



ILLINOIS THEATRE
we make theatre makers

Department of Theatre
College of Fine and Applied Arts
University of Illinois at Urbana-Champaign
Student Handbook
March 2016

Information contained in this handbook is for general guidance on matters of interest to faculty, staff and students in the Department of Theatre at the University of Illinois at Urbana-Champaign. The handbook summarizes campus and university policies as a convenient reference tool. However, information on campus and university policies contained herein is for informational purposes only and is subject to change without notice. For the most current information, please see the official campus and university versions of these policies as posted on official web sites. These may be accessed through the Student Code home page at the following URL: studentcode.illinois.edu.

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Welcome

You are now a student in the Department of Theatre at the University of Illinois at Urbana-Champaign. This handbook explains important terms, outlines vital procedures, describes significant policies, and answers many potential questions. This handbook is, however, only a brief introduction. Individual programs within the Department of Theatre have their own particular policies with which you should familiarize yourself early in your career here. If you are involved in mounting productions, you also will need to know the operations manuals for Krannert Center shops.

Department of Theatre at Krannert Center for the Performing Arts

The **Department of Theatre** is the academic unit from which you will receive a degree. The Department of Theatre (also known as Illinois Theatre) offers all of the classes you take in performance, production, and theatre history. It also presents student and professional productions on the stages of Krannert Center. The Department of Theatre is part of the College of Fine and Applied Arts (FAA).

Krannert Center for the Performing Arts (KCPA) is the building in which the Department of Theatre is housed (along with the School of Music's Divisions of Choral Music, Lyric Theatre, and Orchestras). As an organization, KCPA has its own director and staff who manage the building, market productions, and service anyone producing on the stages or lobby of the building. KCPA offers professional performances on all the stages in the building throughout the year. The professional staff of KCPA aid in the production of plays by Theatre, Dance, and Lyric Theatre.

Many of the professional staff of KCPA teach classes for the Department of Theatre. Several students in the Department of Theatre work on productions in KCPA which are not originated by the Department of Theatre. Students may work on productions of the Lyric Theatre Program or the Department of Dance, or take part in the presentation of a visiting professional production by a dance company, a theatre group, or a musical ensemble. The **Resident Producers** in Krannert Center include the Department of Theatre, Department of Dance, the School of Music (which includes divisions of Choral Music, Orchestras, and Lyric Theatre). The producers meet with leadership of Krannert Center in meetings of the **Board of Producers (BOP)**.

The theatres, workshops, and studios of Krannert Center serve as laboratories for theatre students, who have the opportunity to learn and to work alongside an outstanding staff of resident theatre professionals and visiting artists, preparing performances in theatre, opera, lyric theatre, and dance.

As one of the resident producing organizations at Krannert Center for the Performing Arts, the Department of Theatre produces five to six fully mounted productions each academic year. In addition, the department sponsors a small experimental theatre space for student-written and student-directed productions in the Armory Free Theatre.

KCPA sponsors an organization called Krannert Center Student Association (KCSA). KCSA is primarily responsible for providing ushers for the productions in KCPA and tour guides for the public. KCSA is mainly composed of non-theatre majors because most theatre majors do not have evenings free to usher.

Degrees and Areas of Concentration

Bachelor of Fine Arts (BFA)	Acting Level 21: Design, Technology, and Management Theatre Studies
Master of Fine Arts (MFA)	Acting Costume Design Costume Technology and Management Lighting Design and Technology Sound Design and Technology Scenic Design Scenic Technology Stage Management
Master of Arts (MA)	Theatre Studies
Doctor of Philosophy (PhD)	Theatre Studies

Undergraduate Education: Bachelor of Fine Arts (BFA)

Admission

The BFA concentrations in Acting, Level 21, and Theatre Studies are each selective programs. Admission to the programs is based upon an audition, interview, and/or portfolio review. Acting and Level 21 are intended for students who, in the judgment of the faculty, are ready to study in an intensive undergraduate professional training curriculum. The Theatre Studies concentration is intended for students who plan to pursue advanced training and/or careers in directing, dramaturgy, playwriting, theatre management, theatre for social change, and theatre history and criticism.

Freshman/Foundational Year

The freshman year is intended to establish a foundational understanding of theatre practice, and includes courses that introduce basic acting, design, technology, and management concepts and vocabulary. During the first year, students are also assigned to work backstage on theatre productions to learn production practice in Krannert Center. The sophomore year continues to build on the foundation, adding coursework in dramatic literature and theatre history as students begin to concentrate in Acting, Level 21, or Theatre Studies.

Curricula

In many cases, coursework is sequential; that is, one course is prerequisite to the next. It is very important to work with an academic advisor in selecting courses so that completion of the degree will be completed in the most efficient manner. Curricula for each concentration are available on the Department of Theatre web site (www.theatre.illinois.edu). Detailed listing of all requirements can be found in the Campus Programs of Study (<http://catalog.illinois.edu/>).

Review

Because of the selective nature of the program, each concentration features review of students' work on a regular basis. The programs have procedures to discontinue a student's participation in the program of study if appropriate progress is not being made.

First Year Students' Production Responsibilities

First Year Undergraduates have a busy year in classes intended to build a firm foundation for subsequent studies. Establishing this foundation is the most important goal for the year. Freshmen and transfer students in the first year sequence of classes do not audition for productions in the Department of Theatre season.

