are responsible for correctly spelling all included information. Please note that shows listed under the Kogod and Kay should be main-stage Theatre productions only; other shows that happen to be in that venue should be listed as Other UM Productions. Include only fully realized productions, we do not include scene work in the bios. List your productions in reverse chronological order.
The Clarice Smith Performing Arts Center is designed for multiple units and multiple functions. The building's open floor plan that encourages these interactions requires an increased awareness for safety and security. The Department of Public Safety has installed cameras in and around the building. Campus phones are located throughout the building and can be used to call for assistance, request an escort or report suspicious persons or behavior to the DPS. Blue emergency phones are located outside the building in the Music courtyard, Dance courtyard, Theatre Courtyard, at the loading dock in the rear of the building and at the drop off circle in the front of the building. There is one by the parking garage and one at the traffic circle.

Building hours are 7 AM to 11 PM. On weekends the front lobby doors and the Prince Georges County entrance are the only doors open. Card readers give access to authorized users after hours. Theatre faculty, staff and currently registered students may gain access by swiping their ID card; fill out a Request Form to have your cared activated, and turn it in at the Reception Office. *Never prop doors open.*

The few thefts in the building have mostly been from lockers. Be sure to purchase a sturdy lock for your locker. Always secure rooms, labs, and storage facilities when you leave.

- Your personal safety is important to us!
- Avoid being in the Center alone
- Keep track of your personal belongings - do not leave them unattended
- Take advantage of the campus escort service when exiting at night

**Important Phone Numbers**

Fire-Police-Rescue-EMS: 911 or 301.405.3333 (#3333 from your cell phone)

Police Escort: 301.405.3555

Call-a-Ride: 301.314.2255
SCHOLARSHIPS
Creative and Performing Arts Scholarships (CAPA)

Theatre has 17 awards, which are equivalent to full in-state tuition and mandatory fees. They are granted to outstanding theatre majors with exceptional academics and outstanding acting or design/production talent. CAPAs may be renewed for up to eight semesters. These scholarships are used for recruitment purposes. The School hosts spring auditions for incoming freshmen; applicants must have been accepted to the University of Maryland or qualify with a 3.30 High School GPA and 1700 SAT score. Scholarships not accepted are then auditioned to current students. Qualifying students must carry a 3.00 cumulative GPA and be registered as a full-time (12 credits) Theatre Major. For additional information, see the instructions in the addendum. CAPA Scholars must follow the CAPA guidelines for the year of their award.

Smith Family Excellence in Theatre Awards (SETA)

At this time, Theatre can offer up to eight awards. These are also equivalent to full in-state tuition and mandatory fees, but they are granted for one year with a possible one-year renewal. SETA awards are also granted to outstanding theatre majors with exceptional academics and outstanding acting or design/production talent in a fall semester audition. Applicants must have a 3.00 GPA and be a registered full-time Theatre Major. When able, the School is able to grant one SETA Out-of-State Award. This award is granted to a Theatre CAPA student from outside the state of Maryland who is deemed worthy by the School's Scholarship and Awards Committee. Renewal of this award is conditional on the Committee’s approval. In addition, when able, the School may grant two SETA Commencement Awards at the amount of $2,000 to outstanding graduating Theatre Majors.

Theatre Scholarship Award Funds

This included the Theatre Patrons Fund awards $2000 one-time grants to full-time Theatre majors actively participating in the theatre program. Awards are based on service to the Theatre Program. Up to eight scholarships may be awarded at the beginning of each semester, depending on the financial strength of the fund. Applications and instructions are included in the Addendum. Also included:

Dean and Mrs. Charles Manning Scholarship Award
Nancy Law Theatre Scholarships
Smith Partnership for Excellence in the Performing Arts
Robert and Clarice Smith Endowed Student Support
Robert and Clarice Smith Theatre Scholarship
Ronald T. O'Leary Memorial Fund Award
Dan and Patsy Mote Scholarship

Terry Margolis Dunlap Memorial Drama Scholarship Award
The Cora and John H. Davis Performing Arts Scholarship
The George and Ruth G. Tretter Performing Arts Fund
Friedgen Family Endowed Scholarship in Theatre
Mulitz-Gudelsky Award

Non-Departmental Scholarships for Performing Arts Students

Arundel Mills Scholarship
Jessica Nan Katz Memorial Fund
Stringer Foundation Scholarship Fund
The Lucille J. Oosterhous Creative Arts Memorial Fund

The College of Arts and Humanities scholarships: http://www.arhu.umd.edu/undergraduate/financial/scholarship
SMITH FAMILY STUDENT ASSISTANCE FUND

The generosity of the Robert and Clarice Smith Family has made available a contingency fund for undergraduate theatre majors in need of financial assistance. When money is available, this fund may be used to assist students in crisis or may be used to support special projects for students in need. The fund is administered by the School’s Scholarship and Awards Committee and disbursed directly to the student's UMD account. Examples of how the funds may be used include: assisting a Theatre major with tuition and board in time of un-anticipated financial hardship, underwriting tuition for curriculum enhancement, assisting with the expenses of a special project. Students on full scholarship by the University of Maryland are not eligible. Funds will be granted on a one-time basis.

