August 1, 2016

Dear Theatre and Dance Students:

On behalf of the faculty and staff of the Department of Theatre and Dance, I am pleased to welcome you all to the 2016-2017 academic year. The Department enjoyed a fruitful 2015-2016 with the Department celebrating a twelfth straight year of having a National qualifier at the Kennedy Center American College Theatre Festival, placing a student-choreographed dance as the National Alternate with the American College Dance Association, a banquet that saw us give out more than $135,000 in scholarship money, and a season filled with tremendous artistic achievements on and off stage. This upcoming academic year promises to be one filled with big changes, new faces, tremendous guest artists, and inspiring artistic work happening in the classroom and on our stages. We will continue our relationship with Joe’s Pub in New York City, continue to offer outstanding Showcases to our students in the BFA Acting, Musical Theatre, and Dance areas, begin discussions about a new academic program focused on new works development that will help launch the Department into a new stratosphere of theatre and dance programs across the nation, and further bolster our reputation as a national player within KCACT and ACDA. Before we look forward to this upcoming academic year, let me take a few moments to mention some events that have transpired since the end of the Spring Semester.

Immediately following graduation, four graduating seniors from the Department participated in our first ever Los Angeles Experience. This second annual event was helmed by two of our most successful alumni Eric Emery and Billy Murphy. Tour students had a wonderful experience in LA and spent time with BSU supporters Sutton Foster, Doug Jones, and Martha delLaurentiis. Congratulations to all those individuals on the faculty who continue, through their hard work and dedication, to make our showcase programs a success. I look forward to another outstanding group of showcases in this year.

The Department partnered with Muncie Civic Theatre to host a weeklong celebration of new musicals with the 2nd Annual Discovery New Musical Theatre Festival. The event was a tremendous success and helped further solidify Ball State as a program invested in the development of new work. Sincere thanks especially goes to faculty member Beth Turcotte for her inspired leadership. Further thanks to Matt Reeder, Paul Tavianini, Ron Hellem, Johnna Tavianini, Colleen Tovar, Cody Ricks, Chris Griffith and the remaining artists from BSU for their dedication and artistry. We look forward to mounting the musical Bunkerville as part of the 2017-2018 Ball State University Theatre and Dance season. Kudos to everyone involved in this critical and commercial success.

The 2016-2017 BSU Theatre and Dance production season is sure to be filled with thought provoking and endlessly entertaining shows. Whether the recent farcical hit Boeing, Boeing, the true celebration of dance that takes place in Swing, a classic remounting of our holiday hit A Christmas Carol, the dance reinterpretation of the memorable Mary Poppins story in Reimagining Mary P, musical hits as varied as Parade and Shrek, or our studio dance concerts and theatre productions, this year will be one to remember in Theatre & Dance. Please get your season subscriptions fast so that you don’t miss out on any of these great shows.

Summer Registration indicates that this year’s incoming freshman and transfer class will feature close to 160 new majors. This influx of talented students will continue to help elevate the quality of the Department and its productions. All students should CAREFULLY examine this packet and closely study the departmental policies mentioned. If you have any specific questions, please contact either your Area Coordinator or Andrea Sadler.
The 2016-2017 school year offers some thrilling opportunities for our program. I continue to be proud to serve the faculty, staff, and students during this ongoing period of growth and evolution. Have a great remainder of the summer and I look forward to seeing all of you very soon.

Sincerely,

Bill Jenkins, Professor & Chair
Department of Theatre and Dance

**Important Meetings**

**Department Picnic**

The annual departmental picnic will be held **Saturday, August 20th from 5:00 to 7:00 p.m.** in the outdoor area between the University Theatre and Bracken Library. In case of rain, the picnic will be held in Strother Theatre. The picnic is open to all Theatre/Dance faculty, staff, majors, and minors. Theatre/Dance Freshmen can attend either a University Orientation event or the departmental picnic.

**Annual General Meeting**

ALL departmental majors, minors, faculty, and staff are **REQUIRED** to attend the Department of Theatre and Dance's Annual General Meeting on **Tuesday, August 23rd from 7:00 p.m. to 9:00 p.m.** in University Theatre. This annual meeting introduces faculty and staff and updates the information found in this letter. **The department's General Meeting takes precedence over any and all dormitory, sorority, fraternity, or otherwise conflicting meeting.**

Immediately following the General Meeting, the following "option" meetings will be held:

Theatre majors:
- Theatrical Studies Option and Theatre minors in University Theatre
- Design and Technology Option in AC 308
- Acting Option in AC 312
- Production Option in AC 314
- Musical Theatre Option in The Cave
- Theatre Education Option in AC 004
- Dance majors/minors in Strother Theatre

**IMPORTANT GENERAL MEETING ANNOUNCEMENT**

*This year, the Department would like to take our annual Department of Theatre and Dance photo with every senior wearing red, all other students in white and all faculty and staff in black. I would also ask that the ONLY writing included be Ball State related. The photo will be take in front of University Theatre. The seniors will spell out BSU. Please enter University Theatre and be seated by 7pm. There will be a few quick announcements and then we will all head out to take the photo. As soon as the photo is taken we will all return to University Theatre.*

**Freshmen/Transfer Meetings (includes PRACTICUM MEETING)**

**CHANGE FROM WHAT YOU WERE TOLD AT ORIENTATION**

All incoming freshman OR transfer Theatre and Dance majors and minors are **REQUIRED** to attend two important meetings. The first required meeting will be on **Friday, August 19th at 2p.m. in University Theatre.** This meeting will include information on the first week of classes, upcoming auditions, and all departmental matters that directly affect incoming students. The second meeting will be the Freshman/transfer Practicum Meeting, which will take place on **Monday, August 22nd at 7:00 p.m. in University Theatre.** Failure to attend this meeting will result in students receiving an F on their practicum grade for the fall semester.
Scholarship Students in Theatre and Dance

All students with a Theatre or Dance Scholarship are REQUIRED to meet on **Tuesday, August 23rd at 6:30 p.m.** in University Theatre. This includes any student who received (a) a scholarship at the spring 2016 banquet, (b) any student who currently has a Presidential Scholarship in the Arts, or (c) any student who currently has a Fine Arts scholarship. Bill will review Scholarship Policies and Guidelines at this time. **Please do not be late…failure to attend this meeting will result in students losing their scholarship.**

**Showcase Meeting**

An informational meeting for all those students wishing to audition for the 2016-17 Senior Showcases will take place on **Monday, August 4th at 8 a.m. in AC 312.** This meeting is **mandatory** and must be attended. Please be sure to read the section of this letter entitled “Showcase News and Notes” for more information on important dates, times, and information surrounding the Showcase Programs.

**Mid-Semester All Departmental Meeting**

**On Tuesday, October 4th at 5:00 p.m.** there will be a mandatory Departmental Meeting in University Theatre. The meeting will last approximately 60 minutes and will cover information on showcases, November auditions for MTO/AO & spring shows, spring semester class registration, and KCACTF/KCACDF among others. The only person who can excuse students from this meeting is Department Chair, Bill Jenkins. Excuses will only be made in extreme situations. Please note…failure to attend due to an outside job will NOT be excused.

**Faculty Retreat**

**On Tuesday, October 4th** there will also be a Faculty Retreat held from 8:00am until 4:00pm. Thus, no classes in the Department will meet on this date. This includes ALL labs. More information will follow on this at the General Meeting.

