



**DEPARTMENT OF
THEATRE & FILM**
JACKSONVILLE STATE UNIVERSITY



STUDENT HANDBOOK

2ND EDITION FALL 2023

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SECTION 1: GENERAL INFORMATION

Welcome!

Welcome to the JSU Department of Theatre and Film! Jacksonville State University is accredited by the National Association of Schools of Theatre (NAST).

This handbook is intended as a guide to the policies, structure, organization, and operations of the JSU Department of Theatre and Film (THR/FLM). The handbook provides guidance for JSU Theatre and Film students, faculty, and staff in all areas of their involvement with the department. This handbook is for all members of the department to use as a reference guide for the activities and policies of the Department of Theatre and Film, including General Guidelines, Student Policies, Production Policies for Theatre and Film, and Faculty Policies. It contains information that every member of the department is expected to know and uphold, including requirements and guidelines for being a theatre or film major or minor, expectations regarding participation within the department, and guidelines for JSU Theatre and Film productions. Nothing in this handbook takes priority over any policy established by the JSU Board of Trustees or the provisions of any University publication, such as the Faculty Handbook or the JSU Policies and Procedures Manual.

Our mainstage season (which spans the academic year, Fall and Spring semesters) usually consists of four mainstage productions and a department film. Typically, there are at least two shows a semester, all of which afford students a wide range of experiences and opportunities.

Student participation in productions, along with academic coursework, forms a vital foundation for training, education, and success in Theatre and Film. We firmly believe students will find the JSU Department of Theatre and Film an exciting and rewarding place to learn.

This Handbook will be reviewed annually by the Department Handbook Committee and revised and updated on a regular basis. Suggestions for revision should be submitted via email to the Handbook Committee Chair.

Mission Statement

The mission of the Jacksonville State University Department of Theatre and Film is to provide a strong liberal arts education while promoting respect for and appreciation of the arts of both theatre and film. Through an academically rigorous and supportive creative environment, we cultivate critical thinking, analysis, and skills for artistic expression needed to build a career, while providing opportunities for higher level development within our students' chosen specialties. We also seek to produce multifaceted, high quality, and challenging theatrical and cinematic experiences to enrich the university and surrounding communities.

Statement on Diversity and Inclusion

The Department of Theatre and Film is committed to upholding and honoring the stories, voices, and lived experiences of all individuals. We seek to provide a safe and creative space to explore and challenge theatrical and cinematic works through new and diverse stories as well as inspiring reinterpretations of classics. We strive to produce work that celebrates all races, genders, identities, and representations, founded on the principles of equity, inclusion, professional collaboration, and mutual respect. In this, we maintain theatre and film as social and cultural imperatives for nurturing human connection, fostering both shared and unique storytelling, and effecting positive change. The Department of Theatre and Film further acknowledges that Jacksonville State University occupies the native lands of the Yuchi, Muscogee, and Creek Nations.

Current Faculty and Staff

Dr. Gordon Harvey, Interim Department Head
gharvey@jsu.edu

Faculty

Randal Blades, Professor

Costume Design and Technology

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256.782.5447

Classes: Costume Design, Costume Techniques, Puppetry, Introduction to the Theatre, Make-up

Dr. Michael Boynton, Associate Professor

Acting, Directing, Playwriting

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256.782.8428

Classes: Acting, Movement for the Actor, Playwriting, History of Video Games, Introduction to the Theatre

Carolyn Conover, Assistant Professor

Acting, Directing

cconover@jsu.edu

256.782.5635

Classes: Acting, Directing, Voice for the Actor, Play Analysis, Improvisation, Introduction to Theatre

Jeffrey Nichols, Artist in Residence Film Technology

Film Production, Building Manager, Longleaf

jrnichols@jsu.edu

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Classes: Introduction to Filmmaking, Film Technology Foundation, Techniques for High- Definition Cinematography, Film Techniques

James Watkins, Assistant Professor

Film Directing and Producing

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256.782.8624

Classes: Introduction to Film, Internship in Film, Acting for the Camera, Special Topics in Film, Film Theory, Film Production

Staff

John Davis, Technical Director
Scene Shop Manager
Jadavis@jsu.edu
256.782.5647
Classes: Students Theatre, Stagecrafts

Lora Spivey, Department Administrative Assistant, Box Office Manager
lspivey@jsu.edu
256.782.5623