To apply for funding, a student must:

- Be a Theatre major
- Be in good academic standing (2.00 or greater)
- Registered as a full-time student for the semester of application
- Demonstrate need
- Check with the Financial Aid Office to make sure funds will not impact their current financial aid package

To Apply:

1. Send a letter of request (2 page maximum) to the Scholarships and Awards Committee (c/o the Undergraduate Director)

Include in the letter:

- Name and contact information
- Purpose of the request (brief explanation of need)
- Amount of the request
- Statement of impact (how would this award make a difference in your educational plans)

2. Obtain a one-page letter of support from a Theatre faculty member – to be sent directly to the Scholarships and Awards Committee (c/o the Undergraduate Director).

If you have any questions, please contact your Theatre Advisor.
### SUGGESTED COURSE OF STUDY IN THEATRE

#### First Year
- TDPS 201 Introduction to Technical Production **3 Credits**
- THET 116 Fundamentals of Design **3 Credits**
- THET 223 Text and Context – Recommended **3 Credits**
- THET 222 Foundations of Acting and Performance- Recommended **3 Credits**
- TDPS 479 Theatre Practicum (TDPS 201 is a prerequisite) **1 Credit**
- Optional: THET 210, 310, 273, 284, 285, 373

**TOTAL = 13 Credits**

****30 CR Benchmark: THET 222, 223 and either THET 116 or TDPS 201

#### Second Year
- THET 116 or TDPS 201 if not completed in the first year
- 2xx or 3xx Theatre History **3 Credits**
- 2xx or 3xx Performance Course **3 Credits**
- 2xx or 3xx Design Course **3 Credits**
- 3xx Supporting Course **3 Credits**
- TDPS 479 Theatre Practicum **1 Credit**

**TOTAL= 13 Credits**

**** 60 CR Benchmark: TDPS 201, THET 116, 222, 223, a total of 2 THET 479’s, 12 Credits Area & Supporting Courses

#### Third Year
- 4xx History Theory Course **3 Credits**
- 3xx Design Course **3 Credits**
- 2xx or 3xx Supporting Course **3 Credits**
- 2xx or 3xx Supporting Course **3 Credits**
- 3xx or 4xx Supporting Course **3 Credits**
- 3xx or 4xx Supporting Course **3 Credits**
- TDPS 479 Theatre Practicum **1 Credit**

**TOTAL= 16 Credits**

****90 CR Benchmark: 3 479’s and 27 credits of Area and Supporting Courses

#### Explanation of TDPS 479

Current course administrator:
Cate O’Brien Barger – Production Coordinator
cbarger@umd.edu
301.405.1623
PAC 1920A

**TOTAL CREDITS FOR DEGREE = 55 (28 Upper Level)**
Theatre Majors who entered the University of Maryland under a prior set of curriculum requirements were required to take THET 279. This course is no longer offered; it can be considered equivalent to THET/TDPS 479 for purposes of graduation clearance.

TDPS 479 is a graded course in a specified practical aspect of mounting a theatre production. It is a hands-on, purely laboratory experience. The intent of repeating this course is to experience and learn a different skill set in the production process. Students are required to repeat this course 3 or 4 times (check with your advisor to determine which number applies to you) in 3 different production areas. Acting, directing, and dramaturgy are not considered "production areas" under this course. They are covered under different course numbers.

Types of 479 positions

There are three categories of TDPS 479 available. One first covers all projects directly involved in public performances. This includes jobs such as Sound Board Operator, Wardrobe Crew, Follow Spot Operator, etc. Which positions are available and the number of positions will vary depending on each show. These positions primarily involve nights and weekends and coincide with the tech rehearsals and performances of the production (approximately 3 weeks). These positions are project based and are considered complete when the show has closed. Each position is worth 1 credit.

