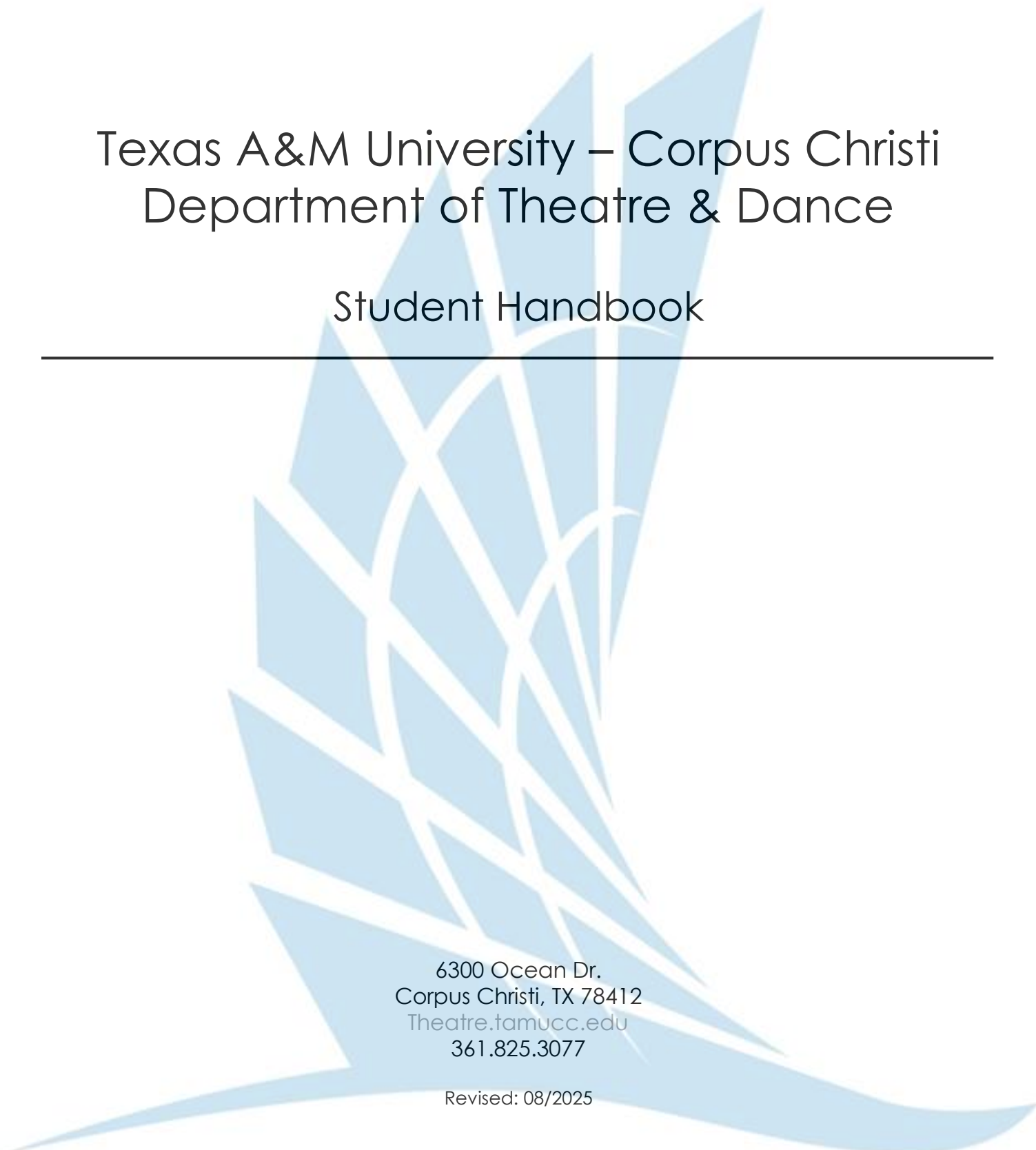




Texas A&M University – Corpus Christi Department of Theatre & Dance

Student Handbook

6300 Ocean Dr.
Corpus Christi, TX 78412
Theatre.tamucc.edu
361.825.3077

Revised: 08/2025

Congratulations and Welcome to the Department of Theatre and Dance @ TAMUCC!

On behalf of all the faculty and staff in the department, we are excited for you to be here.

The Department of Theatre and Dance Student Handbook exists to help guide all theatre and dance students through their academic careers at TAMUCC. The information in this handbook will answer all questions about the department policies and guidelines for all majors and minors. Read through each of the following pages to learn about what makes our department so special. If at the end of this handbook, students still have questions to ask, find any of the faculty and they will be happy to provide some insight!

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All Theatre Major students at TAMUCC are pursuing the following degree:

Bachelor of Arts in Theatre

With this degree, students may choose one of the following concentration areas:

Acting/Directing

Design/Tech

Students may also wish to add a Teaching Certificate to their degree. Students can choose certification in either of the following concentration areas:

Teacher Certification: Acting/Directing

Teacher Certification: Design/Tech

Students may also add the following Minors from the Department of Theatre and Dance:

Minor in Theatre*

Minor in Dance

*Students enrolled at TAMUCC who are not Theatre Majors may add a Minor in Theatre to their non-theatre degree.

Once a student is enrolled at TAMUCC as a Theatre Major, they choose a concentration area (which is listed on their degree plan). This degree concentration determines the matriculation guide and course schedule for each student for each semester registered.

Changing Degree Concentration Areas

At any time, a student may wish to make the following changes to their degree plan:

- Change from a Theatre Minor to a Theatre Major
- Change their Theatre degree concentration area
- Add or remove Teacher Certification

In order to make these changes, a student must audition/interview for the faculty, even if the student has previously auditioned or interviewed for admittance into the theatre program. Students will not be able to make these changes without a successful evaluation from the current faculty. Students may schedule an audition/interview only during end of semester jury days. To schedule an audition/interview, students may contact the Director of Theatre during their current semester. The current Director of Theatre is Professor Kevin Loeffler.

All students who are Theatre Majors are subject to re-audition/interview for the current faculty if their progress in their theatre training is deemed unsatisfactory. The primary faculty in their concentration area may make this determination based on course work, production work, or other aspects of the student's theatre training.

If a student receives a successful evaluation from the current faculty, their training in the Department may continue. If a student receives an unsatisfactory evaluation, the student will be asked to change their Major and Degree Plan, but may retain a Theatre Minor designation, if desired.

Department Faculty and Support Staff

Full-time Faculty	Office Location	Email
Jilissa Cotton	Bay Hall #323	jilissa.cotten@tamucc.edu
Alison Frost	Bay Hall #333	alison.frost@tamucc.edu
Sarah Gonzalez	Bay Hall #373	sarah.gonzalez@tamucc.edu
Rosa Lazaro	Bay Hall #320	rosa.lazaro@tamucc.edu
Kevin Loeffler	Bay Hall #336	kevin.loeffler@tamucc.edu
Elba Emicente	Bay Hall #372	elba.emicente@tamucc.edu
Meredith Melville	Bay Hall #321	meredith.melville@tamucc.edu
Marco Munoz	Bay Hall #367	marco.munoz@tamucc.edu
Thomas Oldham	Bay Hall #366	thomas.oldham@tamucc.edu
Kelly Russell	Bay Hall #322	kelly.russell@tamucc.edu

Emeritus Faculty

J. Don Luna	don.luna@tamucc.edu
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Staff

Richard "Dick" Deleon – Department of Theatre & Dance Administrative Associate
Jordan Bohl – Technical Director
Alexandra Shaw – Costume Shop Supervisor
Silas Breaux – CA Building Manager
William Odom – PAC Technical Manager
Kristina Messoline – Academic Advisor: Theatre, Dance

Auditions for the Mainstage Season & Studio Projects

Auditions for roles in the mainstage season for the Department of Theatre and Dance happen twice each academic year. Auditions for the Fall semester productions occur each August, at the beginning of the semester. Auditions for the Spring semester productions occur each December, before the start of the Spring semester. Spring auditions usually occur the weekend before the last week of final exams. The Studio Projects also cast during mainstage auditions.

