

UNIVERSITY OF MINNESOTA/GUTHRIE
THEATER BFA ACTOR TRAINING

STUDENT ACTOR HANDBOOK

2016-2017

BFA Program Committee

Table of Contents

STATEMENT OF PURPOSE	3	
PROGRAM/COMPANY EXPECTATIONS	4	
GUTHRIE EXPECTATIONS	4	
ACADEMIC EXPECTATIONS	4	
REHEARSAL EXPECTATIONS	5	
<i>STANDARDS FOR EVALUATION</i>	5	
DEFINITIONS	5	
SPECIFIC STANDARDS FOR EVALUATIONS	6	
WRITTEN EVALUATIONS	6	
<i>MIDTERM MEETINGS WITH THE PROGRAM DIRECTOR</i>	6	
<i>ACADEMIC CHECK LIST</i>	7	
OFFENSES AND CONSEQUENCES	12	
<i>GUIDELINES FOR SUCCESS</i>		13
HEALTH	13	
IN-CLASS ETIQUETTE	13	
ATTENDANCE & PROMPTNESS	14	
PHYSICAL CONTACT	14	
DRESS CODE	14	
AMBASSADORS	14	
WORK	15	
A FINAL NOTE	15	
<i>POLICY FOR STUDENT PROPOSALS ON SPECIAL EXEMPTIONS FROM BFA CORE CURRICULUM</i>	15	
APPENDIX	19	
UNIVERSITY RESOURCES:		26
MEDICAL & MENTAL HEALTH RESOURCES	26	
ADDITIONAL UNIVERSITY RESOURCES:	27	
PROCEDURE	34	
Required Rehearsal Wear	29	
Signatory Page	32	

Statement of Purpose

The **University of Minnesota/Guthrie Theater BFA Actor Training Program** is dedicated to developing the mind, body, voice and spirit of the actor/artist/scholar. We provide our students with a variety of skills essential to realize the dynamics of performing text of classic stature. The skills acquired during the exploration of classic text will be applied to contemporary literature drawn from the world repertoire, as well as emerging dramatic forms. Our students are devoted to the pursuit of academic and creative study. We cultivate the actor, artist and scholar by providing a unique curriculum rooted in four guiding principles:

- An expansive liberal arts education.
- An intensive studio-training curriculum, which is committed to the integration of voice, movement and acting within a wide range of styles.
- An eclectic performing arts experience, with a focus on live Theater.
- A dynamic partnership between the Guthrie Theater and the University of Minnesota.

The combination of experiences under the auspices of both an academic institution and a professional Theater offers the student a broader perception of the performing arts community within today's landscape.

We are dedicated to:

- Fostering the principles of collaboration.
- Developing the art of ensemble performance.
- Honoring the integrity of the artistic process.
- Inspiring the spirit of generosity towards the creative process, fellow artists and the audience.

We seek students from diverse backgrounds and experiences who have a fervent desire to achieve their scholarly aspirations and expand their dramatic imagination. We embrace the continual development of the artist's distinctive voice and encourage students to design their individual paths towards artistic fulfillment. Our goal is to provide the foundation that inspires our students to begin life long journeys of learning and artistic expression.

Program/Company Expectations

Communication and participation are the keys here.

Communication Expectations

- Each student is responsible for any information that is sent and the majority of this will be sent electronically. You must inform the Program Director/Program Associate of any changes in email address so you can receive notices, schedules, etc. You should check your email regularly.

Participation Expectations

- It is expected that you will support your Company's work and that of the other classes in all ways including attitude and discussion.
- It is expected that you will be on time and ready to begin class at the appointed start time.
- It is expected that you will attend all BFA projects and sharings.

Guthrie Expectations

- It is expected that you will wear your identification badge at all times within the facility. Expect to be sent home to retrieve it if you do not have it with you.
- Attendance, promptness and preparedness as well as all other expectations described above, hold true for your time at the Guthrie.
- It is expected that you will attend each production of the Guthrie Season. Each student will receive a listing of the shows and the dates that tickets are available for you to attend. Each individual is responsible for booking their own ticket and getting to the show. Attendance is considered a vital part of the coursework for Guthrie Seminar and missing a show will impact your grade.

Academic Expectations

The following expectations relate to your academic experience:

- Students must be registered for academic and Core classes by the end of the first week of classes. Anything later than that may preclude you from taking BFA Core classes.
- Maintain a minimum GPA of 2.0. This is a minimum defined by the College of Liberal Arts. However, the students in this Program, by virtue of their exceptional potential, should be achieving a minimum of 3.0.
- Complete a minimum of 30 credits before Fall semester of your Sophomore year
- Complete a minimum of 60 credits before Fall semester of your Junior year
- Complete a minimum of 90 credits before Fall semester of your Senior year
- Complete a minimum of 120 credits to graduate
- All students must schedule an annual meeting with their academic advisors.

Your overall academic progress will be monitored each semester. If you do not meet the minimums defined above, you may not be able to proceed to the next level in the Program. Please use the course checklist provided at the end of this packet to track your progress.

Rehearsal Expectations

Rehearsals are an opportunity to explore and create in a safe and secure environment. Students work as a company to create this environment. The following procedures will help students create a productive atmosphere.

Students should be prompt at all rehearsals and pay strict regard to make-up and dress requirements. They should follow the guidance of the director, properly care for all costumes and props and respect the physical property of the rehearsal space abiding by all rules and regulations of the Program and Department.

If you will be absent from rehearsal for any reason first contact the Program Specialist, Deb Pearson or Program Director, Joe Price regarding the absence and then notify the project director. **Remember, guest directors and instructors/faculty cannot give approval for absences.** The absent student should notify affected directors and instructors as a professional courtesy and to be updated on what was missed.

Students are responsible for preparing rooms, gathering props and costumes and assisting in running the mechanics of each rehearsal. This includes making sure that rehearsal space is free of garbage before, during and after rehearsal, and pre-setting props, furniture and costumes. Students are also responsible for returning items to their proper storage space at the end of each rehearsal and notifying the director of any damaged items in need of repair or replacement. Directors and rehearsal proctors will provide guidance and assistance in this process.