The second category covers pre-performance construction and installation of the technical production elements. This includes such jobs as carpenter, scenic painter, costume construction and electrician. These positions primarily involve regularly scheduled weekday hours in a specific production shop. These hours will be scheduled around the student's class schedule. These positions are hours based and are considered complete when the designated numbers of hours (40) has been completed. Each position is worth 1 credit. *Occasionally the shops offer “Fire Sale” positions, which occur during the last full week before the beginning of the fall and spring semesters. In this case all 40 hours would be worked in one week. It is at the shop’s discretion to offer these positions. You should not assume that a Fire Sale opportunity will be available!*

The third category covers specialty positions that require additional knowledge and commitment. This included jobs such as Stage Manager, Designer, Master Electrician, Audio Technician, etc. Each position is worth 1-3 credits based on scope and size of the position.

Grading for 479

Grading is done by the course administrator, with input from the production area supervisor (who may be a Center staff member), an advanced student (such as a stage manager), and others involved as appropriate. The presumed grade is a B and is based on timely attendance at calls and successful completion of assigned tasks. This may be reduced through tardiness, the need for repeated correction, or other indicators of inattention and poor learning. It will be increased for improved speed and accuracy in completing assigned tasks, taking on responsibility appropriately, and assessing and correcting problems, or other indications of superior learning.

Prerequisites for 479

Registering for TDPS 479 is only by permission of the course administrator. All 479 positions assume a basic familiarity with the production shop area involved. Successful completion of the TDPS 201 shop pod is prerequisite to a 479 in that area. Taking a 479 position in a different area requires either a) approval from the area that you have demonstrated the requisite prior experience, or b) successfully completing that shop pod after passing TDPS 201. The latter does not require re-taking TDPS 201; only joining the appropriate pod, space permitting.
How to Sign Up for 479

At the end of each semester a TDPS 479 sign up meeting will take place to assign positions for the following semester. All students interested in signing up for 479 should attend. If you are unable to attend please contact the course administrator.

Before registering for TDPS 479, students must sign a contract for a specific assignment with the course administrator. Remember: When you sign a contract you are making a commitment to execute a specific task. You are responsible for seeing the job to completion and many people are counting on you. Do not sign up for 479 unless you are absolutely sure you will be able to fulfill your obligation. One unexcused absence will result in the lowering of a student’s grade by one letter grade, and two unexcused absences will result in failure.

Once the contract has been completed and signed by the student, the course administrator and the shop supervisor (if necessary), the student will be given an electronic stamp. The student must then register for the course before the add/drop date of the semester in which the work will be completed. The section number needed for registration is located on the contract.

How to Sign Up for TDPS 479 - After the Schedule Adjustment Period Ends

TDPS 479 can only be added after the Schedule Adjustment Period has ended IF the contract was signed after that date. To add a course after this final add/drop date email the Susan Miller, Coordinator of Student Services with the exact details of your TDPS 479. Students whose Primary Major is not Theatre (double majors) please see your Primary Major college advisor on steps how to late add a course. Late registrations must be completed by December 15 in the fall semester or May 15 in the spring. After those dates, the School will not give permission to register. Registration for prior semesters is not permitted.

TRANSFER STUDENTS

Guidelines for transferring Non-Theatre Courses from another College or University

Check your transfer credit evaluation as early as possible. Don’t assume a transfer course meets a requirement unless you have been given course equivalency through the transfer credit office. Consult with an advisor in the College of Arts and Humanities Office of Student Affairs located at 1120 Francis Scott Key Hall and be sure to get a copy of advising records showing how transfer credits will be applied to CORE requirements. Don’t wait to seek changes or adjustments to any transfer evaluations that you may question. You may be asked to provide materials from the course for additional review. To determine whether or not a specific course is transferable, check the Transfer Credit Center (http://www.tce.umd.edu/) or call the Registrar’s Office at 301-314-8240. Special transfer agreements apply for students transferring from a Maryland public 2-year or 4-year institution. These agreements ease the transition between the institutions. Please refer to "Maryland Higher Education Commission Transfer Policies” in the Undergraduate Catalog.

Guidelines for Transferring Theatre Courses from Another College or University

There are some courses, which are generally accepted for credit without doing an analysis of course content. For example, the Department of Theatre will generally accept any accredited institution’s Introduction to Theatre course as equivalent to THET 110. Although it satisfies a University CORE requirement, THET 110 is no longer a requirement in the New Theatre Curriculum.