Auditions are open to all TAMUCC students. Any student wishing to audition must memorize and prepare two- 60 second, contrasting monologues, unless specified otherwise. Students are expected to slate their audition pieces, as well as dress appropriately for the audition.

All current Theatre Majors with an Acting/Directing & Acting/Directing w/ Teacher Certification concentration are required to audition for the mainstage season, except for students entering their last semester of coursework or students entering their last year of coursework while pursuing Teacher Certification. Students in their final semester are encouraged to still audition, even though students may be actively seeking auditions for graduate school, agency representation, etc.

Students who do not audition for the mainstage season will not be eligible to be cast in any other productions that semester, other than those required for their courses. Students wishing not to be cast in a production due to content must meet with the director of that production prior to auditions. If not, students will not be eligible to be cast in any additional productions that semester, other than those required for their courses.

Design/Tech concentration students are not required or encouraged to audition.

2-Production Policy

This policy requires that all Theatre Majors in the Department of Theatre and Dance be limited to working on 2 productions per semester, not including productions required for their courses (excluding Practicum Lab). Students may not be cast in, stage manage, design, or crew for more than 2 productions outside of their courses, excluding the labs. This includes off-campus productions as well. Examples of projects not included in the 2-production policy include:

- Students in Acting I who are cast in the 10 Minute Play Festival
- Students in Production Management who stage manage a 40 Minute play
- Students in Lighting Design who design for the Spring Dance Demo

Examples of projects that are included in the policy include:

- Students in the Senior Capstone course who choose to work on a production (acting, design, etc.) as their capstone project
- Students who are cast in, design, or crew for a Senior Capstone project
- Performing in, designing, or crewing on a mainstage production
- Any off-campus production
- Students who are not in Acting I who perform in the 10 Minute Play Festival

This policy is to ensure that students do not over-exert themselves during any given semester. A students' academic work is equally important to the time they spend on/backstage.

Theatre & Dance Department Absence Policy

All Theatre and Dance courses use the same absence policy, which is as follows:

Attendance in all courses is critical to every student's academic success. **Communication between students and faculty is key** to any absence, either planned or unexpected. For the purposes of grading, no distinction will be made between excused and unexcused absences (excluding absences for recognized religious holidays, death in immediate family, doctor's excuse with documentation, and approved university functions.) Students will be expected to provide documentation of a scheduled/prior visit to a health care professional. Without such documentation, students will be considered absent. Student's absence affects not only their progress, but the progress of the entire class. **Each absence in excess of two will lower the average a full letter grade.** More than four absences will result in a failing grade for the course. For every instance where a student is late to three classes, students will receive an absence. Students who are more than 15 minutes late for a course will be considered absent. Exceptions under **extreme** circumstances may be made at the discretion of the instructor. Each student must consult with the instructor immediately to make such an exemption viable BEFORE each absence.

Sample Attendance Policy:

0-2 Absences: A (No change to overall grade)

3 Absences: lowers final grade from A – B, B – C, C – D, D – F

4 Absences: lowers final grade from B – C, C – D, D – F

5 or more Absences: failure of the course and/or the request to withdraw from the course

Safety & Emergency Guidelines

All students enrolled in a Theatre Practicum Lab course are required to pass a Safety Course. This course is a no charge, 0-credit hour course that details the various safety and emergency procedures for the Department. All students who are wishing to participate in any work activity taking place in a theatre space must enroll in, and pass the Safety Course. Below are some of the basic safety guidelines and emergency procedures for the Department. They do not constitute a full understanding of all of the safety and emergency material.

- Closed-toed shoes must be worn at all times when working in a theatre space or shop.
- Students are never to work in any theatre space alone. Students should only work in a theatre space when they are with at least one other person or a theatre/dance faculty or staff member are present.
- Injuries should be reported immediately to Campus Police by dialing 4444 on the Campus Emergency Phones.
- If witnessing or having a serious, medical emergency, call 911 from a cell phone or the Campus Emergency Phones, then dial the Campus Police.
- Injury Reports must be filled out by a witness, or a faculty member, to any accident occurring in a theatre space. A blank Injury Report form can be found in the appendix of this handbook.
- Students are to report any broken or damaged items in a theatre space (including architecture, lighting, furniture, or department items such as costumes, props, etc.) to a faculty member within 24 hours of noticing the damage.
- Only students who have been trained by the faculty or staff are authorized to operate the Scissor Lift. If a student has not been trained, they are not authorized to use or ride in the lift at any time.
- Building issues may be reported to a faculty/staff member and/or Silas Breau, the CA Building Manager. The CA Building Manager office is located in CA 115.
- Questions about the Theatre Practicum Lab Safety Course should be directed to the Environmental Health and Safety office.
- Students are not to block the fire extinguishers in any theatre area. A direct path to every fire extinguisher must be clear at all times.
- If at any moment a student feels unsafe or unable to perform a task as directed, the student should notify a faculty or staff member.
- Remember, these rules and precautions are there to keep everyone safe. Please help each other out by following these guidelines at all times.

Accident Reporting

Accidents happen in the theatre. No matter how severe or minor the accident, it should be reported to the proper authorities on campus. Any student involved in or witnessing an accident in a theatre space, whether in rehearsal, class, etc., should follow the procedure below. An Accident Report form can be found in the appendix of this handbook.

When an accident occurs in a theatre space:

- Contact Campus Police by dialing 4444 on any Campus Emergency Phone.
- Obtain basic first aid supplies from any of the shops or dressing rooms. If after 5pm, report the incident to the Building Manager on duty in CA 115.
- Have the stage manager or faculty/staff member witnessing the accident fill out an Injury Report form. If no stage manager or faculty/staff witness the accident, another student who did witness the accident may fill out the form.
- The injured party should not fill out their own Injury Report form.
- Report the accident to any faculty advisor **as soon as possible**, but within 24 hours.
- Give the completed Injury Report form to Professor Alison Frost to file with the Safety Office on campus.
- All work occurring after the accident should stop until a faculty advisor/staff member has been notified and approves the work to continue.

Grievance Policy

The Department of Theatre & Dance abides by the same Student Grievance Policy as can be found in the Student Handbook. This policy states:

If a student has a grievance concerning the behavior and/or actions of University Employees (faculty/staff), contract workers, students, or student organizations, they may file a complaint by contacting the Office of Student Engagement & Success (UC318) at 361-825-5826.

As a Department, the Theatre & Dance students and faculty tend to spend more time together than other Departments on campus. It is suggested that all issues should try to be resolved by the parties in question on their own before further action takes place. If a student has questions about a concern or grievance, they are welcome to speak to the Chair of the Department of Theatre and Dance, Alison Frost. If the concern or grievance is with the Chair, the student is encouraged to speak to the Director of the School of Arts, Media, and Communication, Dr. Diana Sipes. All concerns or grievances should be submitted within 7 business days of their occurrence.