Photo Policy:

No photos or filming of any kind of classes, rehearsals, projects or shows may be taken without the consent of the program director or program specialist in writing. This includes any type of social or print media.

Standards for Evaluation

Definitions

- **BFA CORE CURRICULUM:** The “Core” is the six to seven-credits per semester curriculum comprising the majority of the prescribed fifty-six credit course of study for the Bachelor of Fine Arts in Acting.
- **PROFESSIONAL STANDARD:** The “professional standard” is the measure of professional promise, artistic potential and professional work ethic by which the students will be evaluated. We are as concerned with the process as we are the outcome. All classes in the core curriculum will be taught by teaching artists with professional experience in their discipline. Therefore, the methods for evaluating the students' class work are first and foremost governed by work that is in progress towards a professional standard.
- **COMPANY** “Company” is the group of students who comprise that year’s class (i.e.: “the Freshman Company”)
- **PROGRAM COMMITTEE:** “BFA Program Committee” is made up of faculty and staff from both the Guthrie Theater and the University of Minnesota.

General Standards for Evaluation (Evaluation form in Appendix)

In general, you will be evaluated on your progress towards a professional standard as defined above. The criteria are as follows:

- Collaboration
- Creativity
- Ensemble Spirit (respect for fellow company members and instructor)
- Attendance (see Attendance Expectations below)
- Attitude (In-class behavior: attentiveness)
- Participation (includes on-time completion of all assignments oral, physical, or written)
- Skill Acquisition
- Overall Growth.

Specific Standards for Evaluations

Instructors will provide students with a syllabus for each course (i.e. Acting, Voice, Yoga, etc.) that comprises the Core curriculum. Specific criteria for evaluation of each course comprising the Core will be contained in these documents, but all instructors will use the same evaluation form. The teacher of record for each discipline – Acting, Voice, and Movement will compile the grades from each instructor to provide one composite grade for each area. The Program Associate will compile grades for coursework that doesn't fit into this model.

Written Evaluations

Written evaluations will be distributed at the end of the semester. You will not routinely receive mid-term evaluations. If there are specific questions or concerns, the faculty will schedule a meeting with you to discuss what you need to work on before the end of the semester. In addition, you will have an individual evaluation with the BFA Faculty group at the end of each semester. Seniors receive written evaluations for the Fall Semester only.

Midterm Meetings with the Program Director

All BFA students are required to meet with the Program Director every semester at midterm. Students will be notified via email when sign up sheets are posted. The sign up sheets will be located on the Program Director's door.

Academic Check List

UNIVERSITY OF MINNESOTA THEATRE ARTS AND DANCE DEPARTMENT

BFA ACTOR TRAINING PROGRAM (revised) 8/24/16

Please remember that you have CLA requirements and are required to take two Upper Level Theater Electives in addition to the BFA Major requirements listed below- please see handbook for credit expectations.

Any changes or alterations to this Degree Plan must be approved by the Director of the BFA Program in the Department of Theatre Arts and Dance. **ALL CLASSES IN YOUR MAJOR MUST BE TAKEN A-F. (This includes movement electives) NO LETTER GRADE OF "D" IS ACCEPTED WITHIN THE MAJOR. ANY REQUIRED COURSE RECEIVING A "D" MUST BE RETAKEN.**

BFA Degree requirements:

Freshman Fall:

- ❑ TH 1391 BFA Acting I (3 credits)
- ❑ TH 1392 BFA Voice & Speech I (2 cr)
- ❑ TH 1393 BFA Movement I (2 cr)
- ❑ TH 1501 Intro to Design Tech (3cr)

Freshman Spring:

- ❑ TH 1395 BFA Acting II (3 cr)
- ❑ TH 1396 BFA Voice & Speech II (2 cr)
- ❑ TH 1397 BFA Movement II (2 cr)
- ❑ TH 3571 Intro to Stage Technology (3cr)
(or 3000 level design class or 5000 level with instructor approval)
- ❑ ENGL 1181W Intro to Shakespeare (4 cr)
- ❑ TH 1381 New Voices collab (1 cr)

(Note: New voices is only offered as S/N)

Sophomore Fall:

- ❑ TH 2391 BFA Acting III (3cr)
- ❑ TH 2392 BFA Voice and Speech III (2cr)
- ❑ TH 2393 BFA Movement III (2 cr)
- ❑ TH 3171 or TH3172 Theatre History (3 cr)
(course # depends on offering)

Sophomore Spring:

- ❑ TH2395 BFA Acting IV (3cr)
- ❑ TH 2396 BFA Voice & Speech IV (2 cr)
- ❑ TH 2397 BFA Movement IV (2 cr)
- ❑ TH 3171 or TH3172 Theatre History(3 cr)
(course # depends on offering)

Students are required to have 13 credits per semester to be considered a full time student for financial aid and scholarship disbursement purposes.

Junior Fall (Study Abroad – register through Learning Abroad Center):

- ❑ TH 3391 BFA Acting V (3 cr)
- ❑ TH 3392 BFA Voice & Speech V (2 cr)
- ❑ TH 3393 BFA Movement (2 cr)
- ❑ -- LNDN3523Theatricality* (3cr)
- ❑ LNDN – Academic Course (3cr)

*** Movement elective requirements -**

(Program Director Approval)

An elective must be taken each semester

Movement elective MUST BE TAKEN A-F

Junior Spring:

- ❑ TH 3395 BFA Intensive I (2 cr)
- ❑ TH 3398BFA Reh &Perf I (2 cr)
- ❑ TH 3399 BFA Reh &Perf II (2 cr)
- ❑ TH 4532 Makeup for the Actor(2 cr)
- ❑ 2 Cr PE or Dance Elective* (1 or 2 courses)

Senior Fall:

- ❑ TH4391 BFA Intensive II (2 cr)
- ❑ TH4393 BFA Reh &Perform III (2cr)
- ❑ TH4394 BFA Reh & Perform IV (2cr)
- ❑ 2 Cr PE or Dance Elective* (1 or 2 courses)
- ❑ TH 4177W **OR** TH 4178W Dramatic Lit I or II (3 cr) *(or Sp, only 1 required)*
- ❑ Theater Elective **

Senior Spring:

- ❑ TH4395 BFA Intensive III (2)
- ❑ TH4398 BFA Reh & Performance V (2)
- ❑ TH4399 BFA Performance VI (2)
- ❑ 2 Cr PE or Dance Elective* (1 or 2 courses)
- ❑ Theater Elective **

****Theatre elective** –A total of 2 (at least one must be an upper-level - 3 credits each) Study Abroad LNDN3523 - Theatricality – may count towards the theater electives . Theater elective **MUST BE TAKEN A-F**

MOVEMENT ELECTIVE REQUIREMENT – Junior/Senior Year

A note to students from Marcela:

I want to clarify to you what the spirit of the BFA Movement Curriculum aspires to through the Major requirement of a Movement Elective in the Junior and Senior year.