Although students may not audition for Department of Theatre productions in their freshman year, some students are interested in auditioning for productions at the Armory Free Theatre or other local theatres. Any plan to rehearse and perform in a production during the first year must keep in mind the time commitment of their required Theatre courses.

General Academic Policies for Undergraduate Students

Undergraduate Academic Advisors

Upon admission and through the first year of study, BFA students will be advised by the Director of Undergraduate Studies. After the first year, students are assigned an academic advisor from among the faculty in their concentration of study.

Students have access to their Degree Audit Reports (DARS) which is a listing of completed coursework and progress towards degree requirements. It is an invaluable aid in maintaining progress towards completion of the degree in a timely manner. For access to DARS see: <http://www.registrar.illinois.edu/dars-audit>.

The academic advisor has resources to direct students to the appropriate office in matters relating to financial aid, transfer credits, emergency needs, study help, personal counseling, health matters, or problems with sexual harassment or discrimination. Students may also solicit advice or seek counsel from other faculty or departmental ombudspersons.

Undergraduate Registration Procedures

Students can use their Network ID and password to access Student Self-Service. Student Self-Service is available at <https://apps.uillinois.edu/>. Your advisor will be available for consultation in the selection of classes. U of I Student Self-Service assigns various registration times after which you can log on and begin the registration procedure each semester.

Undergraduate Practicum, Performance, and Production Experience: THEA 100 and 400

In addition to the courses required in each concentration, students are required to work on productions as assigned for THEA 100 and THEA 400 credit. The amount of THEA 100 or 400 credit is specified by each area of study. THEA 100 Practicum assigned duties are made in support of productions in the areas of scenery, costumes, lighting, sound, or management. THEA 100 Practicum assignments might support Theatre, Dance or Lyric Theatre productions. THEA 400 Practicum provides credit for actors cast in roles, designers, technicians or managers serving in responsible production positions, and dramaturgs or assistants to directors.

Undergraduate Attendance/Absences

Regular class attendance is expected of all students at the University of Illinois at Urbana-Champaign. Attendance policy is established by each instructor for his/her class, but in general, excused absences include those resulting from an illness, death in the family or other emergency, or other reasons beyond a student's control; and a student's religious beliefs, observances, and practices. For excused absences, the student must provide an explanation to the instructor and supply supporting evidence as required by the instructor. The student must make arrangements with the instructor to make up missed work expeditiously. Students must inform the instructor within one week of the first day of class of any planned absences for the entire semester, including religious observances. (For complete details, on all policies, consult the "Student Code" URL: <http://studentcode.illinois.edu/>)

Late work

Each instructor will distribute a syllabus of a course within the first week of classes. The syllabus will include dates of exams and due dates of major projects. It is the responsibility of the student to compare the syllabus to the syllabi of other classes in which the student is enrolled and with the production deadlines to which the student has been assigned so as to anticipate conflicts. If there appears to be an impossible conflict or overlap of deadlines, it is the student's responsibility to bring that to the attention of the instructors and/or production advisors involved within one week after being given the syllabi.

External Work

Instructors and area heads should be informed of employment, casting, or production responsibilities undertaken during the academic semester. Approval need not be secured before accepting short-term opportunities (Armory, Station Theatre, Assembly Hall, etc.) but the work is not permitted to result in missed classes, late class work, missed production deadlines, or missed production calls. If such work results in missed classes, production calls, assistantship hours, and/or production deadlines it could result in grade penalties, removal from production, or departmental probation.

Internships

The objective of an internship is to provide professional experiences under competent and committed professional guidance. Being employed at a professional level is of value, but is not an internship unless 1) the task assignments are at a professional level, calling for use of skills and/or knowledge derived from theatre training, and 2) the internship is arranged by the student and formally approved by the department in advance. The internship should have an equivalent of up to 16 weeks in full time attendance at an approved site with a supervisor holding a responsible position.

Credit for an internship may be from zero (0) to fourteen (14) hours, to be arranged prior to the internship experience. The grade in the course will be awarded upon completion of all evaluative materials. The grade in the course will be either satisfactory or unsatisfactory. The credit hour award will be dependent upon the duration of the internship and the quality of the evaluative material. Under normal circumstances, credit will be awarded in the ratio of one credit hour per week of attendance with the company. A week's attendance is expected to be 40 to 60 clock hours. Most internships will occur during a summer semester. Management of the intern program, including counseling, approval of internship arrangements, and grading will be the responsibility of student's academic advisor.

Independent Studies

A student may arrange for independent study through consultation with a faculty member who agrees to direct the student's study. Undergraduates may register for independent study as THEA 199— Undergraduate Open Seminar with credit ranging from 1 to 5 hours to be determined by the instructor, or as THEA 391 or 392—Individual Topics for 2 hours credit. Some sections of THEA 199 and 591 are already organized, listed in the course schedule, and available for registration in Student Self Service. Students can register for the courses on their own. In regard to a truly independent study, a concise written agreement between the student and instructor as to what will be expected of the student is required before registration.

Undergraduate Departmental/Program Probation

BFA students in Theatre must maintain a 3.0 GPA in Theatre courses. If a student's GPA falls below that level, a student may be placed on departmental probation. At any point in the program, a student may be placed on probation in order to address and strengthen selected areas of concern in the concentration of study (Acting, Level 21, or Theatre Studies.) The probationary status will be reviewed at the end of the semester and a student can be removed from probation, continued on probation, or discontinued.

