Welcome to the University of Miami’s Department of Theatre Arts! We wish you much success in your education and training.

This handbook is designed to help you navigate your life within the Department. Please familiarize yourself with its contents, and consult the University of Miami Undergraduate Studies Bulletin for the year in which you entered the University, as well. These two documents will serve as your contract with the Department and with the University as a whole during your time here.
# TABLE OF CONTENTS

**MISSION STATEMENTS:** University and Departmental ........................................................... 1  
**DEPARTMENTAL ADMINISTRATION** .................................................................................. 1  
**DEPARTMENTAL ORGANIZATION** .................................................................................. 2  
  - The Conservatory Program ............................................................................................... 2  
  - The Liberal Arts Program ............................................................................................... 2  
  - Departmental Productions ............................................................................................ 2  
**DEPARTMENTAL POLICIES** ............................................................................................ 3  
  - Faculty Advisors .......................................................................................................... 3  
  - Conservatory Evaluations ............................................................................................. 3  
  - Internships ................................................................................................................... 4  
  - Grading Policy .............................................................................................................. 4  
  - Probation and Dismissal ............................................................................................... 4  
  - Absences and Lateness ................................................................................................. 5  
  - Physical Demands ........................................................................................................ 5  
  - Physical Contact ........................................................................................................ 6  
  - Substance Abuse ......................................................................................................... 6  
  - Class and Crew Cancellation ....................................................................................... 6  
  - Non-Departmental Employment .................................................................................... 6  
  - Theatrical Weapon Checkout and Liability .................................................................... 6  
  - Recording Technology .................................................................................................. 6  
  - Waivers and Deviations ............................................................................................... 6  
**PRODUCTION POLICIES** .................................................................................................. 7  
  - Audition and Casting Policies ..................................................................................... 7  
  - Rehearsal and Crew Call Postings ............................................................................. 7  
  - Rehearsal Preparation .................................................................................................. 7  
  - Production Hours ........................................................................................................ 8  
  - Student Design and Crew Assignments ...................................................................... 8  
  - Crew and Rehearsal Breaks ....................................................................................... 8  
  - Performance Calls ....................................................................................................... 8  
  - Costume Fittings .......................................................................................................... 9  
  - Company Rules and Theatre Etiquette ...................................................................... 9  
  - Duties of Student Actors ........................................................................................... 10  
  - Duties of Student Designers ...................................................................................... 10  
  - Responsibilities of Student Assistant Designers ....................................................... 11  
  - Shop Rules and Safety Policy ..................................................................................... 11  
**EMERGENCY PROCEDURES** ........................................................................................... 12  
**STUDENT RESPONSIBILITIES** ....................................................................................... 12  
  - Student Mentors ......................................................................................................... 12  
  - Clothing and Equipment ............................................................................................. 12  
  - Classroom and Rehearsal Area Care ......................................................................... 12  
  - University Email/Blackboard ..................................................................................... 12  
  - Production Attendance .............................................................................................. 12  
  - Visitors to Classes or Rehearsals ............................................................................... 12  
**DEPARTMENTAL AND UNIVERSITY SERVICES** .............................................................. 13  
  - Financial Aid, Work Study, and Scholarships ............................................................. 13  
  - Healthcare and Counseling Center ............................................................................ 13  
  - Safety Escorts ............................................................................................................. 13
MISSION STATEMENTS

The UNIVERSITY OF MIAMI’s mission is to educate and nurture students, to create knowledge, and to provide service to our community and beyond. Committed to excellence and proud of the diversity of our University family, we strive to develop future leaders of our nation and the world.

The mission of the DEPARTMENT OF THEATRE ARTS is to immerse students in both the theories and practices of theatre with the purpose of fostering an engagement with the arts in their communities.

The mission of the LIBERAL ARTS BA PROGRAM is to empower intellectually curious students to engage with and explore their world using the tools of theatre and performance. As an interdisciplinary degree program pursued in conjunction with a second major or as a minor, it seeks to foster sound knowledge of theatre practice alongside a rich understanding of its history and diverse applications, which extend well beyond professional entertainment. By emphasizing creative and critical approaches to both the study and practice of the theatre arts, the BA program aspires to produce pliable, empathetic artists, educators, and leaders in the field of theatre and beyond.