Adjunct Faculty

Jason Bozeman, Adjunct Faculty
pbozeman@jsu.edu
Classes: Introduction to Theatre

Mike Long
mlong@jsu.edu
Classes: Introduction to Theatre

Jason St. John
jstjohn@jsu.edu
Classes: Introduction to Theatre, Guest Scenic Designer

Michelle Salerno
msalerno@jsu.edu
Classes: Introduction to Theatre

Jodye Underwood
junderwood@jsu.edu
Classes: Introduction to Theatre

Allison Woodward
awoodward@jsu.edu
Classes: Musical Theatre Dance, Guest Choreographer

Student Learning Objectives

With our Mission Statement in mind, we expect our graduating Theatre and Film students to be able to:

- demonstrate a mastery of theatrical or film production techniques and skills related to their area of study
- demonstrate sufficient skill in their field of study or specialty to successfully enter the job market or graduate study
- identify and describe a wide selection of the theatrical or film repertory including the principal eras, genres, and cultural sources
- demonstrate they have gained sufficient practical experience of various procedures and approaches used in the realization of theatrical or film productions
- demonstrate they have sufficient skill in an area of performance, production, design, or playwriting/screenwriting appropriate to entry into the job market or advanced graduate study
- analyze and critique theatrical texts, performance, and production, and articulate theatrical or film concepts

Facilities

The Department of Theatre and Film is housed in the Ernest Stone Performing Arts Center. The building contains the department's two primary live performance spaces, in addition to classrooms, studio, shop, storage, and rehearsal spaces. The department also operates out of the Longleaf Building, which houses classrooms and two soundstages.

Performance Venues

The department's four main-stage productions come to life in one of our two performance venues.

The department's primary performance space is the R. Carlton Ward Stage, a 372-seat proscenium theatre with a modified apron stage. The proscenium opening is 36' wide by 20' high. The auditorium has continental style seating with ADA access. The stage is 76'x32' with a 60' high grid and a 32 lineset single-purchase counter-weight system with four dedicated electrics and a full set of stage curtains. The venue also features an updated theatrical lighting system with LED fixtures and an ETC ION lightboard.

The Studio Theatre, also located in the Stone Performing Arts Center, is a flexible "black box" theatre that can seat up to 80 people. The theatre is equipped with a fixed lighting grid, a 24-channel lighting system, and a sound system. Both sound and lighting controls are located in a small booth next to the theatre. The space has mirrors and ballet barres for dance and is used as a rehearsal space and for performance classes.

Longleaf Building

The Longleaf Building is a state-of-the-art facility that has transformed the Film program at JSU. Most Film Production courses are taught across campus in Longleaf, providing an opportunity to work with professional lighting, camera, and grip equipment. Stage A is a 6000 square foot soundstage with a 20' tall green screen. Stage B is a smaller studio space used for student projects and classwork.

Both these spaces offer film students many opportunities to learn a variety of film production techniques through hands-on training.

Scenic and Costume Shops

The production shops in Stone Center are the center of the action when it comes to designing, building, and creating a visual world for department productions.

The scene shop is a 60'x32' room, accessible to the R. Carlton Ward Stage by a 20'H electric door. The shop has a full complement of pneumatic, battery, and corded woodworking and metalworking tools, including a SawStop table saw and two movable Dewalt compound miter saws. The space includes a 22'x32' tool room with in-house air compressor, a paint area with triple sinks, and direct access to the Technical Director's office.

The costume shop is a 25' by 38' space that is well lit with both overhead fixtures and natural lighting from its south facing windows. Equipping the costume shop are two 5'x10' layout/cutting tables, nine industrial sewing machine, two sergers, a blind stitch machine, an embroidery machine, a Cricut machine, a walking foot machine, industrial steam irons, two steamers, numerous mannequins, and a dye/craft room with sink and washer/dryer.

Classrooms

Because the Theatre and Film faculty believes a student's top priority should always be their education, the department is happy to provide updated and accessible classrooms. The department has an iMac computer lab with CAD, rendering, video editing, and layout software. The lab is available for student projects and approved work. The department also has two newly upgraded classrooms with available instructional technology.

Student Lounges

In keeping with a long theatrical tradition, JSU provides an area backstage to serve as a lounge or waiting area for cast and crew when they are not required elsewhere. The JSU Theatre Green Room can be found on the second floor of Stone Center in Room 241. This is a common area often used by students to relax and socialize, and a refrigerator, microwave, and sink are available for convenience. Everyone should feel comfortable using this space.