Departmental Ombudspersons

A student who believes he or she has a legitimate grievance with a faculty member, staff person, graduate student, or peer should first discuss it with his or her advisor. If discussion with an advisor is inappropriate or unfruitful, the student may choose to take the issue to one of the Departmental Ombudspersons for consultation and assistance. The Ombudspersons can direct students to the appropriate resolution for their grievances.

Undergraduate Financial Aid

Financial aid based on need is available in the form of scholarships, grants, loans, and work-study jobs administered through the Office of Student Financial Aid. For further information on all forms of financial aid, please contact: finaid@illinois.edu

In addition, a limited number of merit-based scholarships and talented undergraduate student partial tuition waivers for entering and continuing undergraduates are awarded each year. For entering first-year students, awards are based on an applicant's previous academic and theatrical production record and the results of the audition, portfolio review, or interview. For current students, awards are based on academic merit, financial need, excellence in production, and specific talent.

The Department of Theatre follows the selection criteria stipulated by the donors of the various endowment funds for scholarships and fellowships. Where the donor does not give specific criteria, selections are made on the basis of 1) previous academic record, 2) talent in and commitment to theatrical production as evidenced by their participation in Department of Theatre productions and/or auditions and portfolio reviews, 3) potential for future growth, and 4) financial need. Listed below are the general criteria for these awards.

Talented Student Tuition Assistance (TSTA)

Students who meet the criteria must fill out an application and return it to the Department of Theatre office by the posted deadline each semester. Waivers are awarded on the basis of GPA and contribution to the Department. Students with a GPA below 3.0 or who are on departmental or university probation in the semester immediately preceding the semester for which the award is requested are not eligible.

Undergraduate Endowed Scholarships

There are a number of scholarship funds available and awarded according to criteria established by the donor. These include:

John H. Butterfield Scholarships	Michael Filerman Scholarships
Bernard F. Gold Scholarships	Calvin Hugy Scholarships
Alberta L. Humble Scholarships	David and Wendy Knight Scholarships
Wilbur B. Menefee Scholarships and Fellowships	J. W. Reed Fellowships
R B Ulrich Scholarships	

End of Year Departmental Awards

Two named awards are presented at the end of the academic year to recognize outstanding achievement in the areas of Acting, Level 21, and Theatre Studies:

Samuel L. Stickler Faculty Players Awards	Lloyd and Edna Morey Prize
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Departmental Distinction

In each area of study (Acting, Level 21, and Theatre Studies) outstanding student achievement is awarded based on decisions of the area faculties.

Policies in BFA Areas of Study

BFA Acting

Students admitted by audition into the BFA Acting Program take acting courses along with other general theatre coursework in the freshman and sophomore years. Students are selected for study in the Acting Studio (the advanced, intensive coursework that makes up the junior and senior years of the Acting Program). Acting Studio courses are comprised of daily classwork that includes study of voice, movement, and acting scene study. Acting students are encouraged to take voice lessons, dance classes, and audition preparations as professional electives.

Acceptance into the Acting Studio

Sophomore acting coursework continues at a somewhat more advanced degree and includes skills in movement and voice. Sophomore students are reviewed by the Acting Faculty, and if appropriate, they are invited to continue in the Acting Studio. The faculty assesses each student's potentials for effective voice, speech, and movement, as well as evidence of their talent in interpreting characters and performing truthfully and expressively.

Discontinuation of Study in Acting

If an acting student is not invited into the Acting Studio, he or she cannot continue as an acting student. The student may interview for admission into another concentration in the Department of Theatre, transfer to another department within the university, or seek entrance to another college or university.

Semester Reviews

Students who are invited to the Acting Studio will complete their junior and senior year in the intensive actor training studio. At the end of each semester, students meet with their acting, voice, and movement instructors to review their work and progress during the semester. Students not making satisfactory progress may be placed on departmental probation.

BFA Acting Presentations

At the end of each semester, students in the junior, senior, and MFA Acting studios perform a final presentation of the work done during the semester. The last four or five classes of the semester are dedicated to presentations scheduled during the morning hours of the undergraduate acting studios. Presentations are open to the public and to all students within the Department. Acting students in the junior, senior, and MFA studios are evaluated by their respective professors in personal interviews following the end of semester presentations. An acting student is required to attend his or her evaluation interview.

Showcase

Senior BFA Acting students are eligible to perform in a showcase during the spring of their final year for an invited audience of theatre professionals in Chicago. Participation in the showcase is a privilege, not a right. Only students who are successfully completing their program work will be showcased. A student on program probation or with a record of poor professional behavior may not be invited to perform at the event. The acting and faculty, in consultation with the Head of the Department of Theatre, will make final decisions concerning performer eligibility.

BFA Theatre Studies

Students are admitted to the Theatre Studies concentration either as entering freshmen or as internal or external transfers. Both new students and students wishing to transfer into Theatre Studies from either another concentration in the department or from another major in the university, must interview for admission. The faculty of Theatre Studies will consider the student's academic record, theatre experience, relevant recommendations, and other related information in order to make a decision on admission. This is a selective program and not all applicants will be admitted.