The idea for the movement elective is that you provide "practice time" to your physical instrument in expressive and artistic ways during the time you are facing acting challenges... so that the information gets integrated into your acting work. Whether it's grace, core strength, timing, a sense of rhythm, flow, a sharp kinetic keenness, a sense of focus, freedom, or an energized presence on stage...

Our training program is an intense one, and movement skills are something you need reinforced on an ongoing basis. Each dance/movement technique has different qualities to offer to your body, and those which are the most challenging for you are probably the ones you need most. On the other hand you might have a special interest like musical theater, and you can take the opportunity to pursue jazz and tap. If interested in Stage Combat, you might want to take Karate or Fencing... You might also decide that a particular class could bring inspiration or grounding to your life and that is as valid a reason as others. It is a time to explore your own needs or desires...

There are several avenues you can pursue to fulfill your requirement:

1. CLASSES THAT NO APROVAL IS REQUIRED FOR:

●All CLASSES AT THE UNIVERSITY –

Includes:

- Any **dance class**... Keep in mind that for intermediate or advanced classes, you need to audition for level placement. Bodywork (i.e. Massage) or theory classes do not fulfill the requirement.
- A **physical theater** or **circus** class.
- Any PE Class.

NO DIRECTED STUDY FORM OR FINAL PAPER REQUIRED

You need to articulate how this activity will benefit your artistic growth.

NO DIRECTED STUDY OR FINAL PAPER REQUIRED

3. CLASSES THAT NEED APROVAL FROM THE PROGRAM DIRECTOR OR PROGRAM SPECIALIST

AND

A DIRECTED STUDY FORM COMPLETED BEFORE THE SEMESTER CLASS DROP/ADD DATE:

- Teacher Assistant opportunities.
 - Rec Center Classes

Directed Study application info:

- Your class should meet at least twice a week, unless it is a long class.
- Please see Deb Pearson for the paperwork.
- All applications for a directed study must go to Deb Pearson – She will be the teacher of record and signer on the documents
- Course # **TH3993**

If approved the following is required to complete the directed study:

- You must keep a journal to be turned in on the last day of BFA Classes
- You must turn in receipts or official proof of attendance
- Prepare a two page reflection paper at the end of the semester. It is to be single spaced, #12 font.

Due dates and grading:

All paper work is **due by the last day of BFA Classes**. You are responsible to turn in your paper on time. No one will be contacting you to follow up. For each day past the due date your grade will be lowered.

PLEASE NOTE: If a student has a previous directed study that has an incomplete or a K grade, or materials are turned in after the due date you will not be approved for future directed studies.

YOU MUST REGISTER EARLY AS THESE CLASSES TEND TO FILL UP QUICKLY.

BFA ATTENDANCE, LATENESS PROBATION POLICY

These policies apply to all Classes, Guthrie Mondays, tutorials, rehearsals, meetings and performances.

ATTENDANCE

Developing discipline is key to your development as an actor. The Program expects that you will attend all classes and come to class on time and prepared. This is essential to your training as an actor and it is a crucial factor in building a company and practicing respect for your fellow artists. Our attendance policy is simple: you are required to maintain your health so that you can participate fully in all course work of the curriculum. If you miss a class for any reason you must notify the instructor and either the program director or program specialist ahead of time, whenever possible. You should also notify the instructor. You are responsible for missed work and may not be able to make up certain work in a class.

If you are absent (unexcused) from a class you will meet with the Program Director and you will be given a warning letter. Your grade in that class will be lowered by one step (*Example from an A- to a B+*). You could also jeopardize scholarship eligibility and future scholarship opportunities.

If you are absent three times(unexcused) your grade will be lowered by an additional step and you will be placed on probation. For each additional absence your grade will be lowered by a step.

EXCUSED ABSENCES

- **ILLNESS**

In all cases, students who are too ill to attend class are **required to notify the Program Director or Program Specialist** prior to the class if possible or within 24 hours. You should see a medical professional through the Boynton Center at the UMN or a private physician immediately. To receive an excused **absence due to illness**, documentation from a qualified medical professional specifying that attendance would be detrimental to the health of the student and/or the class, must be provided. Students should attend class and rehearsal, if possible, without jeopardizing their health or the health of others, even if they are unable to physically participate. Students should also notify instructors and directors.

- **RELIGIOUS HOLIDAYS, MEDICAL PROCEDURES, And SIGNIFICANT FAMILY EVENTS**

Absences for expected **medical procedures, significant family events or personal religious holidays** may be excused if requested in writing to the Program Director by the end of the first week of classes for the given semester.

- **FAMILY EMERGENCY**

Unexpected absences due to a **family emergency** may be excused upon approval by the Program Director or Program Specialist.

- **PERMISSION**

Permission for absences of any type is not granted by faculty or visiting directors of projects. Permission is granted by Program Director or Program Specialist in consultation with faculty. Individual requests for absences will be addressed similarly to exemption requests.

PROMPTNESS

- **LATE/TARDY**

After two instances of tardiness your grade will be lowered by one step. For each additional instance your grade will be lowered by one step. Habitual lateness will result in probation and could affect casting and scholarship standing. You are expected to be present physically and mentally, ready to begin and dressed to work **before** the time the class, tutorial, rehearsal or performance is scheduled. If you aren't present and ready to begin when the class starts you will be marked late. If you arrive after 15 minutes you will be marked absent.