Our Foundation Series is unique in concept and is the critical basis for our Theatre curriculum. Many transfer courses will not match up but we take care to give as much transfer credit as we can.
Courses which transfer in as credits but have not been given course equivalency, can be evaluated for course credit. In some cases, combinations of courses will be given credit for an equivalent UM course. In determining course credit, the Department must have a catalog listing and syllabus. The process is as follows:

1) Check the UM Undergraduate Catalog to find a similar course description in our Theatre listings 2) Obtain a copy of your course syllabus (if you have lost yours, most institutions keep them on file) 3) Contact the Theatre Director of Undergraduate Studies with this information: your full name and social security number; the course and institution plus the correlating UM course number; a copy of your UM transcript; a catalog description of the course taken; the syllabus for the course. 4) The course content will be evaluated and the Transfer Credit Center be contacted to update your transcript.

To search for Transfer Credit Equivalency http://www.sis.umd.edu/TCC

ADDENDUM: FORMS (see below)
ACADEMIC SUCCESS PLAN

University of Maryland School of Theatre, Dance, and Performance Studies Academic Success Plan

The Academic Success Plan is a concrete resolution of a student’s commitment to their academic success. Students must understand that they are solely responsible for their achievement and that the academic plan is a tool towards accomplishing their goals.

Barriers to Past Success: (check all that apply)

___ Poor Study Skills
___ Unprepared academically
___ Irresponsibility
___ Course overload
___ Lack of motivation
___ Work commitments
___ Medical Issues
___ Learning issues/disability
___ Personal Problems
___ Co-curricular or outside activities
___ Financial Issues
___ Other Barriers: __________________________________________

Resolutions for Success: Initial

1. I will study _____ hours per week. Where? __________________________________

(Hint: Research shows that you should be studying 2 hours outside of class for every registered credit)

2. I will always come to class prepared and turn my work in on time.

3. I will attend all classes (except emergencies: for which I will obtain a note from a professional)

4. I will limit my work schedule to _____ hours a week.

5. I will take a course load of no more than 12-13 credits.

6. I will contact my professors as soon as any difficulties are encountered and at mid-term - to gain an understanding of where I stand in each course.

7. Looking at my schedule, I will need to get academic assistance for the following courses:
   a. ____________________ How?  __________________________________________
   b. ____________________ How?  __________________________________________
   c. ____________________ How?  __________________________________________
   d. ____________________ How?  __________________________________________

I pledge to contact . . .

___ Counseling Center (www.counseling.umd.edu, 301.314.7651)
___ Learning Assistance Services (www.counseling.umd.edu/LAS, 301.314.7693)
___ Tutoring Resources (http://www.inform.umd.edu/EdRes/tutor.html)
___ Financial Aid (www.financialaid.umd.edu, 301.314.9000)
___ Residential Life Office (www.resnet.umd.edu, 301.314.2100)
___ Disability Support Services (http://www.counseling.umd.edu/DSS/, 301.314.7682)

Advisor: ______________________________ Date: ________________

Student: ______________________________ Date: ________________

Instructor (when applicable): ______________________________ Date: ________________
CREATIVE AND PERFORMING ARTS SCHOLARSHIP GUIDELINES

Creative and Performing Arts (CAPA) Scholars are chosen for their ability, intelligence, talent, and dedication. They are viewed as representatives of the best that Theatre has to offer. CAPA scholarships are the equivalent to full in-state tuition and mandatory fees and are awarded on a semester basis. CAPAs awarded to fall incoming freshmen may be renewable for up to eight semesters of full time undergraduate study. CAPAs awarded to upperclassmen are awarded for a specific time period, based on the expectation of graduation in four years. Renewal is based upon academic standards and an acceptable level of participation in both the academic and the Theatre production programs. CAPA scholars must renew their scholarship on December 1st and May 1st each year. The renewal application consists of (1) the students’ current resume and (2) a Review Form indicating how the student continues to meet the obligations of a CAPA scholar. CAPA scholars are notified of the renewal (or withdrawal) of their scholarship within one month of the posting of all final grades.

Along with accepting the responsibility to embody the high standards of the Theatre Program, CAPA Scholars accept the following obligations:

1. Attend the University of Maryland at College Park to pursue a Bachelor of Arts degree as a Theatre major and earn at least twelve credits each semester. CAPA scholars must register and successfully complete at least one Theatre course each semester in addition to the THET 429 or TDPS 479 required for service. Students who fall below the 12 credits required, as "full time" will be charged back their scholarship by the Bursar's Office.