There is also a student lounge planned for the Longleaf Building for socializing, relaxing, and working together on projects. The planned improvements include a microwave and refrigerator, as well as comfortable furniture.

Facility Usage

The Stone Center and Longleaf facilities are available for use on outside projects, after-class rehearsal, meetings, and other department approved activities. In order to reserve a space in Stone Center or access to the Longleaf Building other than SC 338 or SC Mainstage you must email the department administrative assistant and include your name, the purpose of the reservation (rehearsal, filming, meeting, etc), and the times and dates you wish to utilize the space.

Please adhere to the following policies to ensure continued access to the department facilities:

- In all department activities and spaces, everyone should behave with the utmost professionalism, collaboration, and positive consensual practices.
- Clean up any trash, props, or other items brought into the space.

- When activities are finished, restore the room to the way it was when entered. Replace all furniture or items that have been moved.
- If anything in the space is broken or damaged, a report should immediately be made to the Technical Director or Department Head.

Rehearsal and Audition Spaces

Many classes and productions will require additional rehearsal work outside of scheduled class and rehearsal times. Students may use the Studio Theatre, Rooms 334 or 336, or Longleaf stages for rehearsal of class projects, independent projects, auditions, filming of class or outside projects, or other approved uses depending on availability. Normally, students may use the spaces anytime they are empty for drop-in rehearsals or short activities. However, scheduled activities in those areas will be given priority. To see classroom availability, consult the Floor chart on the [Current Students page](#) of the department website.

The department also maintains Outlook calendars for the Studio Theatre (Room 338) and the Main Stage. To reserve one of those spaces, use your outlook calendar and schedule the event. In the “Location” line of the event, enter either Stone-338 or SC Main Stage. Reservations will be confirmed or denied via email, usually by the next business day.

Mainstage

The mainstage is largely reserved for classes, scenic builds, and other activities throughout the day. You may request access through the Administrative assistant

Film Student Equipment

Whenever possible, the department makes certain equipment available to check out for use in independent or classroom projects. The check-out policies and procedures are forthcoming.

Computer Labs

The computer lab in SC 337 is available for use during the day, unless otherwise scheduled. Printing is allowed for department projects or specific course projects only. The printer may not be used for personal printing or printing for courses outside the department. If assistance is needed with the printer, contact the Technical Director or Department Head. Additional computer lab space is provided in Longleaf on the second floor.

The computer lab in the Longleaf Building is also available for student use. Contact the building manager for availability.

Green Room and Longleaf Student Lounge

The JSU Theatre Green Room can be found on the second floor of Stone Center in Room 241. The Longleaf Student Lounge can be found on the first floor of the Longleaf Building next to Stage A. These are common areas, and everyone should feel comfortable using the spaces. Everyone is expected to abide by the following rules while occupying the space:

- Clean up after yourself. Throw trash away. Wash dishes.
- Keep noise to a minimum. Music should be enjoyed with earphones, and everyone should use their inside voices.
- The refrigerator/freezer is not for long-term storage. No personal food or drink should be left in the refrigerator for more than 2 days. Any items in the refrigerator may be discarded after that time.

- Label all personal items. If an item is to share, label it as such.
- If it's not yours, don't touch it.
- If you turn it on, turn it off.

If something breaks or is damaged, notify the Technical Director or another faculty member as quickly as possible.

Guidelines for Student Success

Advising and Academics

Starting in Fall 2022, all majors within the department will participate in Centralized Advisement through the Student Success Center (current Theatre and Film majors already assigned a faculty advisor will remain with that advisor until they graduate). All new, incoming Theatre and Film majors will be assigned to the CAH Advising Team. Students are welcome to meet with the department advisor (at their discretion) to request advice on all areas relevant to their academic success, including which concentration to pursue, what minor might be best, which courses to take, and how best to plan their academic timeline.

Each student must meet the academic requirements detailed in the course catalogue that corresponds with the year their enrollment at JSU began. Since catalogues are frequently updated with each new academic year, it is the student's responsibility to ensure they are meeting the necessary requirements.

JSU Course Catalogues can be searched by year from the following links:

[Current Course Catalog](#)

[Course Catalogs from previous years](#)

Declaring or Changing a Major

The department urges students to declare a major as soon as possible—preferably early during the first year. This will ease the course of study during their tenure at JSU. However, JSU students may declare their Theatre or Film major at any time, and the THR/FLM curricula are welcoming to students who decide on the major later in their academic careers. For information on declaring or changing a major, please contact your advisor.