- **LEAVING CLASS EARLY**

Leaving a class before its scheduled time is over for any reason without prior approval from the Program Director will be considered an unexcused absence. Not receiving prior authorization will lower your grade by a step result in probation and could affect casting and scholarship standing.

WHO TO CALL: Contact info for unexpected absences and lateness:

- Joe Price: 612.625.0894 price539@umn.edu
- Deb Pearson: 612.625.7461, pears496@umn.edu
- Jeremy Jones(Guthrie Mondays) [612.225.6086](tel:612.225.6086)
JeremyJ@guthrietheater.org

Instructors and Directors for any courses or rehearsals missed should also be notified by the student – not through their fellow Company Members. Students should notify Instructors and Directors as a courtesy. **Please note that they cannot grant your absence as excused.**

PROBATION

The University of Minnesota/Guthrie Theater BFA Actor Training Program intends to treat each student as an artist and a future colleague. Students are accepted into this program because of their potential. Unlike some programs the University of Minnesota/Guthrie BFA Program is not a “cut program”, our goal is to provide you a challenging and supportive program that helps you to grow as an artist and earn a degree. Many things can influence your education and training. Our probation policy exists to assist students that may be struggling with challenges in the training. It protects the students, the faculty and the integrity of the program.

PROBATION STEPS

Evaluation

Students will be evaluated at the end of each semester. Evaluations will be based on a student's work ethic and artistic progress. The BFA Program Committee will determine if a student should be placed on probation based on these semester end evaluations.

Notification

Should a student be placed on probation the BFA Program Committee will notify the student in writing at evaluations.

Contract/Meetings/Examination

Students on probation will meet with the Program Director and sign a contract that identifies challenges and proposes guideposts that work toward resolving the issues. Regular meetings will be scheduled with the Program Director to check in on progress. Students will be examined closely throughout the probation process by all faculty and guest directors. (That includes London program faculty)

Decision

When a student has been on probation for a semester the BFA Program Committee will evaluate whether or not the student has fulfilled the obligations of their probation contract. There are three possible outcomes to probation:

- A student is taken off probation
- A student remains on probation (Maximum of 2 semesters) Scholarships, casting and exemptions could be affected.
- A student is dismissed.

If a student is dismissed from the BFA program they may choose to complete a degree in another major. It is possible that BFA scholarship monies could be withdrawn.

ACADEMIC PROBATION

Academic Probation as issued by the University of Minnesota is a separate process from the BFA Actor Training Program. However, if a BFA Acting student is put on Academic Probation, it becomes a factor in the BFA Program's evaluation process and could result in the loss of scholarship monies and casting decisions.

<http://policy.umn.edu/Policies/Education/Education/ACADPROBATION.html>

Offenses and Consequences

The BFA Acting Program upholds the University policies in accordance with the Student Conduct Code. Please refer to the Board of Regents Policy for Guiding Principles, Responsibilities, Offenses and Consequences found in the Appendix.

BFA Non-Grad Policy

Students must be in good standing - current with number of credits and minimum 2.0 GPA, to:

- ❖ Participate in the Guthrie Board Graduation Ceremony
- ❖ Participate in Department of Theatre Arts and Dance Graduation Ceremony
- ❖ There is no opportunity to petition

All students can participate in the Company Recognition Celebration event held at the Guthrie, end of Spring Semester.

Guidelines for Success

Health

It is important that you maintain your health in order to succeed in this rigorous curriculum.

- **Nutrition:** A well-trained actor is a poet, a scholar, and an athlete. As an athlete, the things you put into your body will directly affect your performance. We advocate informed choices about what you eat and drink. There are courses on nutrition offered at this University that are available to you. If you have questions or issues, please ask!
- **Sleep:** Lack of sufficient rest will soon catch up with you. Being tired will affect all of your work. Part of your education is learning time management. If you need help in this area, let us know.
- **Smoking:** All indoor spaces at the University and the Guthrie are smoke-free environments. It's your choice, of course, but we strongly urge you not to smoke. Our work will center on the breath. Smoking will handicap this effort. If you'd like help to quit we can refer you to effective programs.
- **Stress:** The next four years will be among the most exhilarating of your life. It is also likely that you will suffer periods of difficulty. This is normal. Mental stress is as real an occurrence as physical stress. If you need help in this regard, please ask for it. While we are not therapists, again, we can refer you to a professional.

In-Class Etiquette

There is a balance between personal expression and respect for others. The focus needs to be on the work. To achieve this, here are some classroom guidelines that will be enforced:

- Eating and drinking, chewing gum, reading newspapers, doing homework and talking are all things that distract from the work. These activities are not tolerated in class.
- Bottled water is permissible, but bathroom visits are not. Longer classes will have short breaks. Otherwise, please take care of business before and after class, just as you would if you had to be onstage for an entire act of a play. That includes bringing enough water to carry you through the class time and not expecting to refill water bottles during class. If you find yourself in a situation that demands you leave the classroom, receive permission from the instructor and leave at an appropriate time.
- Classrooms are the laboratories where you create your work. As an actor you are responsible for the space you work in. This includes set up and restoration of the space and respect for costumes and props. Please honor these spaces by keeping them clean. Food is not allowed in these rooms. Dispose of your garbage in the proper waste receptacles and return the room you worked in to the condition you found it in or better. If the people before you lacked artistic sensibility (i.e.: left the room a mess), think as an ensemble member and correct their error. Please be aware that your personal actions that impact the space you work in and the items you work with could be considered in the “attitude” portion of your semester evaluation each semester which impacts your overall grade.
- Electronic devices: cell phones, watches or pagers are not allowed to be turned on without prior approval from the instructor.