**Auditions & BFA Placement Tests**

**Cave Auditions (Excludes all first-semester Freshmen but INCLUDES all Transfer students)**

All University and Strother Theatre productions have already been cast for the fall semester. Auditions for the remaining fall Cave shows start on **Friday, August 19th at 6:00 p.m. in the Cave.**

WHILE ALL AO & MTO STUDENTS NOT ALREADY CAST ARE REQUIRED TO AUDITION, ALL STUDENTS, REGARDLESS OF OPTION, ARE HIGHLY ENCOURAGED TO AUDITION!!!! IN ADDITION ANY TRANSFER STUDENT STARTING THIS FALL IS ELIGIBLE TO AUDITION FOR THE CAVE SHOWS. Callbacks for all Cave shows will be on **Saturday, August 20th.** The exact schedule is located in the section marked “Cave Productions” later in this letter. Please carefully read this schedule and information as it affects all students. For additional information, call the department at 765-285-8740. Actors are encouraged to have three copies of their headshot (8x10) and resume at the general auditions.

**Senior Choreography Showcase**

**Fall 2016 Auditions – Sunday, August 21st at 6:00pm**

BG 213 KDS

Auditions for these student choreographed projects will take place on the Sunday before classes begin, **August 21, 2016 at 6 pm in KDS,** with registration beginning at 5:30 pm. These auditions are MANDATORY for ALL BFA DANCE MAJORS, INCLUDING NEW FRESHMEN, with the following exception: students who have already been cast in SWING or the IMMERSIVE BALLET PROJECT do not need to attend. Our senior choreographers want to encourage ALL DANCERS, including BA/BS DANCE majors, DANCE MINORS, and other DANCE ENTHUSIASTS to attend (unfortunately, FRESHMEN THEATRE MAJORS ARE NOT ELIGIBLE), as there are a multitude of fun and challenging performance opportunities available here. Please note that students who cannot attend the audition WILL NOT BE CAST unless they receive permission in advance from the faculty advisor, Audra Sokol – they should do this by emailing Audra at aksokol@bsu.edu prior to August 15, 2016 at 5 pm. In addition BFA Dance majors who are required to
attend, and have a conflict that may prevent them from doing so, must also email the Dance Coordinator – please note that exceptions to be excused from these auditions will be made only in extreme circumstances for BFA Dance majors – to petition to be excused, students should do this by emailing Christie Zimmerman at clzimmerman@bsu.edu prior to August 15, 2016 at 5 pm stating the reason for their absence from the audition process. Dancers cast in the Senior Choreography Projects will be cast in no more than three pieces – it is also at the discretion of the faculty advisor to limit students to fewer pieces, when deemed necessary. PLEASE NOTE that all students cast in the senior showcase must enroll in THEAT 380. Information regarding this will be distributed to students who are cast once cast lists are posted.

Dance Minor Auditions for 2016-2017

The Department of Theatre and Dance will hold auditions for the Dance Minor on Sunday, August 21st at 4:00pm in KDS BG 213. This is the ONLY audition this year for admittance into the Dance minor, and this is also the FINAL audition for admittance into the dance minor, as the program will no longer accept new students after this audition. The dance faculty will select between 8-12 students to be a part of this year’s dance minor. The Department is committed to selecting students who have the skill set to succeed in the profession and/or to help elevate the quality of the courses they are enrolled in. Prior to the audition please go to https://docs.google.com/forms/d/1sxvDxg-t4R2Ta6_BhaZTB-fwxoWYCNmuhxK2AE-9VE/viewform and fill out the audition request form. Students should arrive promptly at 4pm for check in and be prepared to participate in a technique class (approximately 90 minutes long) executing work in each of the following disciplines: ballet, modern, and jazz. Students who wish to be considered for advanced placement in tap may also complete a tap combination, but please note that this portion of the audition is optional and for placement purposes only. For further information, e-mail Andrea at amsadler@bsu.edu.

Acting/Musical Theatre BFA Option Auditions for 2016-2017

All students wishing to become a BFA Musical Theatre or Acting student can audition for the BFA classes on Saturday, November 12th, 2016. PLEASE NOTE….students accepted IN NOVEMBER into the BFA Acting and Musical Theatre classes may have the opportunity to become a part of the current incoming 2016-20167 class. These decisions will be based on the student’s audition, work in class, and progress in all areas of the discipline. This is not a guarantee. For more information, please speak with Area Coordinators Michael Elliott melliott@bsu.edu or Drew Vidal dvidal2@bsu.edu.

Musical Theatre BFA Option Freshman Dance Placement Tests

Any incoming Musical Theatre major MUST attend an audition at 4:00pm on Sunday, August 21st in KDS-BG 213. This audition will help the faculty make sure that all students are placed in the appropriate levels and sections of dance technique. Please bring ballet shoes, jazz shoes, and tap shoes, if you have them. Please e-mail Christie Zimmerman at clzimmerman@bsu.edu if you have any questions about this audition.

Musical Theatre BFA Option Freshman Musicianship Placement Tests

All incoming Musical Theatre majors MUST attend a musicianship/sight singing/piano placement evaluation at 6:30pm on Sunday, August 21st in AC 004. This evaluation will help the faculty make sure that all students are placed in the appropriate section of sight singing, piano, and basic musicianship. Please bring two #2 pencils and e-mail Ron Hellems at rdhellems@bsu.edu if you have any questions about this placement test. Attendance is mandatory.

Reflex

Reflex, the department’s improvisational theatre troupe, will hold auditions early in the Fall Semester. Exact dates will be shared at the Annual General Meeting on Tuesday, August 23rd. All students are encouraged to audition for this terrific group, which typically performs 8-10 times throughout the academic year.
2016-2017 Guest Artists

The Department is pleased to announce that several guest artists will be on campus during the academic year. First, I am pleased to announce that Sutton Foster and Michael Rafter will continue to teach a course in cabaret to all MTO seniors. This class will be taught via Skype and will focus on the songs of Richard Rodgers. Sutton and Michael will visit campus at some point this year with the exact date TBD. Sutton will also co-direct Shrek in the spring. More details on this residency will be announced in the coming months.

Other guest artists this year will include alum Megan E. Farley (Professional choreographer who will work with our dance students and choreograph Shrek) and Cal MacLean (Artistic Director of the Clarence Brown Theatre) who will direct Boeing, Boeing. More guest artists will be announced at the Major/Minor Meeting. As always, the Department is committed to bringing in very exciting guest artists who can enhance the national reputation of the Department.

Casting Policy

The casting policy is that all theatre majors and minors are limited to performing in one departmental production (University Theatre, Actors Studio, Workshop production) per semester. In addition, no first semester freshman can be cast in theatre or dance productions. First semester dance majors are eligible to participate in a limited number of Senior Choreography Showcase pieces. This policy does not apply to scenes for classes or other special projects approved by the department. The Department also encourages first semester Freshmen NOT to audition for shows Off Campus. We want you all to get a good start on your academics without the rigors of a rehearsal schedule. The department chairperson must approve ANY exceptions in advance.

Please note…any student who wishes to take on two “major roles” within a given semester (such as acting and designing, acting and directing, or designing and directing) must request and gain approval in writing from the Department’s Production Committee and the Department Chair the semester prior to the performance period.

Students should also be aware that our faculty members or guest artists are occasionally used as actors in departmental productions so that students might work with active professionals in the collaborative process. During the 2016-2017 school year faculty members Pete Zapp and Michael Elliott will appear in A Christmas Carol and Eva Patton and Paul Tavianini will appear in The Great God Pan. Drew Vidal will also appear in a small role in Parade. While no other roles in the academic year are currently cast with faculty or guest artists, the Department reserves the right to cast from outside the student body when we feel it is either pedagogically or artistically appropriate.

Departmental and Academic Probation

Each semester students are required to achieve a 2.0 overall G.P.A. and 2.5 G.P.A. within the major. Any student that does not adhere to this policy will be ineligible to participate in the Department’s production program. The Production Program includes any show/concert/film/performance that takes place within the Department of Theatre and Dance. Academic standards remain a focal point of the program.