Theatre and Film Plans of Study by Concentration

The Department of Theatre and Film offers Bachelor of Arts degrees in the following areas:

[Theatre: Performance](#)

[Theatre: Production](#)

[Film](#)

Declaring a Minor

All Theatre and Film Majors require a minor to graduate. Students must declare a minor prior to their junior year and are encouraged to consider a minor that best complements their best complements each student's chosen major, skills, interests, and career goals. For information on declaring a minor, please contact your advisor.

Student Opportunities

Every year, the Department of Theatre and Film offers several opportunities for student engagement. Every student, regardless of their area of concentration, is encouraged to participate in these opportunities.

Alpha Psi Omega (APO)

Alpha Psi Omega (APO) is a national theatre honor society committed to acknowledging students with a high standard and accomplishment in theatre. It allows like-minded individuals to gather in hopes of making art and accomplishing theatre together. Alpha Psi Omega is also intended to demonstrate what can be accomplished by an honor society to stimulate interest in college and university theatre. As students qualify, they may be rewarded by election to membership in this society. Students must have completed two collegiate theatrical productions (two semesters) and have at least a 2.5 GPA to participate. APO is not intended to take the place of any regular theatre clubs or producing groups.

Annual JSU Student Film Festival

The annual JSU Student Film Festival offers students the opportunity for their selected works to screen in front of an audience at the end of each academic year. Potential categories include short films, stop animation, music videos, or reenactments. Students are also encouraged to submit their works to the [Sidewalk Film Festival](#) in Birmingham, the [Rome International Film Festival](#) in Rome, GA, and to other festivals nationwide.

Department Committee Student Representatives

Several departmental committees include opportunities for student representation, including the Department Steering Committee and the Season Selection Committee. Students are appointed to these committees by faculty and peer recommendation and can serve for multiple semesters. Participating as a Student Representative helps to ensure that student voices are heard and considered in relevant departmental decisions.

Department Film

Each year, the department allocates funds to produce a short, original film project. Students can gain valuable, hands-on experience in key roles across all phases of production, both behind and in front of the camera. Theatre Performance and Production students are also encouraged to participate in the department film. The film will be shown at the annual Department Film Festival.

Interprofessional Education (IPE)

Our department is an active participant in the University's Interprofessional Education Program, which spans multiple disciplines in almost every College. Interprofessional Education synergizes the competencies and skills of different departments to enable students to collaboratively learn and practice skills that will enable JSU students in general, and nursing students specifically, to improve client service, especially patient care. Throughout the year, there are several opportunities for student actors to get involved with simulations in all areas of medical training, including work with the Schools of Nursing, Athletic Training, Respiratory Therapy, Kinesiology, Psychology, and Social Work. Students also work with the Northeast Alabama Cadet Academy, working with police cadets in non-violent crisis intervention.

KCACTF

All mainstage productions participate in the Kennedy Center American College Theatre Festival. Each production is reviewed by an independent respondent assigned by KCACTF, who will present a response following one of the performances. From that review, students may be selected to compete in the Region IV Festival, held annually in February. Students nominated for competition are encouraged to participate. Budget permitting, the department may help to defray expenses associated with competition by paying for entry fees, transportation, and hotel for the duration of the festival.

Scholarships

The Department of Theatre and Film offers several scholarships to aid students in funding their education. Scholarships are awarded to JSU Theatre and Film majors based on merit, the student's contribution to the department, and the needs of the student. There are certain eligibility requirements for scholarships; see the current application for specifics. To be considered for a scholarship, students must turn in an application each year before the due date, published on the department website. In addition to general funds, there are three named scholarships for which those recipients will receive special recognition from the College of Arts and Humanities. These scholarships reward additional funding and are therefore usually given to those students who have demonstrated exceptional character and work ethic in the department.

Larry Miles Memorial Scholarship

Established in memory of Dr. Lawrence R. Miles, a long-time Dean of Admissions, for the benefit of deserving students who are majoring in Theatre.

Jan Rhodes Memorial Scholarship

Established in memory of Mrs. Janis Calhoun Rhodes by her husband, Dr. Earl E. "Gene" Rhodes. The Recipient must be a Theatre major, must be at the junior or senior level, and have a minimum GPA of 2.5.