Attendance & Promptness

We ask that you think of your class time as if it were a schedule for acting in a play. Missing a performance, being late for an entrance, or leaving the stage before your exit would certainly interfere with the telling of that story and would adversely affect your fellow cast members. The same concept holds true when rehearsals are scheduled with a scene partner for classroom assignments. Understandably, your personal life will have its twists and turns, which will be respected by the faculty and staff. But we ask that you return that respect by being present physically and mentally. Understand that if you miss a class there will rarely be a way to “make up” the work - classes are sequential and progressive. Students are responsible for making arrangements with the instructor to determine what was missed and this should be done outside of class time. In this Program, being "on time" means being early. Unexcused absences and lateness will not be tolerated (daily attendance will be monitored for each class). For official policy details please see the "Attendance Expectations" section of the BFA Standards for Evaluation.

Physical Contact

In your training, we will encourage spontaneity and the following of impulses. We will also strive to develop an atmosphere of trust. The ideal is met when these two ideas work in tandem. Every student company member has the right to feel safe in the classroom, rehearsal room, or theater. Therefore, if you and your fellow actors work on material that elicits or requires physical violence or sexual situations, it is imperative that this be handled with respect and decorum. Also, in your training, in order to effectively and directly convey information, it is sometimes necessary for teachers to use a "hands-on" technique. If specific occasions arise in which you feel uncomfortable, please tell the instructor or Program Director. Some of your teachers will have specific guidelines for their class regarding this.

Dress Code

Classes may have specific dress required by the instructor. You are not considered prepared for class unless you are dressed appropriately and ready to work at the beginning of the class time. You may be asked to leave class if you don't adhere to this. Outside of class, dressing appropriately for the event is important in your role of Ambassador for the Program (see below). It is expected that you will consider this when attending events at the Guthrie Theater, auditioning for guests or representing the Program in any way.

Ambassadors

You are the representatives of this Program. You will meet many people in the course of your training; actors, directors, and writers, yes--but also ushers, theatre patrons, sales clerks, bus drivers, university students, etc. The manner in which you conduct yourselves in the community at large will reflect the image of the Program. Please accept this responsibility. When naming the Program in any way (i.e. resumes or bios) please be sure to use the full and correct title - University of Minnesota/Guthrie Theater BFA Actor Training Program. Consistency is important to communicate what our Program is about.

Work

You may be asked and/or tempted to pursue acting work outside of the BFA curriculum. Keep the faculty informed of professional opportunities that arise so they can discuss with you the impact this may have on your training. Generally, it is very difficult to hold an outside job while a student in this Program. It may be possible to have a part-time job but be very cautious about your time and health. Work cannot conflict with your course work or hinder your ability to be a full-time student, including completing the work that accompanies that responsibility. It will not be accepted as an excuse for any assignment not completed.

A Final Note

We are committed to helping you reach your potential. If you have a question, problem or idea: talk to us. The next years will be filled with revelations and frustrations, successes and failures, discoveries and confusions. Somewhere in between all of these extremes is where art blossoms. Plant yourself and be patient.

Policy for Student Proposals on Special Exemptions from BFA Core Curriculum

This policy statement is designed to address the procedural and decision-making criteria for course and/or special project requests that conflict with the BFA core curriculum. To begin a context for this policy and ultimately a set of criteria for consideration, this statement reiterates the mission of the BFA Program:

The University of Minnesota/Guthrie Theater BFA Actor Training Program is dedicated to developing the mind, body, voice and spirit of the actor/artist/scholar. We provide our students with a variety of skills essential to realize the dynamics of performing text of classic stature. The skills acquired during the exploration of classic text will be applied to contemporary literature drawn from the word repertoire, as well as emerging dramatic forms. Our students are devoted to the pursuit of academic and creative study. We seek students from diverse backgrounds and experiences who have a fervent desire to achieve their scholarly aspirations and expand their dramatic imagination. We embrace the continual development of the artist's distinctive voice and encourage students to design their individual paths toward artistic fulfillment. Our goal is to provide the foundation that inspires our students to begin life-long journeys of learning and artistic expression.

As a rigorous BFA training program provided in a liberal arts context, this Program acknowledges the unique challenges and opportunities that such a curriculum provides. Our students are chosen for their superior intellectual and creative capacities, and while it is essential that they receive structured, integrated, and disciplined actor training, this training reaches its highest potential when informed and supported by the critical thinking, judgment, and perspective gained through their liberal arts study. As our students individuate as artists and scholars, their natural inclinations toward self-directed learning will emerge. In some cases this may lead to students changing their path and leaving the BFA Program entirely. In other cases, this may lead to individual proposals by students to pursue specific studies and projects that partially conflict with certain core requirements of the program. It is the later case, which this statement will address.

AUDITIONS AND EXEMPTIONS

The BFA Program acknowledges that occasionally outside opportunities arise for students to work professionally. The program also understands that auditioning is an important part of an actor's life. The program policy regarding auditions and exemption aims to address the potential benefits and importance of professional opportunities/auditions while balancing the educational mission of the BFA program. The following two procedures are required.

AUDITIONS

There are numerous potential audition opportunities that occur throughout a student's journey. Students must fill out a short audition request form before all auditions – with the exception of Guthrie Auditions, BFA Project Auditions and Auditions arranged by the BFA Actor Training program.

Procedure for Audition Requests:

- 1. Audition request forms must be submitted for approval prior to the audition. Please submit to Deb Pearson and Joe Price.*
- 2. All auditions must be scheduled outside of class, rehearsals or other required BFA activities. If a student misses class, rehearsal or other required BFA Activities to attend an audition the student will receive an unexcused absence.*
- 3. If a student attends an audition without approval and then requests an exemption that exemption will be denied and the student will receive an unexcused absence. The student could also face the possibility of probation or loss of scholarship.*
- 4. DO NOT MAKE REQUESTS TO INDIVIDUAL INSTRUCTORS, STAGE MANAGERS OR DIRECTORS.*
- 5. In the case of Exemption requests students are responsible for letting the auditioning directors/ theatres/casting people know that, while they have permission to **audition** for the project, they must get final approval before they can accept the role. APPROVAL OF AN AUDITION REQUEST **is not** approval of an exemption request.*

EXEMPTIONS:

Criteria for Granting Special Exemptions

The BFA Program Committee will consider Student Proposals for Special Exemptions on a case-by-case basis informed by the following criteria. Exemption applications are to be filled out after you have auditioned and have been made an offer. **Application for exemption is not a guaranty of approval.**