Option Probation

Each curricular option within the Department of Theatre and Dance has the opportunity to place students on “option” probation. This is directly related to a student’s progress within a specific curricular option. Speak directly with your Option Coordinator regarding specific Option requirements and expectations. More information will be given at the “option” breakout session after the All Department Meeting on Tuesday, August 23rd.
**Class Attendance Policy**

As a department, we believe that in order to excel in class you have to be in class. As such, we maintain a rigorous attendance policy, as follows: No student can miss more than one full week of classes (2 T/R classes, 3 M/W/F classes, or 1 class for those courses that meet only once a week). If you miss more than one week, you will be asked to withdraw from the class. Excused absences are ONLY allowed for the following: religious holiday; death in the family (amount of days per University handbook); and an EXTENDED and DOCUMENTED absence related to illness or health issues (mono, broken leg, pneumonia, etc.). For all illness related absences, students MUST receive a written form from the Office of Student Affairs. Colds, flu bugs, and other common illness issues are no longer excused. Rather, they are part of your allotted absences for each course. In addition, no grade of “W” will be given to a student after midterm, unless he/she is earning a grade of “C” at the time of withdrawal. No grade of “I” will be given to a student who is flunking. Although this is the department policy, instructors are responsible for their individual attendance policies. Further, faculty members have the prerogative to ask students to drop any class if the student has a perpetual absence problem…this is regardless of whether or not the absences incurred are excused or unexcused. All of our faculty members believe that regular class attendance is vital for developing the work ethic necessary to succeed in the professional world.

**Excused Absence Policy for Auditions Outside of BSU**

The faculty of the Department of Theatre and Dance understand that students will occasionally need to be absent to audition for productions outside of BSU. That said, over the past two years, we have faced increasingly complicated issues related to these absences. While we support outside work and auditions, we also must make sure that the students in the Department are effectively handling their work in classes. With that in mind, new policies will be implemented this year. These will be announced at the All Departmental Meeting.

**PRIVACY POLICY**

ALL STUDENTS SHOULD MAKE SURE THEIR PARENTS/GUARDIANS READ THIS SECTION…The Department of Theatre and Dance always has the best interest of our students at heart. Schedules, policy decisions, procedures, and faculty/student conversations are handled according to university and departmental regulations. These regulations (FERPA – Family Educational Rights and Privacy Act; also known as the Buckley Amendment) are in place to protect the student and their rights within the university. Due to these regulations the Department of Theatre and Dance is not at liberty to discuss any student issues with the parent or guardian without the student present and involved in the conversation. If at any time there are questions or concerns please do not hesitate to contact the main department office (765-285-8740) and we will do what we can to help as long as we are following the guidelines of FERPA. For more information please visit:

http://cms.bsu.edu/about/administrativeoffices/studentrights

**Audition Information for Cave Productions**

All sophomore, junior, and senior students (including transfer students) are eligible and encouraged to audition for the 2016 Fall Semester Cave Productions. All AO and MTO students NOT cast in UT or Strother shows are REQUIRED to audition for the Cave productions. Please note that the Department Chair ONLY (in consultation with Option Coordinators) can approve any exception to this rule.

Cave Auditions will take place in the Cave and the schedule is as follows:

Friday, August 19th from 6:00pm – 8:00pm
General Auditions for all students auditioning for Cave Shows.

**SIGN UP BY CALLING 765-285-8740 BETWEEN AUG 1ST – AUG 18TH FOR AUDITION SLOT**

Saturday, August 20th from 9:00am – 12:00pm
Callbacks for John & Jen
Saturday, August 20th from 1:00pm – 4:00pm
Callbacks for *Top Girls*
Saturday, August 20th from 7:30pm – 10:30pm
Callbacks for *Constellations*

General auditions should include one monologue that is no longer than one-minute in length. Please select material that is appropriate for the shows being cast.

PLEASE NOTE...Those AO and MTO students not cast in UT or Strother shows that are working off campus and will not be back prior to the audition dates MUST submit an acting audition via DVD or through <youtube> to the Department by August 19th. Failure to do this may result in your removal from an option.

**Auditions for Spring Productions**

General Auditions and Callbacks for the Spring Semester productions in University Theatre and Strother Theatre are **TENTATIVELY scheduled for November 13th through November 17th with the Cave callbacks taking place on Saturday, December 10th.** ALL departmental classes (including labs BUT excluding THEAT 100 and DANCE 100) on Monday, November 14th will be cancelled so that all directors and acting teachers can attend the General Auditions. Students will signup for audition times starting on **Wednesday, October 26th** in the Theatre Office (AC 306). Watch departmental bulletin boards for more information.

**Portfolio for all Design/Tech Majors**

A DTO portfolio review is mandatory for all Sophomore - Senior DTO students and will be held December 13th and 14th. Freshmen will be required to observe. A sign up sheet will be made available in November. More details will be forthcoming in an email mid-semester from Matt Tibbs.

**ONGOING Theatre and Dance Policies**

Last year, several changes were made to our rehearsal schedules for Departmental shows. These changes were made in an effort to ensure that all of us (faculty, staff, and students) were not “spread to thin” and/or over-extended. While these changes caused some occasional challenges, they proved to be very beneficial and helpful to us all. To refresh everyone’s memory, the ongoing policy changes are as follows:

**NO FRIDAY AND SATURDAY rehearsals are allowed. The ONLY exceptions are:**

- Tech Saturday for all shows.
- Rehearsals that take place the week before classes start, the last week of the holiday break, or during University days off (such as Fall Break).

**Rehearsals MUST be from 7-10:30 M-TH with Sunday doubles allowed**

- Rehearsals MUST start at 7pm and end NO LATER than 10:30.
- Sunday doubles should start after 1pm to accommodate those who want to attend church.
- Doubles can be either in two sections of 7 hours TOTAL 1-4 & 6-10 OR 5 straight hours 5-10.
- 8 hour rehearsals will be granted the week before classes start OR the last week of holiday break.
- The Tuesday night off will NOT be in effect for Cave shows OR Choreography Projects. However, the Friday night OFF prior to Tech weekend will be in effect.

**2nd Semester BFA seniors will NOT be allowed to audition for spring shows UNLESS granted a waiver by the Coordinator and the Department Chair.**

- Given the new Joe’s Pub cabaret for BFA MT seniors, the time required to effectively mount Showcases, and the increased amount of outside auditions happening for our BFA students, this new rule will ensure that students can focus on what is MOST important to them.
• Special exceptions will be reserved for students who pedagogically need an additional opportunity in the senior year to adequately complete their BFA experience.

The “Support our CRAFT” Initiative

For the fourth straight year, with the help of the Department’s Alumni Advisory Board, the Department is pleased to continue the Support our CRAFT initiative. CRAFT stands for Collective Resources Advancing Future Talent. Any individual who gives in the amount of $100 or more to Foundation Account #8360 (Theatre), Account #8361 (Dance), or ANY of our Scholarship generating accounts will be recognized in all our programs as being an ongoing supporter of the Department. A letter will be sent to all of your parents asking for their support in this fund and also listing the funds that are approved for this program.

Thanks, in large part, to our FANTASTIC students within the program last year, the Department raised over $55,000 in scholarship funds last year through CRAFT. The Department and the Theatre and Dance Alumni Advisory Board have set a lofty goal of $60,000 this coming year for the Support our CRAFT program. Please help us this year by SHARING THE “SUPPORT OUR CRAFT” LETTER THAT YOUR PARENTS RECEIVE FROM THE DEPARTMENT IN THE NEXT FEW WEEKS WITH ANYONE YOU FEEL IS INTERESTED IN SUPPORTING YOU AS A STUDENT IN THE DEPARTMENT!!!! Remember, the more money we raise, the more money you can receive!