Theatre Studies Internship Procedures

In the Theatre Studies curriculum, students are required to complete 6 hours of internship credit (THEA 490). The basic objective of an internship is to provide professional experiences under competent and committed guidance. To qualify for credit, an internship experience must meet the following criteria: 1) the work is at a professional level, calling for use of skills and/or knowledge from theatre studies, and 2) the internship is arranged by the student and formally approved by the department in advance.

Theatre Studies Internship

An internship should consist of full or part-time time attendance at a recognized theatre, film, or television company or related equivalent with a competent professional staff. The supervisor must be a professional holding a responsible position in the company.

Internship Course Theatre 490: Management of Internships

A Theatre Studies faculty advisor, working with the student, will determine the acceptability of an internship proposal and satisfactory completion of an approved internship. For this purpose, three forms will be used:

1. An *Internship Request* should be filled out by the student, signed by the professional acting as the intern supervisor and then returned to the internship coordinator
2. The *Student's Evaluation of Internship* should be prepared by the student upon completion of the internship
3. The *Professional Supervisor's Report* should be prepared by the supervisor and returned to the internship coordinator and to the intern.

Credit for Theatre 490 is from zero (0) to fourteen (14) hours. Credit hours awarded will be dependent upon the duration of the internship and the quality of the evaluative material. Under normal circumstances, credit will be awarded in ratio of one credit hour per 40 clock hours. A grade in the course of Satisfactory or Unsatisfactory will be awarded upon completion of all evaluative materials. Most internships will be for 6 credits and will occur during the summer between the third and fourth years in the program. The student must register and pay tuition and fees during the term in which the internship is performed or during the term immediately following the internship in order for the course to appear on the official transcript.

Theatre Studies Senior Thesis Presentations

Senior BFA students in Theatre Studies focus on a thesis project developed in consultation with Theatre Studies faculty. A summary of that work is presented to peers, faculty and the campus community in an annual Theatre Studies Thesis Presentation.

BFA Level 21: Design, Technology, and Management

The BFA Program in Level 21 comprises concentrations in the following areas: Costume Design and Technology, Lighting Design, Scenic Design, Scenic Technology, Sound Design and Technology, and Stage Management. Please consult the Campus Programs of Study at (<http://catalog.illinois.edu/>) for specific degree requirements for each area of concentration.

Periodic Reviews

Sophomore coursework continues at a somewhat more advanced degree and begins to reflect the student's individual interests. Beginning in the sophomore year, a student's work is periodically reviewed by the Level 21 faculty to evaluate a student's individual progress and to establish a curricular plan.

Portfolio Review

BFA/MFA Level 21 students are eligible to present their work in a portfolio review organized by Level 21 with an invited audience of theatre professionals in Chicago. Participation in the portfolio review is a privilege, not a right. Only students who are successfully completing their program work will be showcased. A student on program probation or with a record of poor professional behavior may not be invited to present at the event.

General Academic Policies Regarding Graduate Education

Graduate students are technically enrolled in the Graduate College. All graduate students should consult the current *A Handbook for Graduate Students* and advisors for further regulations, available at <http://www.grad.illinois.edu/gradhandbook>.

Graduate Academic Load

Consult a graduate advisor for the courses required for a particular area of study. To be classified as a full-time student (for loan deferral purposes, for example), a graduate student must register for a minimum of 12 graduate hours. The maximum load for a graduate student with no university appointment is 20 hours per semester, but because of the heavy workload associated with productions, graduate students seldom carry the maximum permissible course load. The Graduate College stipulates no minimum load, but students with university appointments and assistantships must register for at least 12 graduate hours.

Many graduate students are required to maintain full-time enrollment for certification related to student loans and fellowship appointments, and certain types of non-university medical insurance policies. International students may be required to maintain full-time status for purposes of Student Exchange and Visitor Information System (SEVIS) reporting.

Graduate Academic Advisors

The academic advisor is the faculty member you should consult when selecting courses or changing your course schedule. Your advisor will inform you of the requirements of your individual program of study as well as advise you of university requirements.

The responsibility for being aware of and following university and departmental policies rests with the student. The academic advisor has resources to direct the student to the appropriate office in matters relating to financial aid, emergency needs, study help, personal counseling, health matters, or problems with sexual harassment or discrimination. A graduate student is assigned an advisor who specializes in the student's primary area of interest.

Graduate Assistantship Policy

Please see the GEO contract for the most up-to-date information:

<http://www.ahr.illinois.edu/geo.pdf>.

Graduate assistantships are positions awarded to graduate students pending assessment and evaluation by the faculty. In the first year, the varying types of awards are granted based on need, experience, educational background, and any area of expertise. Subsequent awards are granted based on previous performance, need, and development of skills. Students should not assume that an assistantship granted one year will guarantee the same assistantship will be granted to them in future years. Unless there are special circumstances, the Department does not award assistantships and/or fellowships for more than a total of two years to an MA student, three years to an MFA student, or five years to a PhD student.

Students' performances are evaluated at the end of each term. Criteria for not granting assistantships are as follows:

1. Irresponsibility, disorganization, and/or ineffectual performance
2. Demonstrated lack of support to supervisor or the Department of Theatre
3. Limited funds to support assistantships
4. Failure to meet the Department GPA standard of 3.0

Continuation in Graduate Programs

The Department requires a cumulative 3.0 GPA to continue as a student in Department of Theatre graduate programs. A student may be placed on probation for one semester if his or her average falls below 3.0. If after a probation semester, the student's GPA is not a 3.0 or higher, s/he will no longer be eligible to continue as a student in the Department.