- Seniors may receive one exemption per year (excluding Guthrie productions).*
- Juniors may receive an exemption for a Guthrie production (spring semester only), Sophomores and Freshmen will not be granted exemptions.*
- No exemption will be given during specific projects as determined by BFA Program Committee.*
- Availability of other options that don't conflict with core curriculum that the student may participate in to achieve the proposed goal.*
- Merits of proposal with regard to the individual student's needs and aspirations.*

Impact of exemption on other students in Program and functional needs of department

- *As the BFA Actor Training Program's artistic home -additional Guthrie Theater casting opportunities may be considered on a case to case basis.*
- *Students must be in good academic standing, excelling in BFA Coursework and in a good emotional place.*
- *Please submit your Exemption Request as early as possible and preferably one semester in advance.*
- *The BFA Committee reserves the right to consult with any teacher, advisor, or instructor involved with the requested project or special study.*

The BFA Committee will judge all Proposals by the above-mentioned criteria, the student's adherence to application procedures and timetables, the student's written argument, and the student's standing in the Program and the College.

Precedent will not be a factor in granting exemptions (each proposal will be looked at as unique to the context of the individual applicants life journey and education needs).

The Committee reserves the right to refuse any proposal. The Committee's rulings will be final.

Procedure for Student Exemptions

1. ***Before auditioning for any role***, permission must be requested in writing to the Program Director and Deb Pearson through the AUDITION REQUEST FORM. PLEASE FILL OUT AN AUDITION REQUEST FORM and submit it via email. SEE AUDITIONS. (For Guthrie productions the Committee will already have worked through this permission process to allow you to audition. Skip to #2.)

If permission to audition is granted and you are cast. You must fill out an EXEMPTION REQUEST FORM.

Should the faculty approve the exemption, you will be responsible for the following:

- a) A journal of the experience must be kept and the teacher of BFA*
- b) Workshop may request that it be handed in weekly.*
- c) A BFA Faculty member will be appointed as your advisor. You must stay in contact with that person and apprise them of your progress. Please use the BFA Faculty and Staff to help you. They can provide support, talk to you about concerns and issues, assist you in your process, etc. That's why we are here!*
- d) Attend BFA classes whenever possible. It is vital that you maintain your attendance in class because of the nature of the work that will be addressed in the curriculum and to stay connected to your Company. All missed assignments must be made up in a timely manner and it is your responsibility to find out what those are.*
- e) It is expected that you will continue to progress successfully in your academics.*
- f) You must have an "onsite supervisor" who provides a final evaluation of your work. She/he may use the Semester Evaluation Form for Outside Work to evaluate your work. To get a copy of the form please contact Program Specialist Deb Pearson. It is your responsibility to see that your onsite supervisor receives and completes this form in a timely matter.*

BFA PROGRAM EXPECTATIONS FOR STUDENTS GRANTED EXEMPTIONS:

Congratulations on being granted an exemption!

What are the expectations when doing an outside project?

#1) – You are responsible for communicating with all of your instructors- both in and out of the BFA Program. You will need to negotiate any absences with them. Please be aware that permission to do an outside project does not release you from your academic obligations outside the BFA program. Some instructors will not be flexible with their attendance policy – better to find out before you start the class than fail the class later. The Program may be able to provide a letter to your academic instructors requesting that they make some accommodations in regards to assignments and absences. This is a courtesy letter and does not ask that you be excused from class or assignments.

#2)- You are expected to attend BFA classes when you are not called for rehearsal. Please let the instructor know if you are arriving late or need to leave early.

#3) – Please try to arrange for fittings and photos outside of your class schedules. Remember – you do want to graduate, so the least impact this has on your classes – the better.

APPENDIX

End of Semester Evaluation Form

University of Minnesota/Guthrie Theater BFA Actor Training Program

Due:

Student's Name: _____

Instructor/Class: _____

Please evaluate the student on the basis of the following criteria by checking the box that exemplifies the quality of work and growth during the above-specified time period. This written information will be given to the students, as well as put in their student files.

	Excellent	Good	Fair	Poor
Collaboration				
Creativity				
Ensemble Spirit				
Attendance				
Attitude				
Participation				
Skill Acquisition				
Overall Growth				
Preparation for class				
Execution/Completion of Assignments				

Letter Grade: _____

Additional Comments

Please use the following space, or attach a page, to briefly identify any areas of concern that you have for this student, as well as any specific comments about how the student is progressing and what you would like them to focus on in the future.



UNIVERSITY OF MINNESOTA

**BOARD OF REGENTS
POLICY**

Student Conduct Code

Adopted: July 10, 1970

Amended: December 13, 1974; March 11, 1994;
June 13, 2003; December 8, 2006

Supersedes: (see end of policy)

STUDENT CONDUCT CODE

SECTION I. SCOPE. This policy applies to all students and student organizations at the University of Minnesota (University).

SECTION II. JURISDICTION.

The Student Conduct Code (Code) shall apply to student conduct that occurs on University premises or at University-sponsored activities. At the discretion of the president or delegate, the Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either:

(a) constitutes a criminal offense as defined by state or federal law, regardless of the existence or outcome of any criminal proceeding; or

(b) indicates that the student may present a danger or threat to the health or safety of the student or others.

SECTION III. GUIDING PRINCIPLES.

(a) The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.

(b) The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

(c) The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.

(d) The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.

(e) The University is dedicated to the rational and orderly resolution of conflict.

SECTION IV. THE RESPONSIBILITIES OF DUAL MEMBERSHIP.

Students are both members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University. By enforcing its Code, the University neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the University will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action. Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.

SECTION V. DISCIPLINARY OFFENSES.

Any student or student organization found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this policy:

Subd. 1. Scholastic Dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Subd. 2. Disruptive Classroom Conduct. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.

Subd. 3. Falsification. Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University records or documents or conspiring with or inducing others to forge or alter without proper authorization University records or documents; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a University official or an emergency service agency.

Subd. 4. Refusal to Identify and Comply. Refusal to identify and comply means willfully refusing to or falsely identifying one's self or willfully failing to comply with a proper order or summons when requested by an authorized University official.