Fundraiser for Scholarships 10th ANNUAL DEPARTMENT GOLF OUTING

In an effort to raise money for the Department’s Scholarship Program and our showcases in New York, Chicago, and Los Angeles, the Department will be holding its 10th Annual Scholarship and Showcase Golf Outing on Saturday, October 1st at 9:00 a.m. The event, scheduled to be held at The Player’s Club Golf Course, will help raise much needed funds to support several student activities including our Showcase Program and Scholarship initiatives. So, please ENCOURAGE YOUR PARENTS TO VISIT YOU ON OCTOBER 1ST, SEE PARADE, AND PARTICIPATE IN THIS WORTHWHILE FUNDRAISER. Cost is $75.00 per person or $250.00 per 4 person team. These fees include green fees, carts, a light breakfast, and lunch. Additional prize and competition opportunities will be available the day of the event. Please look over the enclosed entry form and return it to the Department by Monday, September 26th!

Practicum for Freshmen/Transfers

The practicum policy for Freshman and Transfer Theatre/Dance majors is as follows:

All Freshmen & Transfer Theatre and Dance majors are required to take a practicum their first and second semesters. This requirement can be fulfilled by working on a crew for a departmental production (University Theatre, Strother Theatre, BG-KDS productions or Cave productions), working in the theatre library, serving as a box office or house management employee, or working with a faculty member on a special project. Students can receive practicum credit for being cast in a role within the production season after their first year on campus. Freshmen and transfer Theatre/Dance majors must enroll each semester for an hour of Theatre Practicum (THEA 280) or the 0 hour Practicum (THEA 280A). All current freshmen should already be enrolled in these courses.

All freshmen and transfer majors provide a signature of attendance during the practicum meeting on Monday, August 22nd at 7:00 p.m. in University Theatre. This signature provides a record of your participation.
INFORMATION FOR THOSE INVOLVED WITH A PRODUCTION

All sophomore, junior, or senior Theatre and Dance majors that have a substantive role in any production within the season will enroll in THEA 280 for 1 credit hour. Students have ALREADY been contacted via e-mail by Andrea and informed as to what class and section must be added to their schedule. THERE IS NOT A PAPER CONTRACT REQUIREMENT FOR THIS PORTION OF PRACTICUM. Please check your schedules to be sure you are enrolled in THEA 280. If you are involved with a show and practicum is not on your schedule please see Andrea during the first few days of classes. THEA 280A (no credit) will be approved on a case by case basis and no student may register for the no credit section without approval from Andrea. Only those student who are at 18 credit hours may request the no credit practicum.

All stage managers for University and Strother productions (this does not include Assistant Stage Managers) will enroll in THEA 380 for 2 credit hours. Cave stage managers and assistant stage managers will enroll in THEA 280 for 1 credit. These students have ALREADY been contacted via e-mail by Andrea. THERE IS NOT A PAPER CONTRACT REQUIREMENT FOR THIS PORTION OF PRACTICUM. Please check your schedules to be sure you are enrolled in THEA 380 or THEA 280. If you are involved with a show and practicum is not on your schedule please see Andrea during the first few days of classes. THEA 280A (no credit) will be approved on a case by case basis and no student may register for the no credit section without approval from Andrea. Only those student who are at 18 credit hours may request the no credit practicum.

Dancers who have been cast in BSDT will enroll in DANC 489. Any student with an assignment that is not performance will enroll in THEA 280. THERE IS NOT A PAPER CONTRACT REQUIRED FOR THIS PORTION OF PRACTICUM OR BSDT. Please check your schedules to be sure you are enrolled in DANC 489 or THEA 280. If practicum or BSDT is not on your schedule please see Andrea during the first few days of classes. THEA 280A (no credit) will be approved on a case by case basis and no student may register for the no credit section without approval from Andrea. Those cast in BSDT who are at 18 credit hours may speak to Audra Sokol about auditing BSDT. This will be approved on a case by case basis and only those with 18 hours may request this.

Dancers in the Jr. and Sr. Choreography projects will enroll in THEA 380 for 1 credit hour and Choreographers will enroll in Dance 490. The appropriate sections and Course Reference Numbers will be sent to each student via e-mail from Andrea after all casting has been completed. THERE IS NOT A PAPER CONTRACT REQUIREMENT FOR THIS PORTION OF PRACTICUM. If any dancer is at 18 credit hours please request THEA 280A (no credit). THEA 280A will be approved on a case by case basis and no student may register for the no credit section without approval from Andrea.

Practicum for Sophomore, Junior, Senior Students doing Special Projects

As most of you are aware, Theatre Practicum (THEA 280) is designed to give students credit for participating in various areas within the department. A maximum of 8 practicum hours (one credit per semester) can be applied toward graduation. Students should earn hours in as many different areas as possible. These areas can include but are not limited to, Teaching Assistant, Box Office, Shop Work, or Special Project with a faculty member. All sophomore, junior, and senior theatre students who will be taking practicum and are not participating in a production must pick up the appropriate contract from the main office, have it signed by the appropriate faculty member and return the completed form by Noon on August 24th. Please note that the student will be notified via e-mail as to which class they must register for.

For all dancers wishing to take practicum, THEA 280 is available to all dance majors and minors.
in a variety of areas. Students can earn practicum credit in positions such as: stage managers for student choreography shows, class demonstrators, bulletin board coordinator, digital work, or special faculty projects. Please see Christie Zimmerman to arrange for the practicum and to obtain a contract. A maximum of 8 practicum hours (one credit per semester) can be applied toward graduation. All sophomore, junior, and senior dance students interested in practicum must fill out and turn into Andrea a practicum contract signed by the appropriate faculty mentor by Noon on August 24th. Please note that the student will be notified via e-mail as to which class they must register for.

**Advanced Practicum and Directed Study Assignments for Upperclassmen**

**THEA 380:** This may be used by student Design and Technology students working on a project of significance in one of the shops. The student may not be on payroll for this project and the project may not be associated with a production. This may also be used by Dance students as a production credit that is not Ball State Dance Theatre (BSDT) related.

**THEA 496/DANC 496:** This may be used by any student in any major in order to receive appropriate credit for research projects, off campus work related to the field of study, special approved projects, or special skills classes with a specific member of the department.

Any upperclassmen who wishes to enroll in advanced practicum or a directed study (THEA 380/THEA 496/ DANC 496) must fulfill the following steps to enroll in these courses: (1) Select an area of study, a role within that area of study, and a faculty mentor in the area of study. Typical assignments may include advanced work in management, marketing, design, casting, dance administration, choreography, or directing. (2) Determine with the faculty member the appropriate credit hours for the assignment chosen. (3) Pick up a contract in the Main Theatre Office (Room AC-306) and fill out all the necessary information INCLUDING HAVING THE APPROPRIATE FACULTY MEMBER’S SIGNATURE. (4) Turn in contract NO LATER than Noon on August 24th. Please note that the student will be notified via e-mail as to which class they must register for.

Advanced Practicum/Directed Study Contracts are available in the Main Theatre Office through 9:00am on August 24th.

**THEA 499 Internships**

THEA 499 is the department’s way of giving you Ball State course credit for any off-campus internship you worked during the summer or, in occasional cases, that you worked during the school year. These internships are, with a few exceptions, unpaid internships ONLY. If you got paid to sing and dance at King’s Island, that is good experience, but doesn’t count under the university’s expectations of an internship. The only case in which you will receive internship credit for paid work is if that work was paid at a lump sum that, when you calculate your hours worked, was significantly below minimum wage.