The mission of the CONSERVATORY BFA PROGRAM is to prepare gifted, emerging creative artists with the experience, training, and craft necessary for entry into the world of professional theater, television, and film. Intensive training is complemented by a liberal arts curriculum and access to the vibrant international community of South Florida.

DEPARTMENTAL ADMINISTRATION

The DEPARTMENT CHAIR is responsible for the administration and day-to-day operations of the department, including all production operations, season selection, staffing of production personnel, casting, teaching assignments, curricula, scholarships, showcases, and recruitment. The chair is the final arbiter of departmental issues.

The ASSOCIATE CHAIR is responsible for tracking educational requirements, student advising, and departmental academic issues.

The ARTISTIC DIRECTOR is responsible for the administrative and artistic concerns of the Jerry Herman Ring Theatre and the department’s other producing venues.

A student should direct any questions or concerns regarding classroom or departmental operations to the relevant classroom instructor or advisor. When appropriate, the instructor or advisor may then consult or direct the student to one of the above administrators.
DEPARTMENTAL ORGANIZATION

1. The CONSERVATORY BFA PROGRAM is pre-professional and conservatory-style in structure and is comprised of two divisions:

   A. The ACTING DIVISION is subdivided into the Acting and Musical Theatre Programs.

   B. The DESIGN, MANAGEMENT, AND TECHNOLOGY DIVISION (DMT) is subdivided into the Design/Production, Stage Management, and Theatre Management Programs.

In addition to providing a basic education in the liberal arts, the Conservatory Program will:

- train the pre-professional actor in the requisite skills of acting, dance, voice/speech, movement, singing, dramaturgy, and script analysis;
- train the pre-professional designer/technician in the requisite skills of conceptualization, visual presentation, and construction;
- train the pre-professional stage manager in the requisite skills of communication, organization, administration, coordination, and the other interpersonal skills used from pre- to post-production; and
- train the pre-professional theatre manager and producer in the requisite skills of budgeting, financing, marketing, accounting, human resource management, and computerized office, graphic, internet, and ticketing applications.

2. The LIBERAL ARTS BA PROGRAM is a broad-based bachelor of arts program that affirms the potential of theatre as a powerful social, cultural, and educational force. It provides the tools for exploring what it means to be human, to explore the boundaries of creativity, and serves as a bridge to interdisciplinary study in fields as diverse as sociology, art, philosophy, religion, psychology, and film and video production. It also provides alternative training for possible pre-professionals seeking a broader education, or those whose interests are not limited to one area of study.

The BA Program will:

- cultivate an appreciation for all aspects of dramatic arts;
- develop an understanding of dramatic theory and theatre practice;
- stimulate an interest in dramatic literature and theatre history;
- develop the commitment of mind, body, and spirit as they relate to the creative and dramatic processes;
- develop critical thinking skills and the ability to analyze and synthesize;
- encourage the development of the self; and
- offer students of film, television, and related media arts training in acting, directing, dramaturgy, design, technical production, management, and producing in classes particularly crafted for the BA student.

3. DEPARTMENTAL PRODUCTIONS are the active laboratory of the Department—whether at the Jerry Herman Ring Theatre, at the Hecht Studio Theatre, or in professional co-productions at a variety of venues on or off campus—and serve as the confluence of the Conservatory and Liberal Arts Programs. Student actors, designers, technicians, and managers learn invaluable lessons in planning, collaboration, teamwork, time-management, the setting and meeting of goals, and the challenges and rewards of dealing with the feedback of a live audience.
DEPARTMENTAL POLICIES

In addition to the general policies such as the Honor Code, general education requirements, academic standing, and leaves of absence set forth by the College of Arts and Sciences and printed in the Bulletin, the Department of Theatre Arts has instituted the following policies:

1. FACULTY ADVISORS. All BFA and BA theatre majors are assigned a faculty advisor responsible for assisting and advising the students throughout their college careers. Students may change advisors by obtaining permission from the Director of Undergraduate Studies.

Advising and pre-registration times are scheduled by the University each semester prior to the scheduled registration date. Incoming BFA freshmen will be pre-registered for their classes by the University over the summer. The Department will conduct additional advising and scheduling during freshman orientation. All registration changes must be approved by the faculty advisor.