Work Study

The Department of Theatre and Dance employs multiple half- and full-time student Work Study positions. Those positions are listed below. Positions are vacant until they are filled and are filled by the current faculty. Positions are available to any Theatre Major who is in good standing with the University and the Department. Students may hold these positions until they graduate or until they are asked to step down by the current faculty. If any Theatre Major is interested in Work Study opportunities within the Department, they may contact the Director of Theatre, Kevin Loeffler by email or appointment. Theatre Majors should only apply for positions with which they have previous experience in.

Current Theatre Work Study Positions:

- 2- Scene Shop
- 2- Lighting/Audio Technicians
- 3- Costume Shop Technicians
- 2- Theatre Office Assistant/Business & FOH Assistant

University Policies

Texas A&M University – Corpus Christi publishes many campus policies regarding students and student-related activities. These policies can be found in the Student Code of Conduct document. The Student Code of Conduct document is published online at the website below. All students are expected to abide by University Policies listed in the Student Code of Conduct document. The Department of Theatre and Dance also expects all Theatre Students to abide by these policies. Although students may be unaware of every policy in the Student Code of Conduct document, that does not exempt them from said policies. TAMUCC and the Department of Theatre and Dance strive to provide a fun, safe, and dynamic learning environment for all students. Please be mindful and be aware of all student policies listed in the Student Code of Conduct document. Additional University policies that pertain to registered courses can be found in the syllabi for all enrolled courses.

The Student Code of Conduct document can be found at the following website:

Studentconduct.tamucc.edu

Off-Campus Productions

The Department of Theatre and Dance does everything in its power to give each theatre student an opportunity to participate in Department productions each semester. Knowing that, the Department also recognizes that not every student will have an opportunity to work on a production each semester. Students who wish to may seek theatre experiences outside of the Department in the local community. Students who wish to participate in Off-Campus productions, whether as an actor, director, technician, or designer, must request permission through the Director of Theatre, Kevin Loeffler, before accepting any position. This is a requirement for all Theatre Majors. The Department requires students to request permission so faculty members can monitor a student's artistic and educational abilities and to assess the benefits of working Off-Campus for the student. The Off-Campus Production Request form can be found in the appendix of this handbook.

Rehearsal Space Requests, Keys, & Building Hours

Every semester, the Department of Theatre and Dance has 30+ projects and productions in rehearsal at the same time. Impressive as that may be, that means that there is a number of students vying for rehearsal space every week. There are a number of options for students seeking rehearsal space each week and a process for acquiring said space. The process for acquiring rehearsal space for the various options on campus is below. It should be noted that the Mainstage productions and faculty-led projects take precedence over student-led projects and that students may be asked to move their rehearsal space or time based on the needs of the Department. The faculty appreciate the flexibility and appreciation students have for these rescheduling needs.

To reserve a space in:

The Warren or Wilson Theatre –

- Send an email or set up an appointment to meet with Director of Theatre, Kevin Loeffler. Scheduling is first-come, first-served. Depending on the project for which available space is requested, specific time allotment each week will vary.

The CA (Center for the Arts) Building Classrooms –

- Send an email or set up an appointment to meet with Richard “Dick” Deleon, Department of Theatre and Dance Administrative Associate.

Island Hall –

- Rooms in Island Hall must be requested through the office of Rec Sports. Students will be given a form to fill out before being granted access to these rooms. Access to these rooms should be given priority to students rehearsing dance or movement-related events.

Other Rooms on Campus –

- Building hours for each of these buildings/spaces is posted on the exterior of the building's doors. It is the student's responsibility to make sure they are requesting access to these spaces within the available room hours. Students found in a space beyond building hours, or without permission, will be asked to leave the space immediately.

Majors/Minors Meeting

On the first Friday of regularly scheduled class in the fall semester, the Department of Theatre and Dance hosts a Theatre & Dance Majors/Minors meeting. This meeting is an introduction for every student to the new year. At this meeting, each current faculty member discusses important topics for students to be aware of as the Department gears up for classwork and productions. The Department also introduces new Theatre Majors and Minors to the student body. Attendance at this meeting is **mandatory** for all Theatre Majors and Minors.

Theatre Scholarships

The Department of Theatre & Dance has many scholarship opportunities available to students, even students beginning their first semester. Theatre Majors wishing to apply for a Theatre Scholarship may do so by filling out a Theatre Scholarship Application and a FAFSA4Caster with Financial Aid. Theatre Scholarship applications are located online through the TAMUCC Scholarship website. Scholarship applications and deadlines will also be posted on the Theatre and Dance call-board during the Spring Semester. Scholarships can only be applied for in the Spring Semester, to be awarded for the following academic year. In addition to filling out the application, current students will be required to submit the following documents:

- A copy of a current resume
- An unofficial copy of academic transcripts
- A one-page, double-spaced, typed essay explaining why the student is the best candidate for a Theatre Scholarship (including information about goals and financial needs.)

Students wishing to receive a Theatre Scholarship must also be in good academic standing (a minimum 3.0 GPA) within the University and must regularly contribute to Department productions.

Theatre Student Check-ins

At the end of every semester, the Theatre faculty hold Student Check-ins with the theatre students. This is a time for the faculty to check in with each student about their experience at the University, their progression in the Department, and to discuss their plans for summer employment or post-graduation. The check-ins are mandatory for all Theatre Majors and optional for Theatre Minors. Fall check-ins are held on the two days after the last full day of classes of the Fall Semester and Spring check-ins are held at the same time during the Spring Semester. The check-ins run on a rotating schedule, determined by the year/class standing of each student. The rotation is as follows:

- Fall Check-ins - First-year students, Junior students, and Transfer/New students
- Spring Check-ins - Sophomore students, Senior students, and Transfer/New students

* Senior students who are graduating at the end of the Fall Semester will hold a Senior Exit Interview during Fall Check-ins. Seniors graduating at the end of the Spring or Summer Semester will hold a Senior Exit Interview during the Spring Check-ins.

Students are expected to come to their check-in in appropriate clothing and to bring their unofficial academic transcript, with the upcoming semester's course, if applicable.

Faculty Mentors & Academic Advising

The Department of Theatre and Dance has developed a course matriculation guide for theatre students in all concentration areas that guides them successfully through their time at TAMUCC. Based on the year and class standing, each student is scheduled to take specific core, elective, and theatre courses to ensure a timely graduation. To help advise students through the process of matriculation and course registration, the Department has a dedicated Academic Advisor. The current Academic Advisor for the Department is Kristina Messoline. Their office number and email address can be found on the advising website. Every theatre student is encouraged to meet with Kristina once a semester to check-in and make sure they are still on track to graduate on time. In addition to the Academic Advisor, every theatre student has a Faculty Mentor. The Faculty Mentor can help answer questions about the theatre course matriculation guides and other questions related to theatre courses. While students can ask any theatre and dance faculty about their courses, the dedicated Faculty Mentors for Theatre are Professor Kelly Russell (Acting/Directing/Teacher Certification) and Professor Kevin Loeffler (Design/Tech). The Faculty Mentor for the Dance Minor is Professor Jilissa Cotten.

*It should be noted that students receiving a Dance Minor may have an Academic Advisor that is not Kristina if their major concentration is outside of Theatre.