Subd. 5. Attempts to Injure or Defraud. Attempts to injure or defraud means making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University when done with intent to injure, defraud, or misinform.

Subd. 6. Threatening, Harassing, or Assaultive Conduct. Threatening, harassing, or assaultive conduct means engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

Subd. 7. Disorderly Conduct. Disorderly conduct means engaging in conduct that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University activities.

Subd. 8. Illegal or Unauthorized Possession or Use of Weapons. Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents, except in those instances when authorized by law and, where applicable, by proper University authority.

Subd. 9. Illegal or Unauthorized Possession or Use of Drugs or Alcohol. Illegal or unauthorized possession or use of drugs or alcohol means possessing or using drugs or alcohol illegally or, where applicable, without proper University authorization.

Subd. 10. Unauthorized Use of University Facilities and Services. Unauthorized use of University facilities and services means wrongfully using University properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently-through deceit, unauthorized procedures, bad checks, or misrepresentation-goods, quarters, services, or funds from University departments or student organizations or individuals acting in their behalf.

Subd. 11. Theft, Property Damage, and Vandalism. Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

Subd. 12. Unauthorized Access. Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

Subd. 13. Disruptive Behavior. Disruptive behavior means willfully disrupting University events; participating in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University activities or functions.

Subd. 14. Hazing. Hazing means any act taken on University property or in connection with any University-related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.

Subd. 15. Rioting. Rioting means engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in

response to, a University-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

Subd. 16. Violation of University Rules. Violation of University rules means engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.

Subd. 17. Violation of Federal or State Laws. Violation of federal or state laws means engaging in conduct that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

Subd. 18. Persistent Violations. Persistent violations means engaging in repeated conduct or action in violation of this Code.

SECTION VI. SANCTIONS.

The following sanctions may be imposed upon students or student organizations found to have violated the Code:

Subd. 1. Warning. A warning means the issuance of an oral or written warning or reprimand.

Subd. 2. Probation. Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation during the probationary period.

Subd. 3. Required Compliance. Required compliance means satisfying University requirements, work assignments, community service, or other discretionary assignments.

Subd. 4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations or confiscation of falsified identification or identification wrongly used.

Subd. 5. Restitution. Restitution means making compensation for loss, injury, or damage.

Subd. 6. Restriction of Privileges. Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

Subd. 7. University Housing Suspension. University housing suspension means separation of the student from University Housing for a defined period of time.

Subd. 8. University Housing Expulsion. University housing expulsion means permanent separation of the student from University housing.

Subd. 9. Suspension. Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University. Suspension may include conditions for readmission.

Subd. 10. Expulsion. Expulsion means the permanent separation of the student from the University.

Subd. 11. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

Subd. 12. Revocation of Admission or Degree. Revocation of admission or degree means revoking a student's admission to the University or revoking a degree already awarded by the University.

SECTION. VII. INTERIM SUSPENSION.

The president or delegate may impose an immediate suspension on a student or student organization pending a hearing before the appropriate disciplinary committee (1) to ensure the safety and well-being of members of the University community or to preserve University property, (2) to ensure the student's own physical or emotional safety and well-being, or (3) if the student or student organization poses an ongoing threat of disrupting or interfering with the operations of the University. During the interim suspension, the student or student organization may be denied access to all University activities or privileges for which the student or student organization might otherwise be eligible, including access to University housing or property. The student or student organization has a right to a prompt hearing before the president or delegate on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

SECTION VIII. HEARING AND APPEALS OF STUDENT DISCIPLINE.

Any student or student organization charged with violation of the Code shall have the opportunity to receive a fair hearing and access to a campus-wide appeal. To safeguard the rights of students and student organizations, the president or delegate shall ensure that each campus has an appeals procedure to govern alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student or student organization alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

The appeals procedure must describe:

- (a) grounds for an appeal;
- (b) procedures for filing an appeal; and
- (c) the nature of an appellate review.

SECTION IX. DELEGATION OF AUTHORITY.

The president or delegate shall implement this policy, including publishing and distributing the Code and the procedures governing the student disciplinary process at the University.

SUPERSEDES: EXISTING DISCIPLINARY APPEALS POLICIES IN CONTRADICTION AND SPECIFICALLY REPEALS THE APPEALS POLICIES DATED FEBRUARY 9, 1979.

UNIVERSITY RESOURCES:

Medical & Mental Health Resources

Emergency 911

Boynton

Crisis Connection (urgent Counseling)

612-379-6363

612-625-8475- Call to check availability

* Boynton Health Service: (<http://www.bhs.umn.edu/services/mentalhealth.htm>),

University Counseling:

Hours 8:00am-4:30pm

Appointments – 612-624-3323

109 Eddy Hall

192 Pillsbury Drive SE

(Southwest corner of Pillsbury Drive and Pleasant Street, near Dinkytown)

* University Counseling and Consulting Services: (<http://www.uccs.umn.edu>)

First time clients need to complete paperwork prior to scheduling your first appointment. You may download the paperwork, complete it on your own, and then bring it to 109 Eddy Hall to schedule an appointment. You may also come into 109 Eddy Hall to fill out the paperwork in the waiting room and then schedule an appointment.

Hennepin County Crisis Intervention Center

701 Park Ave S

Minneapolis (downtown)

612-873-3161

People's Center Clinic

425 20th Avenue South

Minneapolis MN 55454

Phone:, 612-332-4973.

Fax:, 612-371-0289

M-W-F 9- 5

T-TH 9- 8

Gopher Quick Clinic

Mon-Fri 9-1 & 2-5

Boynton Health Service

410 Church Street SE

3rd Floor

612-625-8400

Additional University resources:

Disability Services (<http://www.ds.umn.edu>) provides assistance with academic accommodations for students with ADHD, ADD, OCD or any other diagnosed mental health conditions. Consultation and problem-solving regarding disability issues is available.

International and Student and Scholar Services (<http://www.iss.umn.edu/>) provides counseling and advising to international students and scholars and their families. ISSS assists with a variety of issues, including immigration, personal, academic, family, career and cross-cultural concerns.