Robert S. Thompson Memorial Scholarship

Established in memory of Sam Thompson for the benefit of a full-time undergraduate student who is a junior or senior enrolled in the School of Arts & Humanities majoring in Music or Theatre. The student must be an Alabama high school graduate with a minimum 3.0 GPA.

Majorie Dixon Wilson Collins Annual Scholarship

Established in memory of Sam Thompson for the benefit of a full-time undergraduate student who is a junior or senior enrolled in the School of Arts & Humanities majoring in Music or Theatre. The student must be an Alabama high school graduate with a minimum 3.0 GPA.

Scripted Studio

The JSU Department of Theatre and Film created The Scripted Studio in 2020 with the goal of offering the campus community a free space to explore and re-examine both new and classical works in an experiential and supportive creative environment of students and teaching artists. The works produced by The Scripted Studio are not finished products, but rather, works in progress, supporting the values of exploration, workshopping, and risk-taking involved in sharing work at all stages of the creative process. The Scripted Studio Series is an extension of the Department of Theatre and Film's main stage offerings and usually features staged readings of new plays by contemporary playwrights, as well as works from the traditional dramatic canon. Minimum production allows for a short rehearsal process and invites student actors of all years, majors, and levels of experience to participate.

The Shakespeare Project

The Department of Theatre and Film is proud to partner with The Shakespeare Project. The goal of The Shakespeare Project is to introduce area high school students to Shakespeare's works free of charge. The Shakespeare Project believes the plays are of central importance to the education of young minds and have an edifying effect when presented in a dynamic, modern way. Also, area high school English teachers often find themselves teaching or staging Shakespeare without having had any specific training in the subject. The Shakespeare Project offers area high school teachers specialized training by renowned professionals free of charge. Once a year, The Shakespeare Project aims to put on eight consecutive performances, with professional actors and crew. Auditions are held annually, and all positions are paid.

Southeastern Theatre Conference (SETC) and Screening Auditions

Theatre students are encouraged to attend SETC (Southeastern Theatre Conference) during their junior and senior years. SETC holds an annual convention in the spring that offers auditions and a job fair for theatre companies (including summer stock, outdoor theatre, cruise ships, and theme parks) as well as workshops, graduate school information booths, design competitions, scholarships, and networking opportunities. Many students over the years have earned acting and tech jobs through the SETC convention and gained valuable experience. The convention is a monetary investment, but the department will make every effort to help offset student cost to attend.

Performance Concentration: To attend the auditions at the convention, actors must first pass a screening audition. They must submit an audition video consisting of either a monologue or a monologue and song during the Fall semester. Actors are strongly encouraged to get coaching from one of the Acting faculty before creating their video submission. The dates and other information will be available through the department production calendar.

Production Concentration: Production students are encouraged to attend the SETC Job Contact Service at the spring convention, which offers professional job interviews for summer and year-round work in theatre. This is not only an excellent opportunity to gain summer employment, but to also sharpen interview skills and help gauge employability. Production students are strongly encouraged to work with a faculty member to put together their resume and portfolio to ensure they show their best work to potential employers. Designers may also enter the appropriate SETC design competition. For rules and deadlines, see www.setc.org.

Southeastern Theatre Conference (SETC) Outdoor Auditions

[SETC Outdoor Theatre](#) hosts auditions for summer and outdoor theatres for acting, singing, dancing, and stage combat positions. Interviews are also available for technical positions. Both outdoor and indoor theatres are invited to participate. Auditions are usually held in January. Students in all areas of theatre are encouraged to apply and should seek mentorship and coaching from the faculty within their area of concentration.

Student Ambassadors: Preview Days/Campus Visits

Every semester, JSU hosts several Preview Days and other events for prospective students. These are opportunities for Department Student Ambassadors to meet incoming majors, discuss the program, talk about their experiences working in the department, and answer questions. These are wonderful recruitment opportunities that help new majors feel welcome. Student Ambassadors are also called on to help guide tours of department facilities when prospective students visit campus. If interested in serving as a Department Student Ambassador, please contact the Department Head.

Theatre Internship – THR 491

Theatre majors may choose a professional internship with a theatre organization that will count towards graduation. They must enroll in THR 491 and work with a faculty member who will serve as an Internship Coordinator. The Theatre Internship gives students an opportunity to work in a professional setting, applying academic and production principles learned at JSU. Please speak to a member of the faculty if interested in pursuing an internship.