2. CAPA scholars must maintain a 3.00 cumulative grade point average. Any CAPA scholar whose average falls below this average will be put on probation for the following semester and may not participate in any theatre productions during that time. If the scholar's cumulative GPA has not returned to at least a 3.00 by the end of that semester, the CAPA scholarship cannot be renewed. No CAPA scholar may be on probation more than once. Scholars must adhere to the University’s Code of Academic Integrity and maintain a professional attitude.

3. CAPA scholars are required to attend all meetings called by Theatre’s Scholarship Coordinator - or present an acceptable excuse (such as a class conflict) prior to the meeting. They are required to work at the annual Scholarship Audition Day (just before or during the spring semester) and assist on all projects designated by the Scholarship Coordinator as being important to the maintenance of the scholarship program.

4. CAPA scholars are required to contribute to the Theatre production program of the School of Theatre, Dance, and Performance Studies every semester. They must work a technical theatre position (for which they may also receive TDPS 479 credit) or perform (for which they can also receive THET 429 credit) each semester that they are on scholarship OR an approved exception (see below). This contribution does not include paid workship time or laboratory work for other theatre courses.

a.) Students who received their scholarship with an audition presentation in the design and/or technical areas must complete a production position (TDPS 479) each semester or handle an administrative assignment selected by the Design/Production Cluster Faculty. With permission, students may have the option to design or stage-manage a project for the "Fresh Produce" Series or design or stage-manage a production for the MFA in Performance.

b.) Students who received their scholarship with an audition monologue must audition for roles (THET 429) in every production of the Main-Season until they are cast for a semester. Performance students who do not sing and/or dance are allowed to audition with a monologue for musical theatre productions. Performance students not cast in a given semester may fulfill their CAPA obligation by working in a production position in the Main-Season or, with permission, by performing for the "Fresh Produce" Series.

5. Changes in the Theatre BA Curriculum require a first year student to have taken TDPS 201 before they may do a TDPS 479. For this reason, CAPA service for first semester freshmen/transfer scholars is voluntary rather than mandatory.

6. CAPA scholars must obtain approval from the Scholarship Coordinator and the School’s Director before committing to any theatre work outside the Theatre Program. Permission to work outside does not negate the CAPA responsibility. Permission is not granted when outside work conflicts with Main-Season productions.
7. The Scholarship Coordinator is obligated to report to the School’s Director any CAPA scholar who fails to meet these obligations. The Director has the authority to terminate the CAPA scholarship immediately.

8. CAPA scholars may apply for the following exemptions from their CAPA service obligation:

a.) Any CAPA scholarship recipient who finds a script or a proposal for a production offensive to his or her personal beliefs may submit an exemption form to the Scholarship Coordinator - and meet to discuss the issue - in order to secure a waiver from auditioning for that one production. They would need to meet their service obligation on another production that semester.

b.) Any CAPA scholarship recipient, who has had a CAPA award for at least six semesters, may apply to be exempt from production duties for one semester. To do this, the recipient must secure an application form from the Scholarship Coordinator, fill it out, and submit it - before auditions are held or the crews selected for shows scheduled during the semester he/she wishes to have off. If the application is accepted, the Scholarship Coordinator will inform the directors (or designers/technical director) that the student will be unavailable for the coming semester and will keep records verifying the one semester exemption from production work. Students with this exemption may not participate in any theatre production work on or off campus, except that which is part of a specific class requirement. This exemption is a privilege, not a right, and each request for an exemption will be judged on the individual merits of the student applying. This exemption does not apply to any of the other obligations of the CAPA scholarship.

c.) Any CAPA scholarship recipient, who is in good standing and has had a CAPA award for at least four semesters, who chooses to do a junior year semester abroad - may apply to be exempt from production duties for that semester. They would not receive CAPA funds for this semester, but their scholarship would be reinstated when they return as long as they are in good academic standing. This one-semester leave of absence does not count toward their semesters of eligibility. The CAPA scholar must secure the application form from the Scholarship Coordinator, fill it out, and submit it before auditions are held or the crews selected for shows scheduled during the semester he/she wishes to have off (middle of the semester prior). If the application is accepted, the Scholarship Coordinator will inform the directors (or designers/technical director) that the student will be unavailable for the coming semester, and will keep records verifying the one semester exemption from production work. This exemption is a privilege, not a right, and each possible exemption will be judged on the individual merits of the student applying. This exemption does not apply to any of the other obligations of the CAPA scholarship.