All students must make satisfactory progress towards a degree. An adequate GPA does not ensure continuance in an advanced-degree program. Other reasons for discontinuance include, but are not limited to:

1. Insufficient total credits earned during the time enrolled.
2. Failure to enroll and/or pass required courses in a timely manner. Failure to be cast regularly or in significant roles (actors) in Department productions.

3. Failure to be assigned design, management, or technical projects (Level 21 students).
4. Faculty assessment that a student is not making appropriate artistic progress, or displays an attitude and activities that are not compatible with the goals and methods of the program, or appears not to have the potential for meeting the rigorous demands and intense competitiveness of the profession.

Grievances by Graduate Students

All members of the university community are expected to observe high standards of professional conduct and ethical behavior in graduate education and in the supervision of graduate research and teaching. In a large and heterogeneous scholarly community, however, problems may arise. Thus, the university articulates its policies and provides effective informal and formal procedures for resolving these problems involving graduate students.

The purpose of this policy is to protect the interests of graduate students in the Department of Theatre by providing informal and formal means of seeking resolution in cases of an inappropriate action by a member of the faculty or administrative staff or an inappropriate application of a department policy. Any graduate student in the Department of Theatre may informally pursue or formally file a grievance when she or he believes that a decision or behavior adversely affects his or her status as a graduate student. Please visit <http://www.ahr.illinois.edu/geo.pdf> for more information.

Policies in MFA Areas of Study

MFA Acting Presentations

At the end of each semester, students in the junior, senior, and MFA Acting studios present a final presentation of the work done during the semester. The last four to five classes of the semester are dedicated to presentations scheduled during the morning hours of the undergraduate acting studios. Presentations are open to the public and to all students within the Department. Acting students in the junior, senior, and MFA studios are evaluated by their respective professors in personal interviews following the end of semester presentations. An acting student is required to attend his or her evaluation interview.

MFA Showcase

Third-year MFA actors are eligible to perform in showcases during the spring of their final year for an invited audience of theatre professionals in Chicago and New York. Participation in the showcase is a privilege, not a right. Only students who are successfully completing their program work will be showcased. A student on program probation or with a record of poor professional behavior may not be invited to perform at the event. The acting faculty, in consultation with the Head of the Department of Theatre, will make final decisions concerning performer eligibility.

MFA Level 21: Design, Technology, and Management Juries

Semester reviews (juries) are conducted for all Level 21 graduate students. These juries are held at the end of each semester. The composition of a jury includes a minimum of two faculty members: the student's major academic advisor and the student's assistantship advisor. It is appropriate for other faculty members to be part of the jury if they have worked directly with the student on a production or class. Graduate juries are conducted during the final-exam period. This process is a prerequisite for continuing in the program.

Portfolio Review

BFA/MFA Level 21 students are eligible to present their work in a portfolio review organized by Level 21 with an invited audience of theatre professionals in Chicago. Participation in the portfolio review is a privilege, not a right. Only students who are successfully completing their program work will be showcased. A student on program probation or with a record of poor professional behavior may not be invited to present at the event.

Policies in MA and PhD Programs

Master of Arts in Theatre Studies

Candidates must spend at least two semesters in residence completing a minimum of thirty-two semester hours of course work in theatre and related studies. Twelve hours must be in courses numbered 500 or higher; twenty hours must be in approved courses in theatre history, literature, and theory; and three to four hours in applied theatre (acting, directing, design, stage management, technology, etc.).

Candidates must also present a final portfolio or pass a comprehensive examination, based largely on the history of theatre. Copies of previous examinations are available for review in the Department of Theatre office.

Doctor of Philosophy in Theatre Studies

The program is designed for students who wish to undertake a scholarly study of theatre. The program requires students to acquire a general knowledge of the history, literature, and theory of theatre in its social and cultural contexts. This broad study is accomplished in courses taken during the first two years of residence and is tested in a Preliminary Examination. The program further requires students to develop expertise in a particular branch of theatre. This “Special Field” may be in a specific era or genre of dramatic literature or in the history and theory of a particular area of theatre. The completion of the degree requires a dissertation, which must be an original contribution to theatre scholarship in the area of the special field.

Summary of Requirements for the PhD

Students should be familiar with all of the doctoral degree requirements as stated in the [Graduate College Handbook](#).

Coursework

- A master’s degree or its equivalent (the equivalent is at least thirty-two hours at UIUC or thirty-two semester hours of acceptable graduate work at another university).
- Sixty-four semester hours of graduate courses beyond the master’s level, with no more than twenty-four of these hours counted as thesis research (THEA 599).
- At least sixteen hours of the above-listed sixty-four hours must be in 500-level theatre seminars.
- Maximum of eight hours of the above-listed sixty-four hours can be used for Theatre 591 TR (Colloquium in Theatre Research).
- Independent Studies may not be used towards the above-listed sixty-four hour requirement.

Residence

- At least forty-three hours beyond the master's degree must be earned in courses meeting on the Urbana-Champaign campus or Chicago campus, or in courses meeting in other locations that have been approved by the Graduate College.
- Once residence has been completed, students may petition the Graduate College for permission to register in absentia.