Through participation in the Internship program, students will:

- work with professionals in the field to build on skills and theories learned at JSU
- Apply knowledge and techniques to professional production
- Build networking contacts

Work Study and University Student Assistant

There are two main types of paid positions that may be available: Federal Work Study and University Student Assistant. Graduate Assistantships may also be available through the JSU Office of Graduate Studies.

Federal Work-Study Program (FWSP)

Federal Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages both community service work and work related to the student's course of study. Students are employed on or off campus, approximately 20 hours per week, at an hourly rate determined by the Financial Aid Office. Workers are paid bi-weekly. Students can review available Federal Work Study positions on the [Human Resources Employment website](#). Funds for this program are limited. FWSP community service opportunities are available through the JSU Office of Financial Aid. A Free Application for Federal Student Aid (FAFSA) must be completed. Steps to complete a FAFSA are provided on the JSU [Financial Aid website](#).

Federal Work-Study:

- provides part-time employment while enrolled in school

- is available to undergraduate, graduate, and doctoral students with financial need
- is available to full-time or part-time students

University Student Assistant (formerly known as University Aid)

Many JSU students work part-time on campus in a variety of departments. These positions do not come through the JSU Office of Financial Aid and do not require a financial aid application. For more information on University Student Assistance Programs, please visit the JSU HR website.

After students apply, they should contact both the Department of Theatre and Film's Administrative Assistant and the Department Head. Once hired as a student employee for the department, students will be given a general assignment in the scene shop, the costume shop, the Longleaf Building, or the box office. Student employees may occasionally work in other areas as needed for production, department maintenance, or other circumstances.

Once student employees have completed all paperwork and signed their contracts, they should meet with their immediate supervisor to discuss availability and weekly schedule. Before subsequent semesters begin, student employees will need to update schedules and availability. Students may change schedules as needed, with advance notification to their supervisor.

Any student applying for or accepting a Student Employee Position is responsible for all expectations detailed in the Student Worker Code of Conduct listed in Section 2 of this handbook.

SECTION 2: STUDENT POLICIES

Expectations and Participation

In addition to the many opportunities available to students, all majors within the department must meet certain expectations regarding academics, productions, participation, and departmental engagement. Each of the following areas will be carefully reviewed to monitor and assess the progress of all majors and will be discussed at the Mid-Degree Assessment and/or End-of-Year review.

Department Welcome Meeting

At the start of every Fall Semester, the department will host a Welcome Meeting. This meeting will introduce the faculty and staff, as well as share information regarding the schedule for the academic year, including auditions, productions, staged readings, and all other opportunities for the year. Incoming Performance majors will also receive information concerning the Opening Play Reading. All new and returning Film and Theatre majors are required to attend. A sign-in sheet will be posted, and attendance will be monitored by the Department Head.

Interest Survey

At the start of each semester, each major will be expected to complete an Interest Survey ranking their interest in production and performance areas. Production areas will be assigned based on interest, availability, and need. Performance areas will be assigned based on audition and casting. Surveys will be distributed and collected by the Department Head.

Auditions

All students with a Performance Concentration are required to audition for every mainstage production and department film. Students are not required to accept roles when cast, and all scheduling conflicts must be disclosed at the time of the audition. Audition forms will be used to document attendance, and participation will be monitored by the Performance faculty.

Technical and Production

All students with a Production Concentration are required to fulfill a technical, design, or management role for every mainstage production and department film. Assignments will consider the student interest survey and will be based on student training and scheduling and production needs. Production Concentration students will be notified of their assignments at the beginning of each semester, and participation will be monitored by the Production faculty.

Department Film

All Film majors are required to participate in the production of the annual department film. Students may work in preproduction, as crew, as crew heads, designers, or other areas of the process. Faculty will use the interest survey to determine area assignments, and participation will be monitored by the Film faculty.

Mid-Degree Assessment

Students who have completed three semesters as a THR/FLM major will take the Mid-degree Assessment course (THR 298 or FLM 298). This course serves as a tool for the assessment of

individual student progress through both the curriculum and additional activities the faculty have determined to be foundational for student potential of success in their chosen field and in upper-level coursework.

For the course, each student will provide an updated resume and portfolio of classwork, production work, and other projects completed during their time studying in the department. Attendance and engagement in all mandatory departmental events will also be compiled and tallied for this review. At the end of the course, the work will be assessed by the faculty, and feedback will be provided to help guide the remainder of the student's training.