The Course Matriculation guides for Theatre Majors, which show a 4-year semester schedule of courses leading to on-time graduation for a student, can be found in the appendix of this handbook.

Building Maintenance

Over time, all buildings on campus need a little TLC and the CA building is no different. If at any time a student notices an issue with the building that needs to be address by maintenance, students should report these findings to the CA Building Manager or a Theatre Faculty/Staff Member as soon as possible. The current CA Building Manager is Silas Breaux and the office is located in CA 115. After hours Building Managers may be found in CA 115 also.

Stage Makeup

All Theatre Majors will use Stage Makeup at least once while they are students at TAMUCC. Since this is a course requirement for all students, it is the responsibility of each Theatre Major to purchase their own Stage Makeup kit before taking the Stage Makeup course. Before making this purchase, students should meet with Professor Rosa Lazaro, to ensure they purchase the correct skin tone kit that matches their skin tone. Students will not be reimbursed if they purchase the wrong kit because they did not meet with the Makeup Instructor. Stage Makeup is a valuable skill for all stage actors, directors, designers, and technicians and the Department is proud of every student who receives this training.

Backstage Guidelines

Each semester, many students in the department will have the opportunity to be a part of a production run crew. Students on run crew get first-hand experience working backstage on one of the department productions. This experience is invaluable to students who wish to continue pursuing a career in theatre. Regardless of the crew position, there are a number of guidelines that must be followed in order to ensure a smooth, professional production experience. The Backstage Guidelines document details all of the rules and procedures for working backstage. All students who get assigned a backstage position are expected to read and abide by the Backstage Guidelines. Students who do not will be removed from their crew positions.

A copy of the Backstage Guidelines can be in the appendix of this handbook.

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INCIDENT / INJURY REPORT

for NON – TAMUCC EMPLOYEES

Environmental, Health & Safety Dept.
 Phone Number: (361) 825-5555
 Fax Number: (361) 825-5556
 Texas A&M University – C.C.
 6300 Ocean Drive, Unit 5876
 Natural Resources Center, Ste.1100
 Corpus Christi, Texas 78412-5876

University Police Department
 Phone Number: (361) 825-4444

Please PRINT or TYPE

TIME & PLACE	Date/Time of Incident	Location: Street, City, Building, Room No. (Be specific)		
PREMISES CONDITION	Type of Premises ☐ Construction Site ☐ Parking Lot ☐ Hallway ☐ Sidewalk ☐ Lobby/Entrance ☐ Stairway ☐ Office ☐ Street ☐ Other: _____		Conditions ☐ Dry ☐ Uneven Surface ☐ Icy ☐ Other: _____ ☐ Snowy ☐ Wet	
UPD Report (if available) UPD Report # _____				
INCIDENT DESCRIPTION	Describe What Happened <i>(Use additional sheet if necessary):</i>			
INJURED PERSON	Name		Phone Number	
Address				
DESCRIPTION OF INJURY & MEDICAL TREATMENT	Injury - <i>Describe the type, severity, body part involved, and treatment * (see below)</i>			
Was Medical Treatment Given? Yes ☐ No ☐ Will seek treatment later ☐				
Name of Medical Facility/Doctor		☐ Transported by Ambulance: _____ ☐ Transported by Other: _____		
DESCRIPTION OF PROPERTY DAMAGE	Owner's Name		Phone Number	Other Contact Information (e-mail, cell #, etc.)
Property Damaged: ☐ Vehicle ☐ Building ☐ Furniture ☐ Equipment ☐ Tools ☐ Other _____ Description:				
WITNESSES	Name	Address	Phone #	
Give the full name and address of each witness.				

Name of the Employee
 Completing this Report _____

Phone
 Number _____

Signature _____ Department _____

Date _____

* This form can be located at the following website: <http://safety.tamucc.edu/forms>

IMPORTANT !

DO NOT GIVE THIS FORM TO THE INJURED PERSON TO COMPLETE !

(Ver. 06/23/2009)

INSTRUCTIONS FOR COMPLETION OF INCIDENT / INJURY REPORT :

- 1) Report all incidents or injuries to University Police Department x**4444**.
- 2) Assist the individual. If it is life threatening dial **9-911** (campus phone), or dial **911** on a cell phone. A cell phone call should be followed up by calling 825-4444.
- 3) Report safety hazards to Environmental, Health & Safety x**5555**.

PROCEDURES TO FOLLOW :

- 1) The TAMUCC employee involved in, observing or discovering the incident/injury is responsible for completing this report.
- 2) Relate only to the facts on this form.
- 3) **DO NOT contact** the injured person later to obtain information. Be observant – attempt to get as much information as possible at the time of the incident/injury.
- 4) **DO NOT discuss** the incident/injury with anyone – except the police authority and/or Environmental, Health & Safety personnel.
- 5) After completion – **FORWARD this form** to:

Environmental, Health & Safety
Texas A&M University – Corpus Christi
Natural Resources Center, Suite 1100
6300 Ocean Drive, Unit 5876
Corpus Christi, TX 78412-5876

OR

Fax to: (361)-825-5556

- 6) **The Environmental, Health & Safety Department will coordinate the investigation.**

Off-Campus Production Request Form

Name _____ Date _____

Major Concentration Area _____ Academic Year _____

Current Level (F, SO, J, S) _____ Current CUM GPA _____

The TAMUCC Department of Theatre & Dance is committed to its students' training and academic development. Our academic/production programs are ambitious and designed to make maximum use of our students' time and abilities. The department expects, therefore, that each student's first commitment be to his/her academic program and its related production activities. The department supports student participation in a variety of production circumstances either on or off campus and may allow such participation if it does not result in academic/production overloads that are detrimental to the students' development or the academic/production function of the department.

To assist yourself and the faculty in making a determination on this request, please provide the following information:

- 1) What are your academic commitments this semester? List courses, special projects, incompletes, etc.
- 2) What are your production commitments within the department? (Production assignments, roles, crews, etc.)
- 3) What other time obligations must you meet? (Campus employment, work-study, department staff position, off campus work, etc.)
- 4) Are you involved in other campus activities? (The Stage, APO, etc.)
- 5) Describe the project in which you wish to participate.

Off-Campus Production Request Form cont...

Dates of Commitment _____ until _____

Person supervising activity _____ Email _____

Type of activity (acting role, stage manager, etc.) and anticipated workload/ time involved:

How does this project coincide with your academic/production goals while at TAMUCC?

Please write/attach your proposed rehearsal/performance schedule for this project.

Student Signature _____ Date _____

PLEASE RETAIN THE FOLLOWING FOR YOUR RECORDS

Scholarship Information

SCHOLARSHIP

A student must declare and continue as a theatre major and be in good academic standing to receive the scholarship.

ON-CAMPUS ACTING AUDITION

1. After we receive your application, we will assign you a 15-minute audition slot and email you to confirm the date and time.
2. Plan to be at the theatre at least 15 minutes before your audition time to warm up.
3. Prepare 2 contrasting monologues, which total no more than 2 minutes (i.e., one comic and one serious piece, or one Shakespeare and one contemporary piece).
4. You may prepare 16 bars of a song in addition to the 2-minute monologue audition, but it is not a requirement. If you plan to sing, please bring your recorded accompaniment and an audio player.
5. After your audition, you will have a brief interview with the faculty who watched your performance.