Foreign Language

A reading knowledge of at least one foreign language is required. This requirement may be satisfied in three ways: (1) by completing the appropriate 501-level language course with a grade of A or B, (2) by presenting the equivalent of three years of college-level language study, or (3) by receiving a score above 500 on the Graduate Student Foreign Languages Tests (GSFLT).

Advisor

A faculty member is temporarily assigned as the advisor for all incoming doctoral students. By the end of the second year, each student is required to select a permanent advisor who typically also serves as the dissertation director. The advisor must be a core faculty member of the PhD program in theatre, but the dissertation director may be a UIUC faculty member outside of the program.

Evaluation

All students in the PhD program must meet with the core faculty for their annual evaluation at the end of spring semester. Those who have not passed their Preliminary Examination may be asked to meet at the end of every semester. In preparation for the meeting, the student should email the Chair of the program the following documents: (1) transcript of graduate courses taken at UIUC; (2) term papers written during the year; (3) current curriculum vitae; (4) a brief statement describing the student's progress in the program. The student must pass the annual evaluation satisfactorily in order to continue in the program and to be eligible for financial aid. At the end of the second year in the program, the student must also submit the "PhD Program Plan" form to the Chair of the MA/PhD program.

Preliminary Examination

Students must complete at least forty hours of coursework before taking the Preliminary Examination. The Preliminary Examination, usually given at the beginning of the third year beyond the master's degree, consists of two parts: 1) A Comprehensive Examination that tests the student's knowledge of theatre history, dramatic literature and critical theory; and 2) A Special Field Examination that tests the student's expertise in a particular topic, which is determined in consultation with his or her advisor. Both exams must be taken at the same time. The Special Field Examination is intended to test the candidate's knowledge of the principal historical, theoretical, and pedagogical issues of the particular area of theatre and drama in which the dissertation topic lies and in which the student will likely teach.

At least one year before the examination, the student must form his or her examination committee, which should consist of at least four voting members, three of whom must be members of the Graduate Faculty and at least two tenured.

The Preliminary Examination is written over four consecutive school days and is based on reading lists developed by the student with the assistance of members of his or her examination committee. The examination should cover four areas (theatre history, dramatic literature, theory, and special field), and students are expected to spend one day (about six hours) on each area.

Each committee member will write examination questions in consultation with the student. At least three weeks before the written examination, the student must submit the “Preliminary Examination Form” to the Chair of the MA/PhD program. The form should detail the dates, types of questions, number of questions, number of hours required for each question, whether the examination is open or closed book, and other requirements for the examination.

The examination committee will review the test with the student in an oral examination, which must be held within two weeks of the written examination. A failed Preliminary Examination may be retaken only once.

Dissertation Committee

After passing the Preliminary Examination, candidates should form a dissertation committee, which is also his or her final examination committee. The committee must be composed of at least four voting members, at least three of whom must be members of the Graduate Faculty and at least two members tenured. This last requirement may be met by term members of the Graduate Faculty who retired or resigned with tenure for a period of three years following their resignation or retirement; that period may be extended at the request of the unit, so long as the faculty member remains actively involved in the graduate program. If there are more than four voting members on the committee, at least half of the voting members should be members of the Graduate Faculty. The dissertation director normally serves as the chair of the committee, but exceptions are allowed. The chair of the dissertation committee must be a member of the Graduate Faculty but does not have to be a faculty member in the Department of Theatre. A contingent chair may be designated to serve as the chair of the dissertation committee should the original chair be unable to serve for any reason.

Prospectus

After passing the Preliminary Examination, each candidate must submit a dissertation prospectus to his or her dissertation committee. The written portion of the prospectus should be between 10 and 15 pages. A bibliography should also be submitted. The prospectus must be approved by the dissertation committee within a maximum of three months after the student passes the Preliminary Examination. Extensions of time require the approval of the dissertation director and the dissertation committee.

The prospectus should demonstrate the student’s potential to write a dissertation that makes a substantial contribution to the literature relating to the project. It should also describe the scope of the project, which is expected to be completed in approximately 1-2 years. The following items must be included in the prospectus:

1. A tentative title for the dissertation, emphasizing key topics addressed.
2. The initial premise or hypothesis from which the research will begin.
3. An appraisal of the need for this study in the light of previous scholarship, including other dissertations.
4. A consideration of the probable methods of research and analysis.
5. A description of the resources necessary for the writing of the dissertation and their availability.
6. Tentative chapter divisions.
7. A bibliography of relevant works.

The candidate may be requested by the dissertation committee to revise and resubmit the prospectus.

Dissertation

Guided by the approved prospectus, the candidate will undertake research in the dissertation topic under the supervision of the dissertation director.

Final Examination

Once the dissertation has been completed, it must be unanimously approved in a final oral examination by the candidate's dissertation committee. See the Graduate College Handbook for more detail.

Completing the Dissertation

The candidate must complete all requirements for the PhD degree within six years of the first registration in the doctoral program on the Illinois campus. Time extensions are granted only when justified and approved by the advisor, the Head of the Department, and the Graduate College. If more than five years elapse between a candidate's preliminary and final examinations, he or she may be required to pass a second Preliminary Examination. An examination committee must be formed, and the format of the examination should be decided by the candidate's advisor.