Instituted Fall 2005
Revised: Spring 2008, Spring 2009, Fall 2010, Fall 2011, Spring 2013
CAPA/SETA REQUEST FOR AN EXEMPTION

CURRENT SEMESTER ______________________________

NAME _____________________________________________

EMAIL _____________________________________________

PHONE ______________________________

CURRENT GPA _______ NUMBER OF CREDITS EARNED _______

SEMESTER SCHOLARSHIP WAS AWARDED __________________________

EXPECTED GRADUATION DATE ______________________________

TYPE OF EXEMPTION:

____ Waiver of service for _________________________________ (must be 7th or 8th semester -CAPA only)

____ Waiver from audition for _______________________________ (because of personal beliefs)

____ Exemption to Study Abroad for __________________________ semester

Scholarship deferred to ______________________________ semester (CAPA only)

EXPLANATION:


SIGNATURE ______________________________ DATE ______________

ACCEPTED BY ______________________________ DATE ______________
CAPA/SETA REVIEW FORM

Academic Year ______________________________________

Name ________________________________________________

Email Address _________________________________________

Phone _______________________________________________

Current GPA _________ Number of Credits Earned __________

Semester Scholarship was awarded _______________________

Expected Graduation Date ______________________________

Service for Fall (THET 429, 479) __________________________

Service for the Spring (THET 429, 479) ______________________

Other Volunteer work as a CAPA/SETA:

Signature _____________________________________________ Date __________________
CAPA/SETA SCHOLARSHIP APPLICATION FORM

You may be eligible for a Creative and Performing Arts (CAPA) or Smith Family Excellence in Theatre Award (SETA) if you:

- Are an undergraduate Theatre major or Theatre double major
- Maintain at least a 3.00 in your cumulative grade point average, adhere to the University’s Code of Academic Integrity, and maintain a professional attitude
- Are currently enrolled as a full-time student and earn at least 12 credits

Scholarships are the equivalent of the UMD in-state tuition and mandatory fees. The awards might be renewable for additional year (SETA) or years (CAPA). Occasionally an award is split between two candidates and becomes a semester award.

Performance:

If you are a performer, please prepare one 1 1/2 minute monologue. This should be from your age and range. The material must be from a play and not a film script or novel. Use contemporary works only and no material from monologue books or original works; Shakespeare is discouraged. In addition, if it is your strength, you may sing a maximum of 16 bars a cappella. Do not choose to sing unless this is your strong point.

Design and Production:

If you are focusing in design or production, please prepare a four-minute presentation (maximum) of a tech/design project you have done. Please include relevant materials (drawings, models, boards etc.) If you need AV capability, please indicate this with your application; we will make every effort to accommodate you.

Brief interviews will follow the monologues or presentations.

SEMESTER _______________________

NAME ____________________________________________________________

STUDENT NUMBER (not Social Security) __________________________________

LOCAL ADDRESS _____________________________________________________

CITY ___________________________ STATE __________ ZIP _________________

EMAIL ______________________________________

TELEPHONE ________________________________

Area of Interest - Select one area for your audition and fill in the information required:

- DESIGN/PRODUCTION - Rank experience/interest from 1 - 5 (one being the highest):
  Costumes ___ Lighting ___ Properties ___ Publicity ___ Scenery ___ Stage Management ___

- PERFORMANCE - Audition Piece (List Play/Song & Character)
  1.
  2.

Cumulative GPA (min. 3.00 for current students and transfers /3.30 for first semester freshmen): _________
Class Standing: _____ Freshman _____ Sophomore _____ Junior _____ Senior

To the best of my knowledge the information provided on this application is true and accurate.

I understand that this Scholarship may cover only the current academic year.

Signature ________________________________________________ Date _____________

Please write a brief statement concerning your reason for majoring in theatre. What do you plan to do in the year after graduation? What are your long-range goals? If there are special circumstances you wish to bring to the attention of the selection committee, please feel free to do so. Please limit your statement to no more than one double-spaced typewritten page.

RESUME OF THEATRICAL EXPERIENCE

All applicants: please list your Design/Production and Performance experience in the Department (or professional theatre if applicable). Incoming students list your experience at your previous school.

DESIGN/PRODUCTION (Costumes, Lighting, Properties, Publicity, Scenery, Stage Management):

SHOW

POSITION
INTERNSHIP CONTRACT FORM FOR THEATRE

THET 286 _____ THET 386 _____ (check one)

Student: __________________________________________

Faculty Advisor: ___________________ Section Number: _____________

Date: ________________________________

The Student named above has agreed to pursue an internship with an organization outside the University of Maryland. The Student will receive credit for the Internship pursuant to the following conditions:

Name of Organization: __________________________________________

Internship Supervisor: ____________________________________________

Phone Number: ______________________

Duties:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Hours: _____________________________

Start Date: ________________________

Completion Date: ___________________

Requirements: (journals, paper, report, project, presentation, etc.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Grading Method (Reg/P-F): _________________ (must be Regular to count towards degree completion)

Credits: ____________________________

Semester: ____________________________

Final Project Due: ____________________

By signing this agreement, the student agrees to abide by the conditions set forth above.