TECHNICAL, DESIGN, STAGE MANAGEMENT, DIRECTING PORTFOLIO REVIEW

1. After we receive your application, we will assign you a 15-minute interview slot and email you to confirm the date and time.
2. Plan to be at the theatre at least 15 minutes before your interview time to set up.
3. Bring with you all of the following that are appropriate:
 - a. Programs with your name indicating what you did on various productions.
 - b. Samples of your writing (i.e., plays, scenes, screenplays, etc.)
 - c. Your own light plots, costume sketches, makeup designs, set designs, etc.
 - d. Photos of costumes, sets, lighting, makeup, etc. that you have created.
 - e. Director's or Stage Manager's prompt scripts.
 - f. Any sketches or notes on what you have done, or plan to do.
4. Prepare a 5-minute presentation explaining your best work from the items in #3.
5. After your presentation, you will have a brief interview with the faculty who watched your presentation.

Texas A&M University-Corpus Christi
University Theatre
Suggested Matriculation Guide
Acting/Directing Concentration

FIRST-YEAR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 1120 or 1121 (Theatre Practicum 1 or 2)	1	THEA 1120 or 1121 (Theatre Practicum 1 or 2)	1
THEA 1351 Acting I	3	THEA 1352 Acting II	3
THEA 1371 or 1330 (Costume Tech. or Stagecraft)	3	THEA 1371 or 1330 (Costume Tech. or Stagecraft)	3
University Core + Freshman Seminar	8	THEA 4373 Improv I	3
	15	University Core	<u>6</u>
			16

SOPHOMORE

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 2120 Theatre Practicum 3	1	THEA 2121 Theatre Practicum 4	1
THEA 2336 Voice for the Actor	3	THEA 1341 Stage Makeup	3
THEA 2355 Script Analysis	3	THEA 3300 Stage Movement	3
College Language Requirement	3	THEA 3350 Production Management	3
University Core	<u>3</u>	College Language Requirement	3
	13	University Core	<u>3</u>
			16

JUNIOR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 3120 Theatre Practicum 5	1	THEA 3121 Theatre Practicum 6	1
THEA 3370 Theatre History I	3	THEA 3371 Theatre History II	3
THEA 3375 Acting III: Period Styles	3	THEA 3340 Audition Preparation	3
THEA 4360 Stage Direction I	3	THEA 3386 Playwriting	3
University Core	<u>6</u>	University Core	<u>6</u>
	16		16

SENIOR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 4100 Senior Seminar	1	THEA 4371 Acting for the Camera	3
THEA 4200 Senior Capstone	2	THEA 4361 Stage Direction II	3
University Core	6	University Core	6
Upper Division Electives	<u>4</u>	Upper Division Electives	<u>3</u>
	13		15

The Faculty strongly recommends using the following two courses to satisfy 6 credit hours of Upper Division Electives:

THEA 3303 Creative Dramatics	3
THEA 4374 Improvisation Level II	3

Hours vary on catalog year and transfer credit; see your advisor for details:

College Language Requirement:	6 Credit Hours
Total Hours in Major:	63 Credit Hours
Total University Core + Freshman Seminar:	44 Credit Hours
Upper Division Electives:	<u>7 Credit Hours</u>
	120 Credit Hours

Bachelor of Arts: 120 Credit Hours

Degree Plan satisfies required 45 Upper Division Credit Hours

Suggestion: You can satisfy some of the University Core and College Language Requirement by taking classes in Summer I, Summer II, and CLEP

Texas A&M University-Corpus Christi
University Theatre
Suggested Matriculation Guide
Design/Tech Concentration – Even Rotation

FIRST-YEAR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 1120 or 1121 (Theatre Practicum 1 or 2)	1	THEA 1120 or 1121 (Theatre Practicum 1 or 2)	1
THEA 3373 Principles of Design	3	THEA 3382 Drafting and Computer Aided Design	3
THEA 1371 or 1330 (Costume Tech. or Stagecraft)	3	THEA 1371 or 1330 (Costume Tech. or Stagecraft)	3
University Core + Freshman Seminar	8	University Core	6
	15		13

SOPHOMORE

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 2120 Theatre Practicum 3	1	THEA 2121 Theatre Practicum 4	1
THEA 2355 Script Analysis	3	THEA 1341 Stage Makeup	3
THEA 1351 Acting I	3	THEA 4370 Set Design	3
THEA 3380 History of Theatrical Styles	3	THEA 3381 Drawing & Rendering	3
University Core	6	University Core	6
	16		16

JUNIOR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 3120 Theatre Practicum 5	1	THEA 3121 Theatre Practicum 6	1
THEA 3370 Theatre History I	3	THEA 3371 Theatre History II	3
THEA 3165 Design/Tech Portfolio	1	THEA 3350 Production Management	3
THEA 4365 Costume Design	3	THEA 4375 Lighting Design	3
College Language Requirement	3	College Language Requirement	3
University Core	6	University Core	3
	17		16

SENIOR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 4360 Stage Direction I	3	THEA 4314 Collaborative Approached to Design	3
THEA 4100 Senior Seminar	1	University Core	3
THEA 4200 Senior Capstone	2	Upper Division Electives	9
University Core	6		15
	12		

Hours vary on catalog year and transfer credit; see your advisor for details:

College Language Requirement:	6 Credit Hours
Total Hours in Major:	61 Credit Hours
Total University Core + Freshman Seminar:	44 Credit Hours
Upper Division Electives:	9 Credit Hours
	120 Credit Hours

Bachelor of Arts: 120 hrs.

Degree Plan satisfies required 45 Upper Division Credit Hours

Suggestion: You can satisfy some of the University Core and College Language Requirement by taking classes in Summer I, Summer II, and CLEP

Texas A&M University-Corpus Christi
University Theatre
Suggested Matriculation Guide
Design/Tech Concentration – Odd Rotation

FIRST-YEAR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 1120 or 1121 (Theatre Practicum 1 or 2)	1	THEA 1120 or 1121 (Theatre Practicum 1 or 2)	1
THEA 3373 Principles of Design	3	THEA 3381 Drawing & Rendering	3
THEA 1371 or 1330 (Costume Tech. or Stagecraft)	3	THEA 1371 or 1330 (Costume Tech. or Stagecraft)	3
University Core + Freshman Seminar	8	University Core	6
	15		13

SOPHOMORE

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 2120 Theatre Practicum 3	1	THEA 2121 Theatre Practicum 4	1
THEA 3311 Script Analysis	3	THEA 1341 Stage Makeup	3
THEA 1351 Acting I	3	THEA 3382 Drafting and Computer Aided Design	3
THEA 4365 Costume Design	3	THEA 4375 Lighting Design	3
University Core	6	University Core	6
	16		16

JUNIOR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 3120 Theatre Practicum 5	1	THEA 3121 Theatre Practicum 6	1
THEA 3370 Theatre History I	3	THEA 3371 Theatre History II	3
THEA 3165 Design/Tech Portfolio	1	THEA 3350 Production Management	3
THEA 3380 History of Theatrical Styles	3	THEA 4370 Set Design	3
College Language Requirement	3	College Language Requirement	3
University Core	6	University Core	3
	17		16

SENIOR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 4360 Stage Direction I	3	THEA 4314 Collaborative Approached to Design	3
THEA 4100 Senior Seminar	1	University Core	3
THEA 4200 Senior Capstone	2	Upper Division Electives	9
University Core	6		15
	12		

Hours vary on catalog year and transfer credit; see your advisor for details:

College Language Requirement:	6 Credit Hours
Total Hours in Major:	61 Credit Hours
Total University Core + Freshman Seminar:	44 Credit Hours
Upper Division Electives:	9 Credit Hours
	120 Credit Hours

Bachelor of Arts: 120 hrs.