Students with questions or academic concerns should first consult their advisors. If necessary, the advisor will arrange for further consultation with the Director of Undergraduate Studies. If the student is unable to reach a satisfactory resolution, the matter will be brought to the Department Chair. Students who are unable to resolve problems on the departmental level are advised to consult the Division of Student Affairs, located in Ashe Building 224.

While the faculty advisor is to be consulted on all registration decisions, it is the student’s responsibility to track her or his own progress toward fulfilling degree requirements. Students are advised to seek additional academic counseling, when desired, from the Center for Student Academic Services in the College of Arts and Sciences. Second-semester juniors are encouraged to check with the Office of Undergraduate Student Academic Services to ensure that all requirements for graduation have been or are being met.

2. CONSERVATORY EVALUATIONS. BFA student evaluations and/or portfolio reviews by the faculty take the form of end-of-semester assessments of a student’s progress and achievements in conservatory classes. Individual classroom grades, commitment to training, production work, growth, discipline, talent, and professional potential will be evaluated. These evaluations will be read, in person (or, if this is not possible, by telephone if arranged in advance), to each BFA student by his or her advisor at the end of each semester. Specifically:

   A. FRESHMAN EVALUATIONS. Freshmen will be evaluated on their development of craft and technique, their ability to work collaboratively, their work habits, attitude, talent, professional discipline, and their understanding of the culture of theatre.

   B. SOPHOMORE EVALUATIONS. In addition to the above, sophomore students will be evaluated on their potential for professional success and on their work in departmental productions.

   C. JUNIOR AND SENIOR EVALUATIONS. In addition to the above, all juniors and seniors must demonstrate continued development and integration of advanced specialized skills.

   D. PRODUCTION EVALUATIONS. All BFA students will receive end-of-semester evaluations on all aspects of their production work.
3. **INTERNSHIPS.** All theatre majors are strongly encouraged to seek internships with professional companies. (Interested students should consult with their faculty advisors.) These internships typically take place during the summer recesses—although in some instances students in the area of Design, Management, and Technology may, with special permission, assume internships during a regular academic term. BFA students in DMT programs must complete an internship as a requirement for graduation.

In the event that an internship or professional summer employment opportunity necessitates missing any class, students must receive approval from the Department Chair before making any contractual agreement with an outside organization.

4. **GRADING POLICY.** Students are graded not only on talent and professional potential, but also on their application to their work, improvement, growth, discipline, and commitment to training. The Department adheres to the University’s grading system as spelled out in the Bulletin.

5. **PROBATION AND DISMISSAL.**

   A. **ARTISTIC PROBATION** is assigned when a BFA student fails to demonstrate satisfactory artistic development as measured in the conservatory evaluations described above.

   B. **DISCIPLINARY PROBATION** is assigned when an infraction occurs of University or Department regulations as delineated in this handbook. Disciplinary probation may be implemented if students are chronically absent or late from classes, productions, rehearsals, or other program obligations.

   C. **ACADEMIC PROBATION** takes effect for Conservatory students when cumulative GPA for all theatre courses falls below a 2.7 (B-, including mandatory non-Theatre Arts courses specific to a student’s area of specialization) and/or below 2.0 (C) for all courses. For BA majors, academic probation takes effect when cumulative GPA for all classes falls below 2.0. Students who accumulate two or more Incomplete grades (I) will also be placed on academic probation.

   Due to the sequential nature of BFA training and the interconnected class structures, any student failing a required Conservatory course, as designated in the Bulletin, may be subject to dismissal from the program or offered a hiatus from the program in order to rejoin the full sequence when it is next offered. Students failing a course that is considered a prerequisite for further training in any area may not proceed to the next course in a sequence until the failed course has been repeated and passed.

   While on academic probation, a student may or may not be cast in productions or serve on crews, as determined by the faculty. Any missed crew assignments must be completed in order to graduate. Any subsequent artistic or disciplinary probation will be considered just cause for dismissal from the program and will jeopardize any departmental scholarship. Notification of probation will be given in writing by the Department Chair.

6. **ABSENCES AND LATENESS.** All Theatre Arts BA courses follow the University of Miami class attendance policy; consult individual course syllabuses for precise requirements.
For all BFA courses, absences should occur only when true emergencies arise. Such courses remain subject to the following strict attendance policy (unless specifically outlined otherwise an instructor’s course syllabus): Students may only be excused from missing as many classes as meet per week—for example, a MWF class can allow only three excused absences. Every absence thereafter will affect the student’s final grade by one letter. For all BFA courses, three late arrivals equals one missed class.