________________________________________
(Student Signature)

________________________________________
(Faculty Sponsor Signature)
SMITH FAMILY EXCELLENCE IN THEATRE AWARD GUIDELINES

A Smith Family Excellence in Theatre Award (SETA) scholar is chosen for their ability, intelligence, talent, and dedication. They represent the best that Theatre has to offer. The amount of a SETA scholarship is equivalent to that of full in-state tuition/mandatory fees. Scholarships are awarded on a yearly basis. SETAs are awarded in the fall semester to current Theatre majors through an audition process. They may be renewed for a second year, depending on the review of the Department's Undergraduate Committee. In addition, when funds are available, a SETA Out-of-State Award may be made to an incoming freshman scholar living outside the state of Maryland. Renewal of the SETA scholarship is based upon academic standards and an acceptable level of participation in both the academic and the production programs. SETA scholars must apply to renew their scholarship on May 1st of their award year. The renewal application consists of (1) the students’ current resume and (2) a Review Form indicating how the student continues to meet the obligations of a SETA scholar. SETA scholars are notified of the renewal (or withdrawal) of their scholarship within one month of the posting of all final grades.

Along with accepting the responsibility to embody the high standards of the School, SETA Scholars accept the following obligations:

1. Attend the University of Maryland at College Park to pursue a Bachelor of Arts degree as a Theatre major and earn at least twelve credits each semester. SETA scholars must register and successfully complete at least one Theatre course each semester, in addition to the THET 429 or TDPS 479 required for service. Students who fall below the 12 credits required, as "full time" will be charged back their scholarship by the Bursar's Office.

2. SETA scholars must maintain a 3.00 cumulative grade point average. If a scholars' GPA falls below this average, the scholarship will be charged back to their student account. Scholars must adhere to the University’s Code of Academic Integrity and maintain a professional attitude.

3. SETA scholars are required to attend all meetings called by the Scholarship Coordinator - or present an acceptable excuse (such as a class conflict) prior to the meeting. They are required to work at the annual Scholarship Audition Day (just before or during the spring semester), and assist on all projects designated by the Scholarship Coordinator as being important to the maintenance of the scholarship program.

4. SETA scholars are required to contribute to the production program of the School of Theatre, Dance, and Performance Studies. They must work on a crew (for which they may also receive TDPS 479 credit) or perform (for which they can also receive THET 429 credit) each semester that they are on scholarship. This contribution does not include paid workship time or laboratory work for other theatre courses.
   a.) Students who received their scholarship with an audition presentation in the design and/or technical areas must complete a production position (TDPS 479) each semester or handle an administrative assignment selected by the Design/Production Area Faculty. With permission, students may have the option to design or stage-manage a project for the "Fresh Produce" Series.
   b.) Students who received their scholarship with an audition monologue must audition for roles (THET 429) in every production of the Main-Season until they are cast for a semester. Performance students who do not sing and/or dance are allowed to audition with a monologue for musical theatre productions. Performance students not cast in a given semester may fulfill their CAPA obligation by working a technical theatre position in the Main-Season or, with permission, by performing for the "Fresh Produce" Series.

5. SETA scholars must obtain approval from the Scholarship Coordinator and the School’s Director before committing to any theatre work outside the Department.

6. The Scholarship Coordinator is obligated to report to the School’s Director any SETA scholar who fails to meet these obligations. The Director has the authority to terminate the scholarship immediately.

7. Any SETA scholarship recipient who finds a script for a production offensive to his or her personal beliefs may submit an exemption form to the Scholarship Coordinator - and meet to discuss the issue - in order to secure a waiver from auditioning for that one production. They would need to meet their service obligation on another production that semester.

Instituted Spring 2009, revised Fall 2011, Spring 2013
THEATRE SCHOLARSHIP/AWARD FUND APPLICATION

Under the sponsorship of Theatre Scholarship/Awards Funds, Theatre named scholarships, Theatre named award funds, and the Theatre Patrons Fund provide financial assistance grants to Theatre Majors for their contributions and service to the Theatre Program.