**THEA 434 Immersion Experience**

Ball State University requires that all students take a Tier III course before graduating. THEA 434 is the departmental Tier III course for all majors in Theatre and Dance, except Theatre Education (see below). In either the fall or spring of their senior year, all departmental majors must take THEA 434. This class has many different forms, depending on your option, but all versions of this class will follow a version of this university-approved master syllabus. Your faculty supervisor will provide you with details regarding your specific requirements for THEA 434. Option-specific descriptions of THEA 434 are as follows:

- **Theatrical Studies:** A TSO 434 can be any major project you can dream up: An extensive research paper, a cabaret, an off-campus performance, writing a new play, etc. etc. The project is up to you, but must be approved by a faculty mentor. You should sign up for a 1-3 credit section of THEA 434 supervised by one of the Theatrical Studies faculty, and then meet with that faculty.
member during the FIRST WEEK OF CLASSES in the semester you’re doing the 434. If you’re not sure who should mentor your project, contact Dr. Smith.

- **Theatre Education**: Your student teaching experience counts as fulfillment of your Tier III requirement. You do NOT have to do a THEA 434.

- **Directing and Stage Management: ONCE I HEAR FROM KAREN I WILL ADD**

- **Musical Theatre**: The Senior Cabaret Class is the Tier III for MTOs and is your THEA 434 course.

- **Acting**: In the senior year, AO students complete One-Person Show to satisfy their 434 requirements. In this course, students write and perform an original, solo piece of theatre, under the mentorship of a faculty member.

- **Dance**: Dance Majors typically participate in the Choreography and Production projects to fulfill the THEA 434 requirement as part of the dance major. These projects will be held in the Fall 2016 semester and are under the direction of faculty advisor Audra Sokol. Additionally, students wishing to satisfy this requirement in pursuit of the dance major by directing an independent project under the THEA 434 umbrella (that is outside of the scope of the Choreography and Production projects) may submit a proposal to Dance coordinator Christie Zimmerman outlining how their proposal involves at least two of the following five areas as they relate to their dance major: Choreography, Engagement, Performance, Production, and /or Research. These proposals should be submitted in writing to clzimmerman@bsu.edu by August 15, 2016 for dance faculty consideration and approval.

- **Dance Studies**: Dance Majors typically participate in the Choreography and Production projects to fulfill the THEA 434 requirement as part of the dance major. These projects will be held in the Fall 2016 semester and are under the direction of faculty advisor Audra Sokol. Additionally, students wishing to satisfy this requirement in pursuit of the dance major by directing an independent project under the THEA 434 umbrella (that is outside of the scope of the Choreography and Production projects) may submit a proposal to Dance coordinator Christie Zimmerman outlining how their proposal involves at least two of the following five areas as they relate to their dance major: Choreography, Engagement, Performance, Production, and /or Research. These proposals should be submitted in writing to clzimmerman@bsu.edu by August 15, 2016 for dance faculty consideration and approval.

- **Design and Technology**: A DTO THEA 434 is typically a design assignment on one of the departmental productions your senior year. Additionally, we have had students do technical special projects, unrealized designs, or designs off campus to satisfy the THEA 434 requirement. You should sign up for a 1 - 3 credit section of THEA 434 supervised by Matt Tibbs, then meet with Matt the first week of classes in the semester you're doing the THEA 434. The DTO faculty member you consider your mentor will also need to be involved in approving and providing guidance during your THEA 434.

### Rehearsal Policies

As was discussed earlier in this letter, some of these policies have been changed. All Departmental productions must adhere to standardized departmental rehearsal policies. These policies include the following: (1) Evening theatre rehearsals may not begin before 7 p.m. and must end by 10:30 p.m.; (2) No show can rehearse more than 22 hours a week or 36 hours during tech week; (3) Productions may not rehearse on Friday or Saturday; (4) Actors and dancers may not rehearse the day prior to tech weekend and the Tuesday after tech weekend; (5) No production can rehearse on the Opening of a University Theatre or Strother Theatre production…since most shows open on a Friday, this is not
generally an issue; (6) Rehearsals must follow Equity guidelines. Please note…the Production Committee in consultation with the Department Chair and Production Stage Manager ONLY may grant any alteration to these guidelines. Any alteration to these guidelines must be submitted in writing. Please note that any given production may need to alter policies per the needs of an individual production. Notification will be posted at time of casting.

### Evening Policy for all Theatre/Dance Spaces – Particularly for Tech Students

The Department is committed to developing policies to ensure that all students, including our valuable design/tech students, are not devoting countless hours to their production work while sacrificing their important and mandatory class work. Thus, all students MUST be out of the Theatre and Dance buildings/spaces by 11:00 p.m. The only exceptions to this rule are the following: (1) any voluntary late night work sessions on Friday and Saturday night approved by the Chair; (2) the tech/dress week of any UT or Strother show…although we try and have all students out of the building by midnight if at all possible; (3) any necessary work sessions as approved by the Department Chair (these will be approved on an EMERGENCY basis only); (4) any classroom rehearsals/projects that students are working on that are related to actual credited course work. Please remember that every undergraduate is a “student” first and designers/directors/actors/dancersstage managers second.

### Evening Policy for all Ball Gymnasium Spaces

The Department wants to remind all students that Ball Gymnasium is CLOSED every night at 10:00pm. The only exception to this rule is that if a faculty member is present, the space may remain open until 11:00pm. Please remember this as you reserve spaces for rehearsal.

### The “Giving Back to the Community” Initiative

The students within the Department began a program three years ago entitled the “Giving Back to the Community” initiative. Thanks to the efforts of the faculty and students, the Department introduced a new endeavor in 2013-2014 where students involved in each production were to “adopt” a community partner. The idea is that the students involved in any of our productions (from all areas) will find an organization that they wish to assist in some tangible way. This organization can be affiliated with the themes, ideas, and focus of the production they are in, or it can simply be an organization that everyone feels very attached to based on their ideology and goals.

The specifics of how this works will be outlined/reinforced at the All Departmental Meeting. As was the case the first two years, a small group of students will be elected within the company of actors, dancers, singers, designers, stage managers, and directors. This group will organize and facilitate a service event where the students will work with the community partner based on their needs and desires. The Department will also feature the community partner in the lobby area so that audiences can become familiar with their mission and goals. Please note that the team leaders MUST coordinate the organizational aspects of this event one month before opening night. Fall show participants, please contact Mikaela Salcedo at mssalcedo@bsu.edu if you are interested in being your show's coordinator.

### Opening Night Celebrations

Through the efforts of Alpha Psi Omega, our National Theatre Honorary Organization, Opening Nights for all Departmental productions have become a special event for the department. Alpha Psi’s post-show receptions in the Green Room have given us an opportunity to celebrate the work of our students, faculty and staff. Further, the Department routinely celebrates at Applebee’s following the post-show reception in the Green Room. The Department encourages all students to attend the after party celebration at Applebee’s and reminds all students to treat the staff at Applebee’s as cordially and politely as possible...we are proud to have an affiliation with this establishment and do not want to lose it. As stated earlier, no department production should rehearse on any University or Strother Theatre Opening Night, or rehearsals should be completed before curtain time. Get your Opening Night tickets early!
Department “Strike” Policy

The Department views all meetings, rehearsals, performances, and strikes as equal and necessary components of the production process. As a condition of involvement in Department productions, all cast and crew are required to attend one strike session for their specific production. Failure to attend strike will result in a lowered practicum grade, little or no casting consideration during future Departmental auditions, and immediate placement on option probation. Strikes will generally happen for UT shows after the final Sunday closing and for ST shows after the Saturday evening performance. Cave strikes should happen as soon as the last performance is over. This will be the case with all shows EXCEPT for the final Dance concert in the spring semester which happens after the Saturday night performance. Proper attire is required for strike. Anyone not appropriately dressed will be asked to leave and will be considered absent.

Faculty and Staff Changes/Additions/Notes

The Department continues to grow, and we have several excellent new faculty and staff joining us for the 2016-17. First, after a national search, we are pleased to welcome Tom Horan into his tenure-track position teaching Playwriting and developing the department’s New Works program. Tom comes to us from Earlham College and is the resident playwright at Phoenix Theatre in Indianapolis. The department also welcomes Matt Reeder and Susan Koper into their new tenure-track positions. Both Matt and Susan were chosen after an extensive national search.