Please note—

- It is the responsibility of the student to understand each instructor’s policies.
- Phone calls to the Department do not constitute legitimate excuses for absences or lateness.
- Communication regarding absences or lateness must be made in person or directly to the instructor by phone or email, in advance of the absence (when possible), never through a second party.
- Unavoidable emergencies will be handled on a case-by-case basis.
- Other than absences for University-approved events or previously approved religious holy days (as per the University’s Religious Holy Day Policy outlined in the Bulletin), the instructor determines whether or not an absence or late attendance has occurred for an acceptable reason and whether or not students will be allowed to make up any missed work.

7. PHYSICAL DEMANDS. Theatre classes and production assignments require stamina and concentration. These elements are vital to the successful completion of a theatre degree at the University of Miami.

Due to the physical activity required in many classes, students must be in good health in order to participate safely. The Department recommends that students have regular medical checkups and report to an appropriate faculty member any pre-existing conditions that might affect their work.

In addition, since a general physical may not reveal some conditions such as vocal pathologies or orthopedic strains, a faculty member may request that a student see a physician or specialist (of the student’s choice) in order to ensure that the student’s health will not be compromised through participation in class work or rehearsal. A faculty member may also request that the student not participate in class or rehearsal until the student provides documentation from an appropriate medical professional as to the state of her or his health. If it is determined by a physician that further participation in class or rehearsal would be detrimental to the student’s health, the Department Chair may establish an alternative plan with the student, the Theatre Arts faculty, and the College to meet the goals of the student’s academic program.

Nevertheless, class attendance and the fulfillment of production assignments are mandatory for successful completion of the program. Students who feel unable to attend classes or production assignments for any health reason may be advised to consider a medical leave of absence in accordance with the Bulletin. Students who are experiencing physical, emotional, or mental distress are advised to contact the Office of Disability Services at (305) 284-2800 or the Counseling Center at (305) 284-5511 in order to obtain additional information about auxiliary aids and services.
8. PHYSICAL CONTACT. In courses where physical contact is required, students should expect to be touched by other students and/or the instructor. This physical contact is never intended to be sexual in nature or to demean the student. Any injury, chronic condition, or area of sensitivity or pain must be disclosed to the instructor at the beginning of the course. If the student is uncomfortable at any time with the physical contact in a class, he or she should inform the instructor, either immediately or directly after class. The instructor will promptly cease this practice with the student and discuss the practice with the student at a later time. A student’s request to cease any physical contact in a particular class situation will have no negative effect on the student’s grade.

9. SUBSTANCE ABUSE. Substance abuse of any kind will not be tolerated in class, rehearsal, or production. Any offense will be dealt with according to University policy and may result in dismissal from the program.

10. CLASS AND CREW CANCELLATION. University policy states that all classes and laboratory sessions will meet as scheduled. Students should assume that a class, crew, or rehearsal is to be held as announced unless a notice has been sent via email, and/or posted on Blackboard, or (in the case of emergencies) on the door of the classroom, studio, or lab. If not posted, students should wait 15 minutes beyond the announced starting time, after which they may assume the scheduled activity has been canceled.

11. NON-DEPARTMENTAL EMPLOYMENT. Students may accept outside work if it does not conflict with University or Departmental requirements. No absences, lateness, or incidents of insufficient class preparation will be excused due to outside work; students who are employed must fulfill all academic and production requirements as outlined on their course syllabuses and this handbook. It is the responsibility of employed students to adhere to production schedules and to complete academic assignments, and, thus, to schedule employment accordingly. It is strongly suggested that students seeking employment speak to their advisors about any outside work.

12. THEATRICAL WEAPON CHECKOUT AND LIABILITY. Students enrolled in the stage combat/weapons course THA 413/414 may sign-out appropriate weapon(s) for out-of-class rehearsal. Students must agree to replace part of or the entire weapon at the discretion of the instructor if it is damaged while in their care. These weapons should never be removed from the Hecht Classroom Building. Students working outside of class with weapons must adhere to all safety policies discussed in class and assume all liability for any accidents to themselves, other students, or property while the weapon(s) is/are checked out.