Illinois Theatre Rehearsal and Production Policies

Illinois Theatre Productions

The Illinois Theatre production program is maintained specifically for the participation and education of students of the Department of Theatre. It is a laboratory where students practice skills and use knowledge acquired in classes taken within the department. The department endeavors to choose plays that will provide students studying in all areas of theatre opportunities to work on plays from a wide spectrum of dramatic literature presented at a professional standard to a paying audience.

Auditions

Auditions for all productions, both Studio and Playhouse, in a given semester are generally held at the same time. Fall semester production auditions are generally held the previous spring. Auditions for the spring semester productions are generally held the week before Thanksgiving Break.

The audition process begins with a general audition where sophomore, junior, senior, and MFA actors present material specified by the directors for that semester. Actors will sign-up for a designated audition time slot. Following the general audition, actors may be called back to read or perform for a director. The callback auditions are held the days following the general auditions. Directors will specify what preparation, if any, should be done prior to the callback.

Casting is done by each director of the semester's productions in a joint session usually supervised by the Chair of Acting. When actors are wanted by more than one director, there is a negotiation to best serve the actor and each of the plays.

Casting Policy

The casting policy is based on the principle that the plays being presented provide experience in performance for students of the department. Therefore, the casting policy is as follows:

1. Sophomore, juniors, seniors, and MFA acting students are required to audition and perform as cast each semester. Failure to participate fully in the auditions will disqualify

the student from being cast in any show for the semester and jeopardizes continuation in the program.

2. BFA and MFA acting students are given priority in all casting.
3. Theatre majors, who audition for the season and who are not in an acting studio, are granted second priority.
4. Students outside of the Department, as well as faculty and members of the community, may also audition. They will be cast after priority consideration has been given to acting students and departmental majors.
5. In accordance with the position taken by the Actor's Equity Association, the Department will make every effort to implement non-traditional casting in its plays.
6. In the meeting of the directors prior to casting, the casting policy will be reviewed. All directors, both faculty and guests, will undertake to cast their productions from the pool of acting students and other theatre majors. Faculty may occasionally be cast. Wherever possible, advance notice of casting faculty performers or performers from outside of the department will be given at the outset of auditions.

Acting students are expected to accept all roles as offered. Failure to perform as cast will disqualify the student from being cast in the semester and possibly in future semesters. Students who are cast must register for their role as a THEA 400 Practicum course, and will be evaluated with a grade by the director or a faculty member designated to assign a grade.

Hair and Makeup

An actor may be expected to change his/her hairstyle for a role in a production. Actors are expected to supply their own makeup for productions unless the production requires specialized.

Rehearsals

Directors determine the specific parameters of rehearsals. Generally, rehearsal for Department of Theatre productions is six weeks in length and occurs in the evenings Monday through Friday and at some time on Saturday or Sunday. A typical rehearsal lasts from 7:00 p.m. to 11:00 pm. Rehearsals and production meetings may not continue beyond 11:00 pm.

Normal and recognized disciplines of rehearsal and performance should be adhered to. This includes being on time and prepared to work at all rehearsals, and being on time for all performance calls. Stage managers keep records of attendance and tardiness to rehearsals. The reports go to the director, Department Head, and Associate Head. The director of the production and/or the Head of the Department of Theatre may remove a student from any role at any time during the process if the student does not adhere to these procedures, or does not live up to reasonable expectations for rehearsals and performance. Removal from a role may cause the student to be put on probation or discontinued from his or her concentration.

THEA 100 Practicum: Production Crew Requirements

THEA 100 Practicum assignments are made in support of productions in the areas of scenery, costumes, lighting, sound or management. THEA 100 Practicum assignments might support Theatre, Dance or Lyric Theatre productions. The THEA 100 production crew assignment is made after casting each semester. A student can expect to be assigned to a production shop to work in that area for at least 40 hours or a production run crew for one of the Resident Producer's Productions (Theatre, Dance or Lyric Theatre.) The THEA 100 requirement takes precedence over all extracurricular theatre activities such as the Armory Free Theatre, Illini Student Musicals, Penny Dreadful Theatre, Station Theatre, etc.

Strike Policy

It is the policy of the Department of Theatre that all cast members participate in the strike of each production in which they are involved (with exceptions made for members of Actors Equity.) All technical personnel assigned to an individual production are also required to be at the strike. Strike dates are available at the beginning of each semester so any personal conflicts can be avoided. Strike rosters are posted for each show indicating strike crew assignments. Failure to participate in an assigned strike will affect a student's grade on the production.

Complimentary Ticket Policy

Department of Theatre students receive a pass to attend invited dress rehearsals for Department of Theatre, Department of Dance, and Lyric Theatre Program productions. Students wishing to attend an invited dress rehearsal must present an Invited Dress Pass. When a student is cast in a production or works on a production team, the student is eligible to receive two complimentary tickets during the run of the show. Production stage managers will provide a list of eligible students to the KCPA Box Office. Students are responsible for making their own reservations.

Armory Free Theatre

The Armory Free Theatre operates under the auspices of the Department of Theatre at the University of Illinois at Urbana-Champaign, which oversees policy and supports the annual budget. The Armory Free Theatre remains a primary site for the production of experimental theatre, original plays, and shows not otherwise accommodated by Krannert Center. The facility is intended to provide opportunities in directing, playwriting, performing, and design for students in Theatre.