We have also made several additions in the full-time contract area: Miriam Hahn Thomas joins us from Bowling Green State University and will be teaching Theatre History and Theatre 100. We are also pleased to welcome aboard Sarah Jenkins, who will serve as the interim Managing Director and teach Dance 100. Sarah’s past work with Ball State Advancement and Muncie Civic will be of great benefit to the department as we continue to expand our marketing and recruitment.

In terms of staff, we are glad to announce that Renee Busha has taken over for Kristen Ramsey in the Box Office / Marketing position, and we are eager to have her talents serving the department. This year will also be Colin Hart’s first as full-time Departmental Academic Advisor, a role that will see him undertaking individualized advising for all departmental students.

In the Dance area, the Department is pleased to have hired Kenny Shepard who will be teaching dance classes in the area of jazz and musical theatre. Kenny resides in Indianapolis and has spent several years in that city as a performer and choreographer.

Administratively, Tyler Smith has moved into the role of Associate Chair, while Eva Patton will continue on in her role as Recruitment Coordinator. We thank Eva for her dedicated and passionate work as Associate Chair, and are pleased to have her continue forward in her excellent recruitment efforts.

Finally, we wish a fond farewell to Wendy Saver, who has moved on from academia. Wendy was a cornerstone of this department’s performance faculty, a dedicated mentor, and her passion and talents will be sorely missed. Best of luck to her on her continuing artistic journeys! We are in the process of hiring a replacement for Wendy and will have more information at the All Departmental Meeting.

Playwriting Week

The Department will host the 6th Playwriting Week on campus. Dates for this event will be released at a later time. This week will feature new work by students, faculty, and alumni. Jennifer Blackmer and new faculty member Tom Horan will be coordinating the details of performances, auditions, and guest artists. Stay tuned for more information on this exciting event sponsored by the Department!
Headshots – Underclassmen

As has been the case for the past several years, we will be offering all incoming students the chance to get headshots during the first few weeks of campus. The headshots will be taken by Kip Shawger and the makeup will be done by Robert Dirden. Cost of these will be announced at the All Departmental Meeting. The date will be the weekend of September 9th – 11th.

Showcase News and Notes

As most of you are aware, the Department of Theatre and Dance is committed to assisting our students once they graduate through the Showcase Programs. Students have the opportunity to audition for leading professionals from Chicago, New York, and Los Angeles. These industry professionals serve as adjunct faculty within the Department and have flourishing careers within the business. The Department is pleased to welcome back Bill Osetek as the continuing Artistic Coordinator of the Chicago Showcase. Bill is the Artistic Director of Drury Lane Oakbrook Theatre in Chicago and an active professional director who is sure to make a major impact on our students.

For NYC, the Department is pleased to continue our relationship with Rachel Hoffman. Rachel is a Casting Director at Bernie Telsey Casting in NYC. She has cast several Broadway shows including the recent An American in Paris.

The Casting Directors for the LA Experience are BSU alums Eric Emery and Billy Murphy. Eric is a manager in Los Angeles while Billy is a casting director for film and television. Eric and Billy made major changes last year to LA with a great deal of success. The students who attended LA had wonderful experiences and met with some of the most prominent agents and industry professionals in the city. We look forward to continuing this process in 2016-17.

All of our Showcase faculty members are highly connected within the industry and excellent resources for our students. If selected, students will work with these individuals and our faculty to create a series of scenes, monologues, and (depending on venue) vocal selections that will help “showcase” their talents to the leading industry professionals within each city.

As a reminder, all BFA Acting and Musical Theatre students are eligible to audition for the Department’s showcases. In addition, this year senior level BFA Dance majors are also eligible to audition. The Department is very committed to supporting each student’s decision regarding the auditions they choose to take part in associated with the showcase programs. Clearly, we want students to feel comfortable with the city and showcase in which they are auditioning. Further, the faculty also understands that while students may ask for our opinions, ultimately, we all will support whatever decision a student may make regarding showcase auditions and their post-graduation plans. We are proud of what we offer to each student and we look forward to each audition we will see over the fall semester. The Chicago Showcase will take place on Monday, December 5th at the Theatre Building located on Belmont Avenue. Auditions for the Chicago Showcase will be Saturday, September 10th. The NY Showcase will take place on Monday, March 6th during the week of Spring Break. Auditions for the NY Showcase will be the weekend of October 21-23. The LA dates will be announced at the Showcase meeting the first week of classes. The LA Experience will tentatively take place the week immediately after graduation. Remember that showcases are to be used to assist students in starting their careers and NOT as a VACATION.

Finally, A CONTINUING POLICY REGARDING SHOWCASE FUNDRAISING…Any student who is chosen to attend the NY/LA/Chicago Showcases has financial responsibility to the Department to help offset the costs incurred by the Department to attend the showcases. These departmental costs are in excess of $40,000.00 and include space rental, receptions, payment of guest artists, mailers, postage, etc. This year students will have the option to fully participate in all fundraising events organized by the showcase participants to help the Department OR write a check to the Department up front and not be obligated to be a part of fundraising activities. STUDENTS WILL BE REQUIRED TO SIGN A CONTRACT THAT STIPULATES THE CHOICE THEY HAVE MADE AND THE OBLIGATIONS THAT ARE ATTACHED. More information will follow on this during the first two weeks of school.
Kennedy Center American College Theatre Festival

The Midwest Region of the Kennedy Center American College Theatre Festival (KCACTF) is scheduled for January 10th – 14th, 2017 right down the road in Indianapolis, co-hosted by Butler University and the University of Indianapolis. Please note, this is the FIRST WEEK of Spring Classes. All University Theatre and Strother Theatre productions DURING THE FALL SEMESTER are entered as Associate entries that make student actors eligible for the Irene Ryan Acting Award, student designers eligible for the Design Awards, students interested in the Institute for Theatre Journalism and Advocacy (formerly the Critics Competition), and any student who wishes to participate in the various playwriting, directing, dramaturgy, and stage management competitions.

*****Please note that the Department will only invite specific students who have earned the honor of attending KCACTF. This policy exists for several reasons. They include (a) the cost for both students and the Department regarding KCACTF participation had become too exorbitant; (b) the impact on coursework and our production season for those students not entered in competitions had become restrictive; (c) and the overall quality/value of the workshops and productions at the Festival are similar to the quality of workshops being offered on campus*****

Thus, all students who are nominated for the Irene Ryan, chosen as an Irene Ryan partner, participating in the design or critics competition, or participating in any playwriting/directing/stage management/dramaturgy competition (who are NOT on academic or option probation) are invited to attend KCACTF.

Any student who does not wish to attend KCACTF as a design and/or Irene Ryan nominee must inform the director and/or Bill Jenkins of this before the production opens….the Department is committed to nominating those students who are truly invested and interested in the ACTF experience. Please note that all students who take part in the Festival are representing Ball State University and will be expected to sign a contract stating they will participate and attend all events associated with the Festival. Failure to do so will lead to students being escorted home at the student’s cost.

American College Dance Association

This year, the Department will participate in one of the regional conferences of the American College Dance Association. The location and date are to be determined, as the dance faculty are working to determine the best option of regional conference with regards to location, time, and expense. More information, including the dates and location of the conference, will be presented at the Dance portion of the General Meeting on Tuesday, August 23, 201. In addition, the Department will help supplement students who attend KCACDA. Student cost will be approximately $115-$125 per person. The conference, which is open to all dance majors and minors, is a great opportunity to meet and study with dance professionals and students in programs throughout the region. Students who wish to attend the festival must attend a mandatory informational meeting on Tuesday, September 6, 2016 at 4 pm in KDS. Please note that all students who take part in the Festival are representing Ball State University and will be expected to sign a contract stating they will participate and attend all events associated with the Festival. Failure to do so will lead to students being escorted home at the student’s cost.