13. RECORDING TECHNOLOGY. Recording devices may be used only at the discretion of the classroom instructor. Items in this category include, but are not limited to, camcorders, cameras, cellular phones, and audio recorders; any device that stores video, audio, or still images is subject to this policy. Beyond permission of the instructor to utilize recording technology, written permission must be obtained from all individuals who will be recorded.

14. WAIVERS AND DEVIATIONS. All waivers or deviations from Department or University requirements and rules must be approved in writing by the Department Chair and placed in a student’s file. A student’s graduation may be imperiled without such documentation.
PRODUCTION POLICIES

1. AUDITION AND CASTING POLICIES. Auditions for all departmental productions in the Jerry Herman Ring Theatre and Hecht Studio Theatre seasons are typically scheduled at the end of each semester. Specific information about auditions will be posted on callboards and in email newsletters.

   General policies are as follows—

   A. All BFA students of sophomore standing or higher are required to audition for all departmental productions and must accept all roles as assigned. The Department reserves the right to double-cast a student in a single semester. Freshmen BFA majors are not allowed to audition for departmental productions.

   B. All University of Miami students of sophomore standing or higher at the time of show performances, or who have successfully completed or are currently enrolled in and are taking THA 105 or THA 106, are permitted and encouraged to audition.

   C. Students must sign up for an audition appointment and arrive at the audition site thirty minutes before the appointment time. Students who arrive after their scheduled time may forfeit their opportunity to audition.

   D. All students who audition are expected to have fully memorized and rehearsed material that falls within the time allocation specified in the audition announcement. A student who auditions without full preparation may be stopped and dismissed by the auditors. Students performing beyond the allotted time will be asked to stop.

   E. After open auditions have been completed, call-back announcements will be posted electronically and on the Department callboard.

   F. BA theatre majors who audition for departmental productions must declare on their audition forms which plays or musicals they are auditioning for, and must accept any roles as cast. Failure to comply with the latter may result in prohibition from being cast in future departmental productions.

   G. Sophomore, junior, and senior BFA Acting and Musical Theatre majors who are in good academic and professional standing are guaranteed casting in one production per semester. BA theatre majors and others who audition will be cast as per the quality of their auditions and the requirements of the season’s individual productions.

2. REHEARSAL AND CREW CALL POSTINGS. All rehearsal dates and times and crew calls will be distributed by e-mail and posted by 12:00 noon each day so that students may plan their schedules accordingly. Callboards are located in the Ring Theatre and in Hecht Residential College.

3. REHEARSAL PREPARATION. Punctuality is crucial. Performers and technicians are expected to arrive on time and ready to work. Actors must be signed in, properly dressed, and warmed up at call time. Technicians must be signed in, appropriately dressed, and ready to carry out their responsibilities, as well.
The stage manager must be notified immediately if an actor or backstage crew member will be late or absent. Absences and lateness will not be taken lightly. If a student is late and involved in a show as part of a lab for a class, his or her grade may be lowered at the discretion of the Production Manager.

A. If a performer or backstage crew member is consistently late for show calls, the student will be placed on disciplinary probation and/or dismissed from the show. If chronic lateness continues, the student may be dismissed from the Department.

B. Absences from production assignments are not allowed except in extreme cases, as determined by the Production Manager. If a student is absent without a valid excuse and is involved in a show as part of a lab for a class, the student will fail the lab section of that class.

C. If a performer or backstage crew member is consistently absent, the student will be placed on disciplinary probation, which may lead to dismissal from the show and/or Department. Stage managers’ reports are required to include specific names of performers or crew members who are absent or late. These reports are disseminated to the faculty, staff, and guest artists involved with each show, as well as the Department Chair.

4. PRODUCTION HOURS. All production activities usually cease by 11:00 p.m. Monday through Saturday, and Sunday is usually the day off (except for possible matinees and strike calls). Tech rehearsals, dress rehearsals, photo calls, and strikes may run late, but even in these cases, a cast and crew must be dismissed by midnight. Other possible exceptions will be determined on a case-by-case basis and approved by the Production Manager in advance.

When advance notice is not possible, every effort will be made to keep the overtime to a minimum. The maximum amount of permissible overtime—which must be approved by the Production Manager and Department Chair—is one hour.

5. STUDENT DESIGN AND CREW ASSIGNMENTS. Design and crew assignments are made by the appropriate DMT faculty members. To provide these students a variety of technical experiences, these assignments will change from semester to semester.