Armory Board

The Armory Board controls and administers all policy regarding the operation of the Armory Free Theatre. The Board will meet regularly to discuss policy and review production petitions. Board membership comprises two faculty members selected by the Department Head and a total of four student representatives to be chosen from Theatre Studies, MA/PhD, Level 21, and Acting. Ex officio members will include the Armory Production Manager, the Armory Theatre Manager, and the Department Head.

Armory Productions

The Armory Free Theatre produces a maximum of eight (8) student residency slots per semester; six (6) full productions and two (2) workshops. Preference in slot assignments will be given to: 1) experimental, original, or unusual productions not normally accommodated elsewhere in the university; 2) Theatre Studies Program students; 3) MA/PHD candidates; 4) Department of Theatre students; 5) all other university students.

Students may not participate in the Tech/Performance week of an Armory Production during the same time period that they participate in the Tech/Performance weeks of a Mainstage Production of the Resident Producers of Krannert (Lyric Theatre, Dance, and Theatre). Participation in the Tech/Performance week of an Armory Production while participating in the rehearsal weeks of a Mainstage Production of the Resident Producers of Krannert must be approved by the student's Academic Advisor, Mainstage Director or Supervisor, Armory Director, and the Armory Production Supervisor for that slot. Each full student residency slot will be funded on a case-by-case basis.

Armory Directors

All Armory directors must submit a detailed proposal to the Armory Board at least one term prior to the proposed production. This deadline can be adjusted at the discretion of the Armory

Board. All Armory directors must sign a contract ensuring the proper use of the facility and the equipment and attend the Armory Directors Meeting. For policies related to these productions, directors should consult the Armory Free Theatre Handbook.

General Departmental Information

Faculty and Student Advisory Committees

The Department of Theatre maintains a Faculty Advisory Committee that meets with the Department Head to advise on policies, procedures, and events that influence both students and faculty in the department. Members of the committee are elected by the tenure-stream faculty. The Department of Theatre also maintains a Student Advisory Committee that advises the Department Head on policies, procedures, and events that influence student life. The Student Advisory Committee is appointed by the Department Head and includes one representative from each of the sophomore, junior, and senior classes, plus a representative from both the MFA and the MA/PhD programs and, when deemed necessary by the Head to insure representation, one representative of minority students.

Level 21 Student Advisory Board

The mission of the Level 21 Student Advisory Board is to serve as a liaison between the students and the faculty and staff of Level 21. The SAB's focus is to ensure information sharing and transparency between leadership and students in order to support a healthy environment for the learning interests and well-being of Level 21 students. The graduate programs in Level 21 will have three SAB representatives and the undergraduate programs in Level 21 will have two SAB representatives, selected by students in the respective groups (i.e., graduate students select graduate representatives and undergraduate students select undergraduate representatives). Students will be nominated, or may self-nominate, by having their names submitted to the Co-Directors of Level 21. If a student nominates another student, the nominator should determine if the potential nominee is willing to serve. When the nominating period is over, students will be invited to cast ballots in the Theatre office.

Mailboxes and Messages

Faculty and graduate student mailboxes are located on Level 4 in the Department of Theatre office (KCPA room 4-122). They are accessible from 8:30 a.m.-12:00 noon and 1:00 p.m.-5:00 p.m. If the office is closed, mail can be left in the box just outside of the office door, and it will be placed in the respective mailbox the next time the office is open. Undergraduate mailboxes are located in the hall outside the Department of Theatre office and are accessible when KCPA is open. It is recommended that students check their mailboxes daily.

Lockers

Lockers are located in the hallways leading to the main green room on Level 2. To obtain a locker students should fill out a "Key Authorization and Deposit Form" available in the Business office on Level 5, and present a copy of the form to the Building Operations office, room 114 on Level 2 (next to the loading dock) where lockers and keys will be issued.

Reserving Space in KCPA

To reserve rehearsal space in KCPA, e-mail: space-request@kcpa.illinois.edu. Because all rooms at KCPA are shared spaces, students and faculty must be considerate of one another's needs. Class and rehearsal situations have unique space and equipment needs, and limited time in the

space. Occasionally, someone may need to get equipment out of storage during a class period. These interruptions need to be handled with professional courtesy by both parties involved.

Those reserving space in KCPA are responsible for returning the space to “neutral” before leaving the space. The “neutral” condition in a space varies from room to room, but it generally means clearing props and furniture to appropriate storage areas.

Copies and Faxes

The Department of Theatre copy machine and fax machine located on level 4 is to be used only for academic (teaching) and administrative (business) needs. Students may not use the Theatre office copying machine for their personal use. All items pertaining to KCPA productions (including Illinois Theatre productions) should use the copy machine in the Production office on Level 2.

Callboards and ResProd (Resident Producer’s Calendar)

The KCPA Production Board is located on Level 2 in the main hallway opposite the stage management office. This board is divided into sections for current productions. Each production posts all rehearsal and technical information here. The cast lists are posted here after auditions are completed. Stage Management also maintains an online ResProd (Resident Producer’s Calendar). Production meetings, rehearsals, productions, and auditions are located here: <http://kcpareprod.weebly.com/>.