Available Classes

Several classes are listed at the back of this packet with available space for students. To enroll in any of the classes listed, e-mail Andrea Sadler at amsadler@bsu.edu and request permission as soon as possible. You MUST include your ID number, class and section number in the e-mail. Requests are first come, first serve. If granted, you will receive an e-mail with the course reference number and saying you may register. Registration must be done as soon as possible using the Banner System on the BSU website under the Current Student tab. Select students taking main campus courses and follow the appropriate links for you.
Support Your Program -- And Save Money!

As a Theatre/Dance major or minor you are expected to see every Department of Theatre and Dance production. As an artist, you should want to see every production more than once. The department is pleased to offer a special departmental subscription plan for Theatre/Dance majors and minors. The cost of this subscription is $65.00 for University and Strother shows OR $100.00 to include the Cave shows. We are pleased that Theatre and Dance majors receive a discount of close to 50% from normal student rates. PLEASE NOTE...any major or minor can purchase TWO subscriptions at this reduced rate! Use the form included in this packet to order your special subscription card.

Special Bonus for Theatre and Dance Students

Majors and minors who have purchased a departmental subscription card can see a production more than once by exchanging a "ticket stub" from a previous performance for a new ticket to a later performance. This exchange must happen on the day of the performance and priority is given to patrons wanting to purchase a ticket. The Department Chair, Managing Director, or Box Office Manager may implement potential changes to this rule at their discretion.

ALL Student Directors in the Cave

All FALL SEMESTER CAVE DIRECTORS need to attend a meeting on Friday, August 19th at 5:45 p.m. in The Cave right before auditions begin that night. If unable to attend, contact Karen Kessler via e-mail at klkessler@bsu.edu

ALL Student Stage Managers

All Stage Managers need to attend a meeting on Friday, August 19th at 5 p.m. in The Cave right before the Cave auditions begin that night. If unable to attend, contact Colleen Tovar via e-mail at chtovar@bsu.edu

Freshman/Senior Experience Class

All new Theatre and Dance students are required to attend the Freshman Experience Class. This weekly informational program meets every Tuesday from 11:00-11:50 a.m. during the fall semester. The course is intended to acquaint new students with various aspects of the department and the university. The course is for no credit and has no homework requirements. Among the probable topics and/or areas to be explored are auditions, curriculum, advising, meeting the faculty and important University figures, career choices and options, an introduction to the Muncie community, and various services available at Ball State. Andrea Sadler will teach the Freshman Experience course.

All seniors will be required to take THEAT 405 (Sr. Experience) in the Spring Semester at 11:00 a.m. on Tuesday. Students will learn important information such as locating a job, moving to different cities, doing your taxes, auditioning in the “real world”, creating a life in theatre and dance after graduation, etc. Associate Professor Karen Kessler will teach the course.

REQUIRED ATTIRE FOR ALL ACTING CLASSES

ALL acting classes have required attire so that students can freely move and take part in acting exercises and activities. The attire should adhere to the following standards:

- Students must wear BLACK sweat pants or exercise pants that are worn at the waist (not hips) and extend no longer than to the ankle. These pants should be of soft construction with no zippers, buttons, snaps, Velcro or buckles
- From the waist up students must wear a BLACK t-shirt or tank top (no spaghetti strap shirts or leotards). T-shirts and tank tops must be long enough so that when hands are raised above the head no skin is showing at the midriff. Sweatshirts or long sleeved t-shirts are acceptable as long
as they are BLACK and without hoods.

- As noted, all items are to be BLACK with no printing or graphics on both pants and shirts, and both should fit and not be too baggy.
- Make sure your hair is tied back and all watches, rings, bracelets, dangling earrings are taken off.
- In lieu of any required books for the movement classes, all BFA musical theater and acting students are being asked to use a BackTpack for the transport of books, clothing and technology (laptops/tablets). A regular backpack is problematic due to the corrective alignment and breath work being done in the acting, movement and voice classes. While these packs can be expensive, we have negotiated a special rate. This represents a significant savings for all BSU students. BackTPacks are available at a 40% discount for Ball State Students and your shipping is free. This means BSU BackTPacks will run students anywhere from $39.00 - $72.00 depending on the model you choose.

To order a BackTpack:

2) Select the pack you wish to order (model, size and color)
3) Call 503-365-7554 and place your order
4) Deadline for orders is August 17th to ensure shipping with the mass order
5) The BackTPacks will be shipped to the Theatre and Dance Department Office at the end of the first week of classes.

- Please e-mail Coordinator Drew Vidal [dvidal2@bsu.edu](mailto:dvidal2@bsu.edu) with any questions related to this list.

**REQUIRED ATTIRE FOR THEAT 332 (Freshman Performance Lab)**

All Freshmen THEATRE students within the BFA Acting and Musical Theatre Programs are enrolled in THEAT 332 (Freshman Performance Lab). Students will be required to purchase a Theraband CLX at the cost of $13.00 +/- . The price will depend on the band needed and shipping costs. The specific resistance level of the band will be determined at the students’ strength and flexibility assessment. Once the resistance levels have been determined for the students an order will be placed for the bands. Students will order and pay for the bands at their assessment so please have a form of payment that can be used on a website or cash that can be given directly to the instructor and the instructor can order for you.

If you have any questions, please e-mail Jonathan Becker at [jkbecker@bsu.edu](mailto:jkbecker@bsu.edu).

**Actor Shoes/Costume/Makeup Needs**

All students (males and females) cast in department productions and/or any student who is in the Acting or Musical Theatre Options are expected to provide their own character shoes (women need healed character shoes) as well as any other required dress, tap, and/or hard-soled shoes. **Students will also be required to provide their own stage makeup when cast in any productions through the Department of Theatre and Dance.** If you need assistance ordering this, please contact Robert at [redirden@bsu.edu](mailto:redirden@bsu.edu) ASAP!!!! Do not wait until tech week. Any performer requiring a personal tattoo to be covered for a performance must provide their own makeup for this as well. On a final note related to hair and makeup, students who are cast in shows should not alter their physical appearance (cut hair, add a tattoo, die their hair, etc.) without consulting with the director and/or the makeup/hair designer for the production.

In addition, be advised that students occasionally crew productions (through practicum and/or class requirements) that will require a set of black clothing and appropriate black footwear. Finally, Musical Theatre and Dance men should have a dance belt (your skin tone) while all women should provide a well-fitting underwire bra (not a sports bra).
“To Computer or Not To Computer. That is the question” “Are you gonna make me buy a laptop?”

No, we’re not. It is NOT required that you own a laptop. There are numerous computer labs all over campus, and you can even check out a laptop for brief periods from the library. That said, college life is pretty tough to navigate without a computer, and there are huge benefits to having a laptop in class to take notes. Being able to carry your entire digital life around with you is extremely convenient, and the entire campus has Wi-Fi, so you’ll have the internet readily available too. So if there’s a time in your life to bite the bullet and buy a laptop, it’s now. We have no departmental preference between Mac and PC. The Ball State Computer Store sells both to students at a discount, and the university provides all students with an e-mail account and cloud storage space. Regardless of what you buy, please protect your sanity by backing up your computer regularly. Yes, the extra cost of an external hard drive hurts a little bit, but not nearly as much as losing your aforementioned digital life due to a hardware failure or rogue Mountain Dew spillage.

Departmental Jobs

Please keep an eye out for jobs within the Department during the first few weeks of the Fall Semester. Please note…if you are WORK STUDY, please let Andrea Sadler know asap…this will increase your chances of getting a departmental job sooner rather than later!