6. CREW AND REHEARSAL BREAKS.

A. During regular rehearsals, for each member of the company there shall be a break of 5 minutes after no more than 55 minutes of rehearsal, or 10 minutes after no more than 80 minutes of rehearsal. During technical rehearsals, for each member of the company there shall be a break of 15 minutes after 2 hours and 15 minutes.

B. During non-stop run-throughs, dress rehearsals, and previews, there shall be a break of not less than 10 minutes at the intermission point(s). Meal breaks will be scheduled to coincide with meal plan hours.

C. There shall be a 1½-hour rest period, exclusive of half-hour, between matinee and evening performances.

D. There shall be a minimum break of 12 hours between the end of one rehearsal and the beginning of call the following day.
7. PERFORMANCE CALLS. Standard performance calls are 1 hour and 15 minutes prior to curtain for actors and technicians, and 1½ hours prior to curtain for stage managers. For some shows, some personnel may require more or less preparation time and may be called earlier or later as coordinated by the stage manager.

8. COSTUME FITTINGS.
   A. Actors shall make themselves available for costume measurements and fittings as necessary, and as coordinated by the stage manager and costume shop, at mutually convenient time. Actors must attend all scheduled fittings punctually. Missing a scheduled measurement and/or fitting time may result in disciplinary probation.
   B. After confirmation of a fitting time, the appointment cannot be canceled by an actor unless extraordinary circumstances arise. In the case of an emergency, the stage manager and costume shop should be contacted immediately.
   C. Student actors should be aware that physical contact with the costume designer and costume technician(s) is necessary during their costume fittings.
   D. Student actors are expected to arrive at all costume fittings showing good standards of personal cleanliness and hygiene, and to be wearing appropriate undergarments.

9. COMPANY RULES AND THEATRE ETIQUETTE.
   A. The University is a smoke-free campus. There are no exceptions.
   B. Food and drink are to be contained and disposed of properly.
   C. A sign-in sheet will be posted in a designated area for technical rehearsals, dress rehearsals, and performances. Students must sign themselves in upon arrival and may not sign-in for anyone else. Students who are not signed-in will be counted as absent. After signing in, actors and crew members are not allowed to leave the building unless they have permission from the stage manager.
   D. Rehearsals are restricted to participants in the production. Exceptions are made at the director’s discretion. Department majors can request to attend rehearsals through a production’s stage manager. Students are particularly encouraged to observe guest artists at work, when permissible.
   E. Visitors are not allowed backstage, in green rooms, in dressing rooms, or in control booths. Following a performance at the Ring Theatre, actors and crew may meet their guests outside the loading doors or on the front patio. In the Hecht Studio Theatre, guests may meet actors in the hallway outside.
   F. Actors in costume and make-up are not to be seen by the audience before or after a show. They are also not allowed to smoke, eat, or drink, except for water. At the completion of a performance, make-up and costumes must be removed immediately before greeting guests. At the end of each performance, student actors must ensure that costumes are properly stored in their assigned places.
   G. Students must report all damages and repairs needed to any production elements, such as costumes, props, or sets, to the stage manager as soon as
possible. If the stage manager is not immediately available, the problem should be reported to the assistant stage manager.

H. All backstage running crews must wear appropriate black clothing during all dress rehearsals and performances. Appropriate clothing shall consist of a black long-sleeved T-shirt, black pants, and black shoes that cover the entire foot.

I. If an emergency arises and a performer or crew member is going to be late for a call, the stage manager must be notified.

J. Performers are expected to check their own costumes and props before curtain. Costumes should be checked at call time, which is normally 6:45 p.m., or 12:45 p.m. for matinees. Onstage and offstage props or costumes should be checked by ten minutes before the house opens, normally at half hour. Any problems should be reported as soon as possible to the appropriate crew heads.

K. No parking is allowed next to the stage door.

L. Student actors and technical personnel are expected to maintain standards of personal cleanliness and hygiene that create and maintain a productive and healthful work environment.

10. DUTIES OF STUDENT ACTORS. The responsibilities of student actors include, but not limited to:

- arriving promptly to all calls, costume fittings, and vocal-coaching sessions;
- paying strict regard to props, make-up, and costumes;
- performing services as directed and maintained by the stage manager;
- conforming to the language of the script;
- respecting the physical property of the production and the theatre space, and to abide by all rules and regulations of the theatre space;
- participating in photography sessions for archival and publicity purposes; and
- assisting in scenic and property shifts, both in and out of character.