Production Attendance

All Theatre and Film majors are expected to attend every department mainstage production and film event. Complementary tickets will be given to every major. Reservations and attendance will be tracked through the Ticket Office. Please review the Complementary Ticket policy.

Scholarships

During the spring semester of each year, all Theatre and Film majors are required to participate in Scholarship Auditions/Portfolio Review. The department will set and announce a date and time for the Scholarship Audition/Portfolio Review in advance, and all Theatre and Film majors MUST attend. All Theatre and Film students are required to submit a scholarship application each year.

Scholarship students are expected to meaningfully contribute to each production. Performance Concentrations who are not cast in a production will be given an alternative production assignment. Production and Performance scholarship recipients are also required to participate as members of the Scripted Studio Season Selection Committee. Film Scholarship recipients are required to actively contribute to the department film, festivals, and screenings, complete required hours in the Longleaf Building, and fulfill any other assigned duties. All scholarship submissions should adhere to all [concentration-specific requirements](#) listed on the department website.

End of Year Assessment

The materials submitted in the Scholarship Auditions will also be used to frame every major's End of Year Assessment. This review not only assesses student growth over the years, but also serves as the basis for departmental scholarship allocations. The End of Year Review presents the opportunity for all faculty to evaluate student progress as a Theatre or Film major and give feedback relevant to each area of concentration.

Opening Play Reading

Each fall semester, the Department Scripted Studio program produces a staged reading featuring all new incoming Theatre Performance majors. The reading will be introduced at the Department Welcome Meeting and will usually take place within the first two weeks of class. All incoming Performance majors are required to participate, and other new students from both Theatre: Production and Film are welcome. All THRFLM students are required to attend the reading. Students who have class during this time should meet with the Department Head and Scripted Studio Coordinator to discuss an alternative. Attendance will be taken via sign-in sheet.

Strike

All Production and Performance students are required to participate in Strike for every production, regardless of any other production assignment. Attendance will be taken via sign-in sheet and will be monitored by the Technical Director

Trumbauer

On years when JSU hosts the regional high school theatre competition, all Production and Performance students are required to contribute a minimum of 5 contact hours to the event. A sign-up sheet of all available shifts and job positions will be posted in advance. Attendance will be taken via sign-in sheet and will be monitored by the Department Head.

Work Calls

Each major departmental production will include at least one Saturday work call. All Production and Performance students are required to attend and participate, regardless of any other production assignment. Attendance will be taken via sign-in sheet and will be monitored by the Technical Director.

Additional Student Policies

Attendance Policy

The THE/FLM Department has adopted the following policy regarding attendance: All students in Theatre and Film courses are required to attend at least 70% of all THR/FLM class meetings. Absences beyond 30% will result in an automatic failure of the course.

Official University, Military, or instructor-approved absences will not count towards this allotted 30%, only if students properly inform the instructor in advance and supply all necessary paperwork. Students with DSS accommodations regarding attendance should refer to DSS policies and consult with their instructor at the start of the semester.

Attendance will be taken and recorded at every class meeting. Students are responsible for reviewing the Missing and Late Work policy in each course syllabus as it relates to absences.

Comp Tickets

It is expected that all Production and Performance students will attend every departmental production. All Theater and Film majors will receive one complementary ticket to every production and film. If a student participates in a production as cast or crew, they will receive two comp tickets. No student, regardless of involvement, will receive more than two comp tickets. A digital form will be distributed to reserve tickets in advance.

Digital Media Policy

As members of a creative learning community, we are all expected to respect the intellectual and creative work of every member of the department. To build the trust necessary to do this work, we must all conduct ourselves with respect and kindness. In order to model this necessary respect and care, everyone in our department, classrooms, and ensembles must commit to the following conditions regarding digital media:

- In both classes and productions, some video and/or audio recording of lectures, materials, exercises, meetings, and rehearsals is necessary and required. Participants will know in advance when they are being recorded.
- Anyone with written DSS accommodation to record lectures, rehearsals, meetings, and/ or classroom activities is welcome to do so once that written accommodation has been shared. Otherwise, video and/or audio recordings may not be made without the unanimous consent of all present. Consent to be recorded may be withdrawn at any time for any reason, without question.
- Video and/or audio recordings may not be shared without the consent of every member whose voice or image is captured by the recording. Sharing is limited to using the recordings for classroom or production related purposes only.
- Video and/or audio recordings may not be posted online or distributed to others without advance permission of anyone whose voice or image is included in the recordings.
- While some materials may appear on social media for advertising and marketing purposes, all posting must be done with informed prior consent. Consent to items posted on social media may be revoked at any time.
- No video and/or audio recordings of copyrighted materials may be made, shared, posted, or tagged without prior permission from the Department Head.
- No member of the department may post, tag, or share any comments, status updates, images, photos, videos, references, or allusions to a class, a production, or any department individual (student, faculty, actor, designer, etc) on social media, including but not limited to: Facebook, Snapchat, Instagram, TikTok, Twitter, or any other social media platform, without the clear, enthusiastic, and ongoing consent of every individual involved or featured in the content of that course or production.
- Violations to the conditions described above may result in academic or departmental disciplinary action.

Theatre and Film Student Employee Code of Conduct

Be Safe. Student employees are expected to read and understand the Shop Safety Manual. All work for the department shall be done in a safe manner. If at any time a student feels they are being asked to perform a task in an unsafe manner or use a tool they have not been trained on, they should notify their supervisor immediately.

Be Punctual. Arrive within 5 minutes of all scheduled shifts. If a late arrival or missed shift is unavoidable, employees must contact a supervisor **BEFORE THE START OF THE SHIFT.**

We understand that occasionally there are emergencies, and students may have trouble notifying their supervisors ahead of time. In those situations, students will still be expected to contact their supervisors as soon as possible. Habitual tardiness will result in a written warning. Continued late arrivals without notification may result in a reduced or modified schedule or termination.

No call/no show

- First missed shift without notification during a semester: verbal warning
- Second missed shifts without notification during a semester: written warning
- Third dismissed shift without notification: student worker and supervisor discuss student suitability to continue as a student employee and worker may be terminated.

Be Prepared. Student workers must be ready to work at the start of their shift. Arrive to work dressed appropriately. All meals must be completed before arrival time. Do not use the start of the shift to complete a meal.

Be Flexible. Sometimes workers may be assigned to work in a different area depending on need. Make sure to always have proper work and paint clothes on hand.

Be Productive. It is expected that all student workers will work efficiently. Everything in Theatre and Film has a deadline that must be met. Ask a supervisor as soon as a task is completed, or if

a point is reached where the next step is unclear. If a supervisor is not available, find something useful to do. All employees are expected to remain in their assigned areas, even when tasks are completed.

Be Proactive. We are all in this together. The work we do and the productions we create cannot be done to the quality that we would like without everyone's help. Always strive to be helpful both on and off the clock.

Be a Leader. Some student employees may be called on to respectfully supervise or instruct their peers. If a worker feels they are unable to properly explain a task to a fellow student or has trouble helping them complete tasks in an efficient manner, their supervisor can work with them to improve leadership and management skills.

Be Positive. There are no small or unimportant tasks in Theatre or Film. If asked to do something or fill a role, have a good and helpful attitude about the work.

Be Polite. Treat each other with grace, respect, and humility. Disrespect towards anyone – whether a student, supervisor, or visitor – will not be tolerated.

Be Proud. Take pride in the work. The quality of work has a direct reflection on individual character. The time spent here will have a huge impact on each student's future in the industry.

Student Grievance Policy

If a student chooses to file a formal complaint against another student, for any reason, they must follow the Grievance Policy set out by the University Code of Student Conduct and the Office of Community Standards and Community Ethics. This includes all non-academic complaints concerning, but not limited to, Sexual Harassment and Title IX concerns, Bullying, Drug and Alcohol related complaints, Discrimination, Retaliation, or any forms of violence.

Students can report any nonacademic grievances regarding faculty or staff using the incident form provided here. This link also provides additional details concerning complaints and concerns.

If a student has a concern or grievance and is unsure which steps to take to file a complaint or who to talk to, the first step should be to talk with the Department Head. If the concern involves the Department Head, students should contact the Dean.

Any other grievances not covered in the links above can be reported to the Office of Community Standards and Student Ethics.

Grade Appeals

A student may appeal a course grade if the student has evidence that the grade was assigned in a malicious, capricious, erroneous, or arbitrary manner. No appeal will be entertained more than six months following the date the grade was assigned.

If a student wishes to appeal a grade, the department will follow the CAHS Grade Appeal policy. Email the Department Administrative Assistant to request the current guidelines.

JSU Theatre and Film Student Handbook

1st Edition – Fall 2022

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2nd Edition – Fall 2023

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