The Scholarships and Awards Committee of the School of Theatre, Dance, and Performance Studies invites full-time undergraduate Theatre majors to apply for the following scholarships this semester: Terry Margulis Dunlap Memorial Drama Scholarship, Ronald T. O’Leary Theatre Scholarship, Nancy Law Theatre Scholarships, Dean and Mrs. Manning Scholarship Fund, and George and Ruth G. Tretter Performing Arts Fund (recipient must be a junior).

Who is Eligible?

Full-time (12 or more credits) Theatre Majors, who are in strong academic standing and have made significant contributions to the Theatre Program, are eligible to apply. Freshmen and transfer students must have completed a minimum of 12 credit hours at the University of Maryland as a Theatre Major before becoming eligible. Contributions and service for which the applicant has been financially compensated will not be considered and should not be listed. Awards will not be granted to the same applicant in successive semesters; however, a recipient may re-apply after one semester’s lapse.

The committee will consider the candidate’s accomplishments in theatre performance, scholarship, and their overall level of engagement and focus in curriculum and activities within the School. Applicants must have adhered to the University’s Code of Academic Integrity, and maintained a professional attitude.

What is the Award?

Awards are in the amount of two thousand or two thousand five hundred dollars, depending on the specific fund. These awards are designed to assist the recipient in pursuing his/her education and will be credited to their student account. All financial awards require a thank you letter to the patron/sponsor.

What is the Application Process?

Complete the application packet and submit it as a Word Document in PDF format from your UMD email account or another account that identifies your name to Rita Phelps at rphelps@umd.edu by 4:30 PM on February 29th. Incomplete or late packets will not be considered.

The application Packet Includes:

- The attached application form
- Your Resume, including theatre work off and on campus as well as relevant campus activities and volunteer experience within the School
- A letter to the committee summarizing three areas:
  a) Your accomplishments in theatre performance and scholarship
  b) Your involvement in theatre productions and activities
  c) A discussion of your plans for the next year and beyond, and the ways in which your current activities support those goals.
THEATRE SCHOLARSHIP/AWARD FUNDS APPLICATION FORM

Name ________________________________ Local/Cell Phone ________________

Local Address ____________________________________________________________

ID# ________________ Email address ________________________________

Check One: Freshman ___ Sophomore ___ Junior ___ Senior ___

Cumulative GPA: _________

Number of Semesters completed as a Theatre Major _____

Emphasis _______________________

I certify that I am a full-time student this term and will earn a minimum of 12 credits. To the best of my knowledge, the information provided on this application is true and accurate.

Signature ________________________ Date ________________________

[If you are unable to attach an electronic signature, you may type your name but you must submit from a UMD email account]
COMMENCEMENT QUESTIONNAIRE

Full Name: ____________________________________________

E-mail: [NOT umd.edu] ______________________________________

Emphasis: Design/Prod ____ Performance ____ History/Theory ____ Other ____

Degree: BA ____ MA ____ MFA ____ PhD ____

Address: [after graduation]

____________________________________________________________________

____________________________________________________________________

Phone: [after graduation – not campus] ________________________________

University of Maryland Production Credits: [list show and role/position]

Other Production Credits: [list show, venue, company]

Student Activities: [student groups, organizations]

Awards/Honors/Scholarships:

Would you be willing to mentor a future Theatre student? _____ Yes _____ No

Biography [75 words or less / 100 words for MFA/PhD] No personal references please!
(Write on back or separate page.)

Example:

Student X is a design and production student who has worked as an assistant costume designer a variety of opera, Off Center, and Main-Stage productions, including: Our Town, Taming of the Shrew, Jane Eyre, and Again for Cydnes. She is the recipient of a Theatre Patrons Association Scholarship, and will be designing costumes for Leigh Smiley’s DC Fringe Fest production this summer. Student X will be returning to the Department in the fall to pursue a Master of Fine Arts degree in costume design.
BA THEATRE EXIT QUESTIONNAIRE

Give two examples of assignments/projects, which have honed your collaborative, reasoning and/or problem solving skills.

List three practical skills (such as: research skills, rendering skills, or voice technique) you have developed and explain how they will relate to your career goals.

How has your experience in the classroom and working on productions helped you develop a global outlook and prepared you for real-world situations?

The Theatre Undergraduate Curriculum was specifically designed with a liberal arts mission. How has being exposed to the many dimensions of theatre arts (history, design, production, performance, etc.) helped you develop as an artist? How has it helped you to become socially responsible and civically engaged?

Choose one play you read in the past three years that touched you in a special way. Explain how theatre can be a vehicle for questioning, teaching and creating change.