11. DUTIES OF STUDENT DESIGNERS. The responsibilities of student designers include, but are not limited to:

- weekly meetings with their supervisor(s);
- attendance at design/production meetings;
- (for set designers) completion of research, a ground plan, section and elevation drawings, props/furniture lists, a painter’s elevation, and the pulling or purchasing of props/furniture;
- (for costume designers) completion of research, roughs, final color renderings, costume plots and dressing lists, a budget breakdown, a garment checklist, and quick-change plots;
- (for lighting designers) completion of all lighting paperwork—including a light plot, channel hook-up, instrument schedule, color schedule, and cue sheets—in preparation of the light hang (student designers in the Hecht Studio Theatre will also be required to hang, color, and focus any lighting units and special effects);
- attendance at all tech, dress, and strike calls; and
- securing production photos for their design portfolios.
12. RESPONSIBILITIES OF STUDENT ASSISTANT DESIGNERS. Responsibilities of student assistant designers to faculty designers for main stage productions at the Jerry Herman Ring Theatre include, but are not limited to:

- weekly meetings with their supervisor(s);
- attendance at production meetings;
- (for assistants to set designers) contributions to research, the ground plan, section and elevation drawings, props/furniture lists, a painter’s elevation, and the pulling or purchasing of props/furniture;
- (for assistants to costume designers) contributions to research, roughs, final color renderings, costume plots and dressing lists, a budget breakdown, a garment checklist, and quick-change plots;
- (for assistants to lighting designers) contributions to all lighting paperwork—including the light plot, channel hook-up, instrument schedule, color schedule, and cue sheets—in preparation for the light hang. Furthermore, attendance is required at the light hang, as well as at all focus/work calls during the weeks prior to technical rehearsals.

In cases where the design supervisor is not the academic advisor, a weekly report to the academic advisor is also required.

13. SHOP RULES AND SAFETY POLICY. All shop spaces and the equipment therein are intended first and foremost for departmental production use. Any other use of these spaces must be cleared by the appropriate faculty members and by the Production Manager. Additionally:

A. The off-campus warehouse is intended for departmental production use only. Students may go to the warehouse under the supervision of a qualified faculty or staff member, or a designated student assistant.

B. A student may drive the Ring Theatre van only when that student is registered as the van driver in advance.

C. Safety rules and regulations are enforced in all shops. Safety is a cooperative effort and requires the efforts of everyone involved. These rules and regulations protect from short- and long-term health hazards. They also provide for orderly and efficient operation of our theatre facilities.

Some general shop safety rules include:

- Students must be trained how to operate a particular piece of equipment before they are allowed to use it on their own.
- Students must always wear personal protective equipment.
- Students must keep the work area clean.
- Students are responsible for asking questions when uncertain about assignments or procedures.
- Students must wear appropriate clothing and footwear.
- Students should always think first and act second.
- Students must never do anything which is obviously unsafe or of which they are unsure.
- Students must pay attention to themselves and others working nearby.
- Students should insist on notification if working with toxic or hazardous materials.
EMERGENCY PROCEDURES

In all cases of emergency, call the Department of Public Safety at 8-6666, or call 911.

STUDENT RESPONSIBILITIES

1. STUDENT MENTORS. Upper-class students will be asked to serve as student mentors to incoming freshmen. These student mentors will help new students in getting acquainted with the University, the Department, and college life.

2. CLOTHING AND EQUIPMENT. Various programs in the department require specific materials aside from assigned texts to implement class and production work. Crew members are required to provide black clothing (see above). Ushers must wear clothing and footwear determined appropriate by the General Manager of the Ring Theatre.

3. CLASSROOM AND REHEARSAL AREA CARE. Students are responsible for maintaining all classrooms, halls, and rehearsal areas in good condition. Under no circumstances may furniture be moved from one space to another without prior approval.

Department of Theatre Arts classrooms are available for use by theatre students outside of classes and rehearsals for departmental productions. The schedule for each room will be posted on the door each day. Theatre students may use any room that is not booked on a first-come, first-served basis, during the following times:

- 8:30 a.m. to 12:00 a.m. Mondays through Fridays,
- 9:30 a.m. to 9:00 p.m. on Saturdays, and
- 11:00 a.m. to 6:00 p.m. on Sundays.