Degree Plan satisfies required 45 Upper Division Credit Hours

Suggestion: You can satisfy some of the University Core and College Language Requirement by taking classes in Summer I, Summer II, and CLEP

Texas A&M University-Corpus Christi
University Theatre
Suggested Matriculation Guide

(Updated Spring 2024)

***Acting/Directing Teacher Certification Concentration**

FIRST-YEAR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 1120 or 1121 (Theatre Practicum 1 or 2)	1	THEA 1120 or 1121 (Theatre Practicum 1 or 2)	1
THEA 1351 Acting I	3	THEA 1352 Acting II	3
THEA 1371 or 1330 (Costume Tech. or Stagecraft)	3	THEA 1371 or 1330 (Costume Tech. or Stagecraft)	3
University Core + Freshman Seminar	<u>8</u>	EDUC 1354	<u>6</u>
	15		13

SOPHOMORE

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 2120 Theatre Practicum 3	1	THEA 2121 Theatre Practicum 4	1
THEA 2336 Voice for the Actor	3	THEA 3302 Creative Dramatics	3
THEA 2355 Script Analysis	3	College Language Requirement	3
College Language Requirement	3	EDUC 2211 Foundations of Education	2
DANC 3306 Dance Choreography I	3		
University Core	<u>6</u>	University Core	<u>9</u>
	19		18

JUNIOR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 3120 Theatre Practicum 5	1	THEA 3121 Theatre Practicum 6	1
THEA 3370 Theatre History I	3	THEA 3371 Theatre History II	3
THEA 3373 Principles of Design	3	THEA 4314 Collaborative Approaches to Design	3
THEA 4360 Stage Directing I	3	THEA 4361 Stage Direction II	3
EDUC 3211 Cul. & Ling. Resp. Teach.	2	READ 3252 Content Area Read. Second.	3
University Core	<u>6</u>	SPED 3310 Individ. Diff. in Schools	3
	18	University Core	<u>3</u>
			19

SENIOR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 3375 Acting III: Period Styles	3	EDUC 4395 Seminar II	3
EDUC 4305 Seminar I	3	EDUC 4694 Clinical Teaching	6
IDET 3210 Des. & Dev. Of Technology...	2		9
BIEM 4357 Methods of Teach. ESL	3		
University Core	<u>6</u>		
	17		

Hours vary on catalog year and transfer credit; see your advisor for details:

College Language Requirements:	6 Credit Hours
Total Hours in Major:	51 Credit Hours
Professional Development (Teaching):	27 Credit Hours
Total University Core + Freshman Seminar:	<u>44 Credit Hours</u>
	128 Credit Hours

Bachelor of Arts with Teacher Certification: 128 hrs.

Degree Plan satisfies required 45 Upper Division Credit Hours

Suggestion: You can satisfy some of the University Core and College Language Requirement by taking classes in Summer I, Summer II, and CLEP

* 2016 and all prior catalogs did not designate different Teacher Certification plans. This was the default.

Texas A&M University-Corpus Christi
University Theatre
Suggested Matriculation Guide
(Updated Spring 2024)

Design/Tech Teacher Certification Concentration – Even Rotation

FIRST-YEAR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 1120 or 1121 (Theatre Practicum 1 or 2)	1	THEA 1120 or 1121 (Theatre Practicum 1 or 2)	1
THEA 1351 Acting I	3	THEA 1341 Stage Makeup	3
THEA 1371 or 1330 (Costume Tech. or Stagecraft)	3	THEA 1371 or 1330 (Costume Tech. or Stagecraft)	3
THEA 3373 Principles of Design	3	University Core	6
University Core + Freshman Seminar	<u>8</u>	EDUC 1354 Foundations of Education	<u>3</u>
	18		16

SOPHOMORE

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 2120 Theatre Practicum 3	1	THEA 2121 Theatre Practicum 4	1
THEA 2355 Script Analysis	3	THEA 3350 Production Management	3
College Language Requirement	3	THEA 4370 Set Design	3
EDUC 2211 Foundations of Ed.	2	College Language Requirement	3
University Core	<u>9</u>	THEA 3302 Creative Dramatics	3
	18	University Core	<u>3</u>
			16

JUNIOR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 3120 Theatre Practicum 5	1	THEA 3121 Theatre Practicum 6	1
THEA 3370 Theatre History I	3	THEA 3371 Theatre History II	3
THEA 4365 Costume Design	3	THEA 4314 Collaborative Approaches to Design	3
THEA 4360 Stage Direction I	3	THEA 4375 Lighting Design	3
EDUC 3211 Cul. & Ling. Resp. Teach.	2	READ 3252 Content Area Read. Second.	3
University Core	<u>6</u>	SPED 3310 Individ. Diff. in Schools	3
	18	University Core	<u>3</u>
			19

SENIOR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
EDUC 4305 Seminar I	3	EDUC 4395 Seminar II	3
IDET 3210 Des. & Dev. Of Technology...	2	EDUC 4694 Clinical Teaching	6
BIEM 4357 Methods of Teach. ESL	3		9
University Core	<u>6</u>		
	14		

Hours vary on catalog year and transfer credit; see your advisor for details:

College Language Requirements:	6 Credit Hours
Total Hours in Major:	51 Credit Hours
Professional Development (Teaching):	27 Credit Hours
Total University Core + Freshman Seminar:	<u>44 Credit Hours</u>
	128 Credit Hours

Bachelor of Arts with Teacher Certification: 128 hrs.

Degree Plan satisfies required 45 Upper Division Credit Hours

Suggestion: You can satisfy some of the University Core and College Language Requirement by taking classes in Summer I, Summer II, and CLEP

* 2016 and all prior catalogs did not designate different Teacher Certification plans. This was the default.

Texas A&M University-Corpus Christi
University Theatre
Suggested Matriculation Guide

(Updated Spring 2024)

Design/Tech Teacher Certification Concentration – Odd Rotation

FIRST-YEAR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 1120 or 1121 (Theatre Practicum 1 or 2)	1	THEA 1120 or 1121 (Theatre Practicum 1 or 2)	1
THEA 1351 Acting I	3	THEA 1341 Stage Makeup	3
THEA 1371 or 1330 (Costume Tech. or Stagecraft)	3	THEA 1371 or 1330 (Costume Tech. or Stagecraft)	3
THEA 3373 Principles of Design	3	University Core	6
University Core + Freshman Seminar	<u>8</u>	EDUC 1354 Foundations of Education	<u>3</u>
	18		16

SOPHOMORE

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 2120 Theatre Practicum 3	1	THEA 2121 Theatre Practicum 4	1
THEA 2355 Script Analysis	3	THEA 3350 Production Management	3
THEA 4365 Costume Design	3	THEA 4375 Lighting Design	3
College Language Requirement	3	THEA 3302 Creative Dramatics	3
EDUC 2211 Foundations of Ed.	2	College Language Requirement	3
University Core	<u>6</u>	University Core	<u>3</u>
	18		16

JUNIOR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
THEA 4360 Stage Direction I	3	THEA 3121 Theatre Practicum 6	1
THEA 3120 Theatre Practicum 5	1	THEA 3371 Theatre History II	3
THEA 3370 Theatre History I	3	THEA 4314 Collaborative Approaches to Design	3
EDUC 3211 Cul. & Ling. Resp. Teach.	2	THEA 4370 Set Design	3
University Core	<u>9</u>	READ 3252 Content Area Read. Second.	3
	18	SPED 3310 Individ. Diff. in Schools	3
		University Core	<u>3</u>
			19

SENIOR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
EDUC 4305 Seminar I	3	EDUC 4395 Seminar II	3
IDET 3210 Des. & Dev. Of Technology...	2	EDUC 4694 Clinical Teaching	<u>6</u>
BIEM 4357 Methods of Teach. ESL	3		9
University Core	<u>6</u>		
	14		

Hours vary on catalog year and transfer credit; see your advisor for details:

College Language Requirements:	6 Credit Hours
Total Hours in Major:	51 Credit Hours
Professional Development (Teaching):	27 Credit Hours
Total University Core + Freshman Seminar:	<u>44 Credit Hours</u>
	128 Credit Hours

Bachelor of Arts with Teacher Certification: 128 hrs.