Academic Policy for all Theatrical Studies Students

All Theatrical Option students within the program must maintain a 3.0 GPA within the major. Starting after the conclusion of your freshman year, you will receive a probation notice if you are below that threshold, and you will be given one semester to raise your departmental GPA up to or above 3.0. Failure to do this will result in your removal from the major. Also note that the Department reserves the right to make exceptions to this policy IF the student is making above average progress towards this goal. Please, take care of your academics so that this does not become an issue for any of you.

Special Information For New Students

On behalf of the faculty, staff, and students of the Department of Theatre and Dance, I am pleased to welcome all freshmen and transfer students to our program. Allow me to share with you a few things you should know about being a student in the department.

1. As noted earlier in this letter, you are expected to participate in the production program in dance or theatre each semester. Remember, it is imperative that you are immediately proactive, so get involved! Do not wait in your dorm room to “be discovered!” Be a part of this fantastic Department from the start of your time at BSU!

2. Your first loyalty is to the department and our program. You may want to participate occasionally in shows produced by other campus organizations or other theatres or dance groups in the area. However, we expect your classes and the departmental production program to be your first priority. Also, the Department does NOT want students auditioning for shows OFF CAMPUS during the first semester of the Freshman Year! It is important that students get a good start on their academics without the rigors of a rehearsal schedule.

3. You are expected to attend your classes. The production program is an extension of your classroom work. Be sure to read the department attendance policy in this letter. PLEASE NOTE…If you do not attend courses, you will not succeed.

4. Take the time to meet other students. The best places to meet other theatre and dance students are in the Green Room (which is located under the University Theatre) and in the Dance area at Ball Gym. The Green Room is a student lounge by day and in the evening, when no production is in rehearsal
or performance. There are also vending machines in the Green Room. Ball Gym also has a lounge area in the lower level.

5. It is a privilege to be accepted into any of our options. **Please note that if a student fails to adhere to the minimum standards set forth by each area, they will be asked to leave the option.**

6. The Department has SEVERAL groups that have been started by students…most are included in the student section of this letter. Students are ENOURAGED to ask students about these groups and how they may get involved. Please note, all of these groups are secondary to class work and production responsibilities. Please don’t over-extend yourself!!!!!!

7. You have all made the choice to enter an incredibly competitive field. Because of that, the faculty and staff will do everything possible to train you to become skilled craftspeople and dedicated artists. We are interested in students who are diligent, committed, motivated, positive, passionate, and professional. We hope you are committed to the exciting journey you are about to begin.

8. Finally, please stop by the Main Theatre Office (AC-306) and introduce yourself to me…I can promise you that I will make every effort to chat with you and help you as best I can. Also, if you decide to pursue another major, please talk with us as soon as possible. Each faculty member will support the decision that you make. The faculty and staff only want those students within the Department who are passionately invested in their craft to pursue this demanding major. As I often say, “If you can do anything else with your life and be happy, we highly recommend it.” However, if this is what you want to do more than anything, you have chosen the right school to attend! Best wishes to you all as you begin your journey.

### Dance Notes

**Class Attire**

Class Attire Requests for all Dance courses are at the end of this letter. Please review and follow according to each course.

**Dance Apparel for Auditions**

For all dance audition purposes, dancers should refer to the class attire guidelines and choose attire that falls into one of the following three disciplines: ballet classes, modern classes, or jazz classes. Dancers should be prepared to perform material in any genre and be prepared with all dance shoes, including, but not limited to bare feet, ballet shoes, and jazz shoes.

**Student Choreography Shows**

All Dance majors and minors are strongly encouraged to participate in the Works-In-Motion and Festival of the Word and Dance performances. Students may choreograph and/or perform in any dance idiom. The dance faculty encourages ALL dance majors and minors to be active participants in the dance community as a way of forging creative relationships and collaborations that help enrich your artistic experiences and friendships here at Ball State. Opportunities for participation may include, but are not limited to: membership in the Student Dance Association, as well as performance and backstage opportunities (crew, sound, ushering, selling tickets) for the Choreography Showcases and informal performances mentioned above.

**Dance Town Hall Meetings**

All dance majors, both BS/BS Dance majors and BFA Dance majors, MUST KEEP all Tuesdays and Thursdays from 4 pm to 5 pm open for both the Fall 2016 and Spring 2017 semester for mandatory dance programs events, including, but not limited to, advising and informational meetings, dance juries, program lectures or presentations, and other exciting events deemed important and necessary by the dance program. Students who fail to attend mandatory program events scheduled during these time slots may be placed on option probation. Repeated offenses could also result in dismissal from the major. Any dance major who has questions, problems, or concern with regards to this policy should email these to the Dance Coordinator, Christie Zimmerman at clzimmerman@bsu.edu before August 15, 2016 at 5 pm.
Dance Class Procedures and Attire 1st day of class Fall Semester 2016

**All Ballet Classes:**
Men: Black tights or unitard, fitted white T-shirt, white socks, black or white ballet shoes.
Women: Black leotards, pink tights, pink ballet slippers, short black ballet skirt (optional).
All: Supportive undergarments – dance belts for the men, bras for the women.
Hair neat and pulled up and away from the face (in a bun for the women).
No loose or dangling jewelry of any kind.
No baggy clothing of any kind – this includes, but is not limited to, sweatshirts, t-shirts, sweatpants, shorts.

**All Modern Classes:**
Men: Black tights, unitard, or fitted Capri length dance pants, fitted black T-shirt or tank, bare feet.
Women: Black leotards, black tights or fitted Capri length dance pants, bare feet.
All: Supportive undergarments – dance belts for the men, bras for the women.
Hair neat and pulled up and away from the face.
No loose or dangling jewelry of any kind.
No baggy clothing of any kind – this includes, but is not limited to, sweatshirts, t-shirts, sweatpants, shorts.

**All Jazz Dance Classes:**
Men: Any color fitted T-shirt, leotard or tank, jazz or other close fitting pants, socks or bare feet for warm up, jazz shoes for center.
Women: Any color leotard with tights, jazz pants or other close fitting Capri style pants, socks or bare feet for warm up, jazz shoes for center.
All: Supportive undergarments – dance belts for the men, bras for the women.
Hair neat and pulled up and away from the face.
No loose or dangling jewelry of any kind.
No baggy clothing or street clothing of any kind – this includes, but is not limited to, sweatshirts, t-shirts, sweatpants, shorts.

**All Musical Theatre Dance Classes:**
Men: Any color fitted T-shirt, leotard or tank, jazz or other close fitting pants, socks or bare feet for warm up, jazz shoes for center.
Women: Any color leotard with tights, jazz pants or other close fitting Capri style pants, socks or bare feet for warm up, jazz shoes for progressions, character shoes for center.
All: Supportive undergarments – dance belts for the men, bras for the women.
Hair neat and pulled up and away from the face./No loose or dangling jewelry of any kind.
No baggy clothing or street clothing of any kind – this includes, but is not limited to, sweatshirts, t-shirts, sweatpants, shorts.

**All World Studio/Ethnic and Tap Classes:**
Shoes: For Ethnic classes, jazz or character shoes without a heel.
For Tap classes, tap shoes are required – dancers preference as to type of shoe, however, flat tap shoes, or shoes with a wider heel are recommended for the beginning levels.
All: Any attire approved for dance classes listed above.
Supportive undergarments – dance belts for the men, bras for the women.
Hair neat and pulled up and away from the face./No loose or dangling jewelry of any kind.
No baggy clothing or street clothing of any kind – this includes, but is not limited to, sweatshirts, t-shirts, sweatpants, jeans, shorts.

*All Introductory dance technique classes at the 100 level (with the exception of Dance 110/111, Intro to Ballet 1 & 2) are not required to dress the first day; be prepared to move.
*All other dance technique classes at the 200 level and above, and Dance 110/111, Intro to Ballet 1 & 2, should dress the first day and be prepared to participate fully.