There is no use of Department classrooms outside these times.

4. UNIVERSITY EMAIL/BLACKBOARD. Students are responsible for checking their university email accounts as well as Blackboard twice daily for information pertaining to class assignments, production information, and other departmental announcements. Failure to comply with this policy does not excuse a student from arriving prepared to meet the requirements of a class, rehearsal or production.

5. PRODUCTION ATTENDANCE. BA theatre major students are strongly encouraged to attend all departmental productions. BFA students are required to attend them. Theatre majors may receive one ticket for any Jerry Herman Ring Theatre production half hour prior to curtain for any performance, based on availability. These tickets are non-transferable.

Students directly involved in a Jerry Herman Ring Theatre production may receive one complimentary ticket, which should be requested in person at the box office no less than 24 hours in advance.

6. VISITORS TO CLASSES OR REHEARSALS. Classes or rehearsals are open for observation only by making advance arrangements with the appropriate instructor or stage manager. It is expected that all visitors will appear prior to the beginning of the class or rehearsal, and will remain quietly in place until a break is called or the class is released.
1. **FINANCIAL AID, WORK STUDY, AND SCHOLARSHIPS.** Students seeking financial aid should contact the Office of Financial Assistance at (305) 284-5212. Information about the various kinds of financial assistance can also be found online at [http://www.miami.edu/scholarships](http://www.miami.edu/scholarships) and in the Bulletin. Please note that securing financial aid is the responsibility of each individual student.

Some student employment positions may be available at the Ring Theatre and Department offices, encompassing the areas of costuming, scenic construction, box office, lighting, scenic painting, properties, and general office help. Preference for filling these positions may be given to students who qualify for Federal Work-Study as part of their financial aid package. Please contact the Department immediately should you find that you are eligible for this program.

Limited scholarships—primarily for continuing students who demonstrate need and are in good standing within the Department—are also available from the Department of Theatre Arts. We encourage all theatre majors to contact the Department Chair if their financial needs change in order to be considered for these. To remain eligible for all scholarships, students must carry at least a 2.0 GPA in their liberal arts courses and a 3.0 in their Theatre Arts departmental requirements.

Departmental scholarships are based upon talent, need, academic standing, and overall contributions to the life of the Department. Application forms are available in the Department office.

Friends of Theatre scholarships are open to sophomores, juniors, and seniors.

2. **HEALTHCARE AND COUNSELING CENTER.** All day students carrying nine or more credit hours must pay the student Health and Counseling Center fees.

The University Health Service Program provides a wide range of primary care (general-practice) services, including diagnosis and treatment. A detailed description may be obtained online at [http://www.miami.edu/student-health](http://www.miami.edu/student-health), or from the University of Miami Health Service, 5513 Merrick Drive, Coral Gables, FL 33146. It may be reached by phone at (305) 284-5927.

The Counseling Center is located on the University campus and is staffed by experienced psychologists and counselors. Available services include psychotherapy (individual and group), career counseling, educational counseling, anxiety reduction, and a relaxation training program. Students can obtain information about the Counseling Center at [http://www.miami.edu/counseling-center](http://www.miami.edu/counseling-center), by calling the center directly at (305) 284-5511, or by requesting an appointment in person.

3. **SAFETY ESCORTS:** The Security Department provides walking safety escorts from all University of Miami locations to any point on campus, including the Metrorail station. Uniformed security officers will walk with you to make sure you safely reach your campus destination. This service is available 24 hours a day, 365 days a year, to faculty, staff, students, visitors, and patients. To request a safety escort, simply call the non-emergency Security Department number listed on the back of your UM ID badge: (305) 243-7233 or (305) 243-SAFE. Wait times average from three to five minutes, although there may be occasional delays due to unexpected emergencies.
In closing: we hope that your education at the University of Miami will enrich every aspect of your life, and wish you to be an active participant in your own growth. Know that you are always encouraged to ask for help. It is okay not to know something; just ask.

Take advantage of the many exciting opportunities available to all University students, and engage in Department events, campus life, and the great, vibrant, international city we all now call home.

And finally, make friends. The people you work and study with here at the University are potential friends for life. They can and will become your most cherished support system. Always allow your friends to help you.

Enjoy the ride,

[Signature]

Your Theatre Arts Faculty