Degree Plan satisfies required 45 Upper Division Credit Hours

Suggestion: You can satisfy some of the University Core and College Language Requirement by taking classes in Summer I, Summer II, and CLEP

* 2016 and all prior catalogs did not designate different Teacher Certification plans. This was the default.

Texas A&M University-Corpus Christi
School of the Arts, Media, and Communication
Minor in Dance

Suggested Matriculation Guide

Updated (09-18) by Jilissa Cotten

FIRST YEAR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
DANC 1141, 1147 or 1148 (Ballet, Jazz, or Modern)	1	DANC 1141, 1147 or 1148 (Ballet, Jazz, or Modern)	1
DANC 3303 World Dance & Culture	3	DANC 3310 Dance History	3

SECOND YEAR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
DANC 1141, 1147 or 1148 (Ballet, Jazz, or Modern)	1	DANC 2141, 2147, or 2148 (Ballet, Jazz, or Modern)	1
DANC 3306 Choreography I	3	DANC 1304 Dance Performance	3

THIRD YEAR

<u>Fall</u>	<u>Hrs.</u>	<u>Spring</u>	<u>Hrs.</u>
DANC 2141, 2147 or 2148 (Ballet, Jazz, or Modern)	1	DANC 2141, 2147, or 2148 (Ballet, Jazz, or Modern)	1
DANC 4310 Dance Instruction	3		

Total: **21 Credit Hours**

Students pursuing a Teaching Certificate in Theatre or any other field,
may also qualify to certify in dance as well; please see your advisor for details

Texas A&M University Corpus Christi
BACKSTAGE GUIDELINES AND PROCEDURES

*Please note these Procedures and Guidelines apply to all students (actors, directors, upper classmen and technicians) unless indicated differently.

Wear appropriate attire

- ALL crew members. Black shirt, black pants, & black shoes. Also, a long sleeved black shirt and black socks may also be necessary.
- ALL crew members. Do not wear tight, revealing or see-through clothing. Tank tops are not appropriate for backstage wear.
- Stage Managers and crew members who may have to go into the front of house area, should wear dress blacks.
- ALL crew members. You must wear BLACK clothing for all show calls.
- You should wear safe comfortable shoes that completely cover your feet. **Do not wear sandals**, high heels, platforms, flip-flops, open toed or open heeled shoes in any backstage areas. Please note this rule applies in the various shops, and during rehearsals unless otherwise indicated.
- Bare feet are never allowed in the wardrobe area or backstage. Actors should remember some form of foot protection when off stage, if they are asked to be barefoot onstage during their performance. Please note this rule applies in the various shops and during rehearsals unless otherwise indicated.
- Please maintain a high level of personal hygiene.
- Always be sensitive with the use of cologne and scented products.
- ALL crew members. Limit the amount of jewelry that you wear. Flashy rings, earrings or necklaces and noisy bracelets are not appropriate.

Be on time for all calls

- Report on time and ready to work for all calls.
- Sign in upon arrival so your Stage Manager knows you have arrived and are in the area.
- Remain in the wardrobe area, backstage, or where you are assigned while you are on duty or waiting to go on stage. Do NOT leave, missing actors or crew members should never be a worry for your Stage Manager.

- It is NOT appropriate to go into the HOUSE or LOBBY and sit or stand at any time. That is what crew view was for and especially if you are in costume. Only FOH crew are allowed in the house and lobby areas.
- Anticipate your calls and show up on time and ready to work. Do not arrive at the theatre and then begin to do your homework or eat your lunch and/or dinner.
- If you must be late, call YOUR appropriate supervisor (stage manager, crew head, etc.) Calling a faculty member or empty office or empty shop will not help you.
- Make sure your supervisor knows if you leave the area, such as to visit the vending area or lobby. Please do not lose track of your time if you take a break.
- NOTE: Actors your supervisor is your Stage Manager or an ASM.

Food and Drink Backstage

- Keep all food and Drink away from costumes, props, the stage and out of the back stage areas.
- Do not leave uncovered food items anywhere backstage or in the wardrobe area.
- Try to avoid bringing messy foods backstage. Water is best backstage.
- Water in a spill proof container is the only approved drink backstage, in the dressing rooms and/or around costumes.

Smoking and Vaping Backstage

- THERE IS **NO** SMOKING OR VAPING PERMITTED DURING A PRODUCTION. Residues left on hands from smoking and vaping can damage costumes and props. The smell can also distract actors and technicians from their assigned duties and roles. Please help us have the highest production values possible by refraining from these activities until the end of the show, when you are headed out (and you are out of costume or done touching props, electronic equipment, costumes, etc.).
- TAMUCC has a strict policy on Tobacco, Smoke & E Vapor Free Environment. I have listed it below. Please go to the following for a map of designated areas.

<http://smokingmaps.tamucc.edu/Island.pdf> (Link to map)

Tobacco, Smoke and E Vapor Free Environment

Texas A&M University-Corpus Christi maintains a smoke-free environment to protect the health of students, faculty, and staff. An ad hoc committee comprised of faculty, staff and students was formed to review TAMU-CC Rule 34.05.99.C1- Tobacco, Smoke and E Vapor Free Environment, and to make recommendations for revisions as appropriate.

The committee recommended that the use of tobacco products, smoking and/or simulated smoking material (e.g. E Cigarettes) be prohibited in University buildings, within 25 feet of doorways, residence facilities, University vehicles, outdoor venues, outdoor athletic events, semi-enclosed walkways including the campus "spine," in all gazebos- (palapas), in the area surrounding the Early Childhood Development Center (from the curb to the building, inside the fenced area surrounding the building), and in the Hector P. Garcia memorial plaza.

This change has been approved by the administration and as such you will begin to see additional "No Smoking" signs and changes in the location of smoking urns/receptacles.

In addition, areas at least 25 feet away from doorways and protected by an overhang are being identified and outdoor furniture and smoking urns will be placed in these locations.

Your cooperation in complying with this rule change is greatly appreciated!

If you have any questions, contact the Environmental Health and Safety office at ext. **5555**

Display proper decorum and behavior

- Leave your troubles at home. Do **NOT** bring personal problems to the theatre.
- Everyone associated with the production has a challenging and difficult job to do. Concentrate on your role and help others concentrate on theirs. Do not worry about what others around you are doing or not doing. That is for a supervisor to address.
- Save the psychoanalysis and gossip for outside show time.
- Negative comments or criticism of a performer's work or a designer's work is **NOT** appropriate during the rehearsal process or run of the show. Be professional. You will have an opportunity to evaluate the work of the performers and designers in class play reviews.
- ALL crew members. Help keep your performers calm. Help them out by creating a calm, comfortable atmosphere backstage and in the dressing rooms.
- Remember that there is a different audience each time we perform. They deserve the very best show possible. This requires your best work each afternoon and evening you are at the theatre.
- No one should ever ask you twice to do something for your production.

What to do when you are not involved with a change or other scheduled duties.

- Remain active, energized and engaged with the production.
- Be ready to help when needed.
- Don't disappear. Do not wander from your assigned area.
- Do not lie down or sleep during work/show time.
- Try not to sit on the floor in the hallways or backstage. Someone is bound to trip over you.
- Do **NOT** bring computers, iPods, mp3 players, video games, etc. to work. Computers are used by stage managers, and approved supervisors only. They should only be used for production related tasks.
 - As a performer you will be allowed to listen to a personal player. In the dressing room area, prior to half hour. Do NOT take them into shop areas or on stage. At half hour they must be put away. If phones are used they should be set to "Airplane" mode.

- No audio should be played out loud in the backstage areas, especially in the dressing rooms. No one has to be forced to listen to your music while they try to prepare.
- Cell phones are **NOT** permitted backstage or in the wardrobe areas (the supervisors will have their cell phone for show purposes **ONLY**). Please turn your phone off while you are at work. Putting your social life on hold for 4-6 hours is not asking a lot from a serious artist.
 - You as supervisors will be expected to ignore all nonproduction related texts, and calls.
- You may carry a small personal project (homework, book, knitting, etc.) to work on during idle times, but be prepared to lay it aside quickly.

Trouble sheets will be posted in each dressing area. (Wardrobe)

- Assist the performers with recording problems and requests on the sheets.
- Don't think that you will remember things, write it down!
 - Performers please write down notes. Do not tell a designer and believe they will remember.
- Collect trouble sheets at the end of the night and make a plan for repairs before the next performance.

Check out and in is mandatory for each rehearsal and performance! (Wardrobe / Properties / etc.)

- Use check out sheets to account for each piece before each performance and rehearsal.
- Use check in sheets to account for each piece after each performance and rehearsal.
- Crew not performing careful and proper check-in procedures will be written up. (If removed from crew a failing grade will result)
- Report ALL missing pieces to your supervisor ASAP. No matter what the item is.
- The stage manager and their assistants will be performing check in and out prior to technical and dress rehearsals.
- Items missing or broken must be reported at the end of each night. Failure to report issues will result in missing pieces and a write up.

- Remember procrastination and failure to do your job does not constitute emergencies for others.

Load In (Wardrobe / Properties/ Weapons)

- Check that costumes are hung correctly and in the proper place.
- Check that each prop has a home in the cabinets and during the show. These areas should be labeled.
- Hook the top hook on bodices and doublets to take the strain off the shoulders or zipper and help keep the garment from stretching.
- Swords should be checked nightly for burs or possible weakness. Appropriate maintenance should be done ASAP.
- Use hanging loops if provided. If a garment needs hanging loops please install them or write it on a trouble sheet.
- Don't over crowd costume racks. Costumes need room to breathe between performances.
- Do not over crowd props cabinets, this can and will result in damaged props. Remember to lock the prop and weapon boxes each night.

Wardrobe maintenance area (aka Dressing Rooms)

- Keep wardrobe maintenance area neat and clean at all times.
- Return all supplies and equipment when you finish using them.
- Police the dressing areas, backstage, and maintenance area for hangers, lint brushes, spools of thread, magazines, candy wrappers, etc. after each performance.
- Do more than your share to keep the backstage area neat and clean. If this area is messy it reflects badly on the production crew as a whole. The entire backstage area should be kept clean.

Keep records of your moves

- Keep notes on all your shift movements and costume changes. Write out the steps of your job. This will help the crew out if you are late or absent and need someone to cover for you.
- Leave these records at the theatre along with your check in and out sheets.

Visitors and Animals are NOT allowed backstage.

- You may NOT invite friends, relatives, children, pets, spouses, or anyone backstage.

- NEVER bring animals backstage. Only show and disability aid animals will be allowed into rehearsal spaces, and backstage areas (**with prior consent**).
- Ask visitors to meet you at the stage door or in the lobby after performances and after getting out of costumes.
- You are never to go out front to the lobby or other areas in costume. This is very unprofessional.

*Please Note: Failure to follow all the backstage guidelines and procedures will result in write ups. Write ups will effect your final grade in Production Lab courses.

How Write Ups Work @ TAMUCC Theatre

Write-ups

- Students can and will be written up for disregarding or breaking any of the backstage guidelines and procedures listed in the Backstage Guidelines and Procedures document.
- Students can and will be written up in a shop setting if necessary.
- First offense may be handled as a verbal warning, this is at the discretion of the supervisor. Verbal warnings may **not** be disputed.
- Second offense will result in a write up. The write up must be legible or typed, and clearly written. Three copies must be made (Supervisor, offender, and faculty supervisor for lab courses). Both parties must sign all copies of the write up. All three of the above persons must receive a hard copy of this write up no more than 24 hours after the incident.
 - The faculty advisors for the labs reserve the right to veto any and all write-ups depending on the weight of the offense.
- If a member of the two parties refuses to sign the write up
 - The supervisor will have the choice of sending the offender home.
 - Both parties will meet the faculty advisor (for the lab course) the following morning.
 - This meeting must take place no later than 11 am.
 - Both parties must be present.
 - If a performer is one of the two parties the director of the production may also be called in for the conference.
 - If the offender has been wrongly accused or accused with malicious intent, the supervisor will be written up.
 - Remember it is best not to believe backstage gossip and hearsay. Especially from random sources.
- Second offense will result in a write up and could result in dismissal from the production, a failing grade and each faculty member will also be alerted to the ill behavior of offending students. For future reference in casting and assignment placement.
- Any offense beyond the second will result in dismissal from the production and a failing grade.

- Supervisor Hierarchy
 - Any Faculty or Staff member
 - Directors
 - Stage Managers / Shop Managers, Assistant Directors and Shop Staff
 - Assistant Stage Managers
 - Crew Heads / Crew Supervisors
- Supervisors will be shown the same respect as Directors, Designers and Faculty Members.
- Each offense repeated or new will be applied to your two chances.
- Supervisors will not be allowed to abuse their power. Remember respect will result in respect.
- Write up of a supervisor.
 - A supervisor ignoring any grievance brought before them could be written up for neglect of duty.
 - If any cast or crewmember that has a grievance or has witnessed behavior unfitting to a supervisor. Such as the breaking of the rules, shouting at cast or crewmembers, favoritism, etc. These production members have the right to address their grievance with the correct faculty supervisor.
- All cast and crewmembers must be made aware of the rules listed above. Before starting their assignment / role on the productions.

*Please note the above rules apply to everyone and anyone participating in a University production (Actor, Volunteers, Technicians, Crew, etc.).

*By committing to participate in a TAMUCC production, you are committing to working as a production member. The production team's goal is the highest quality production we can produce. Remember this each time you enter the stage areas. Do your part to achieving quality art, don't settle for less than perfection. Please commit to showing you are a serious artist, and that your art is not to be brought down by anyone. Thank you and remember have fun and enjoy your art.