BFA PROGRAM EXEMPTION REQUEST FORM

(also available on line)

This form must be filled out **prior to auditioning**.

The BFA Program cannot exempt you from your academic courses or any non BFA core classes.

Your name: _____

Program Year (Circle One): Freshman Sophomore Junior Senior

Name of Theater Company: _____

Name Director: _____

Name of the Show Auditioning for: _____

Audition Date: _____ **Role(s):** _____

First Rehearsal Date: _____ **Opening Date:** _____ **Closing Date:** _____

Is this a paid opportunity? _____

Please attach a complete anticipated rehearsal schedule:

Dates & Times of Rehearsals

1. Fill in chart with weekly schedule of rehearsal times

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	
								am
								pm

Dates & Times of Performances

Performance Start Date (including previews) _____ **Closing Date:** _____

1. Fill in chart with weekly schedule of performance times



Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	
							am
							pm

Student Signature: _____ **Date:** _____

If approved you will need to have a Director or Stage Manager fill out a course evaluation for your grade. If you know the name, please list it here: _____.

Attach your response, on a separate typed sheet, to the following statements:

1. Detail what you will be missing in the BFA Program core curriculum including any projects.
2. Detail how you will maintain your academic course load.
3. 2. Discuss the importance of this project for your personal artistic growth.

Turn this form in to the Program Director. It will be routed to the BFA Program Committee.

Permission: Yes No

Signed: _____ **Date:** _____

Required rehearsal pieces for the Sophomore Year

Sophomore Fall Semester

- All students – Knee Pads
- Women: Character Shoes – Heeled shoes 1-1/2 or 2 “– not spike.

Look for character shoes at:



www.CapezioRVC.com
www.dance4less.com
Target.com
Any dance or theater supply house

- Men - leather sole, lace up men’s shoes – Look for men’s shoes at any department store or shoe retailer.



Sophomore Spring

- Women – Long Rehearsal Skirts –
Check out the Flamenco skirt @ www.CapezioRVC.com – These are a good example of the length and fullness.



- Men - Jackets



Required rehearsal costumes pieces for Junior & Senior year

- Women - corset –

Here are a couple of examples - Nothing too lingerie like- more structer, Check out victoria's secret for some possibilities.

Basic Untabbed Corset with no Straps, no busk - \$90.00 @ www.verymerryseamstress.com
www.gentlemansemporium.com - \$99.00



www.finalegloves.com

Gloves - Short & Long & a fan



www.gentlemansemporium.com

Formal Gloves -



Target.com

Twin City Magic & Costume

Theatrical Costume Company

Optional purchases - Shawls and Parasols -



Twin City Magic & Costume
Theatrical Costume Company
www.gentlemansemporium.com



Required rehearsal costumes pieces for Junior & Senior year

Men -

Dark Colored Dress Pants



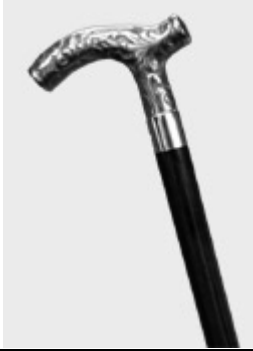
Hat with a brim, Like a fedora or bowler - (not a cowboy , newsboy or baseball cap)
www.gentlemansemporium.com
www.thehatco.com



Gloves

www.gentlemansemporium.com
Twin City Magic & Costume
Theatrical Costume Company

Optional purchases: Cane & Pocket watch



Signatory Page

Signatory Page

Attendance

EXCUSED ABSENCES

- **ILLNESS**

In all cases, students who are too ill to attend class are **required to notify the Program Director or Program Specialist** prior to the class if possible or within 24 hours. You should see a medical professional through the Boynton Center at the UMN or a private physician immediately. To receive an excused **absence due to illness**, documentation from a qualified medical professional specifying that attendance would be detrimental to the health of the student and/or the class, must be provided. Students should attend class and rehearsal, if possible, without jeopardizing their health or the health of others, even if they are unable to physically participate. Students should also notify instructors and directors.

- **RELIGIOUS HOLIDAYS, MEDICAL PROCEDURES, And SIGNIFICANT FAMILY EVENTS**

Absences for expected **medical procedures, significant family events or personal religious holidays** may be excused if requested in writing to the Program Director by the end of the first week of classes for the given semester.

- **FAMILY EMERGENCY**

Unexpected absences due to a **family emergency** may be excused upon approval by the Program Director or Program Specialist.

PROMPTNESS

- **LATE/TARDY**

After two instances of tardiness your grade will be lowered by one step. For each additional instance your grade will be lowered by one step. Habitual lateness will result in probation and could affect casting and scholarship standing. You are expected to be present physically and mentally, ready to begin and dressed to work **before** the time the class, tutorial, rehearsal or performance is scheduled. If you aren't present and ready to begin when the class starts you will be marked late. If you arrive after 15 minutes you will be marked absent.

If you are absent (unexcused) from a class you will meet with the Program Director and you will be given a warning letter. Your grade in that class will be lowered by one step (*Example from an A- to a B+*). You could also jeopardize scholarship eligibility and future scholarship opportunities.

If you are absent three times(unexcused) your grade will be lowered by an additional step and you will be placed on probation. For each additional absence your grade will be lowered by a step.

I have read and understood the attendance policy- initial here _____

Procedure for Audition Requests:

- 6. Audition request must be submitted for approval prior to the audition. Please submit to Deb Pearson and Joe Price.*
- 7. All auditions must be scheduled outside of class, rehearsals or other required BFA activities. If a student misses class, rehearsal or other required BFA Activities to attend an audition the student will receive an unexcused absence.*
- 8. If a student attends an audition without approval and then requests an exemption that exemption will be denied and the student will receive an unexcused absence. The student could also face the possibility of probation or loss of scholarship.*
- 9. DO NOT MAKE REQUESTS TO INDIVIDUAL INSTRUCTORS, STAGE MANAGERS OR DIRECTORS.*
- 10. In the case of Exemption requests students are responsible for letting the auditioning directors/ theatres/casting people know that, while they have permission to **audition** for the project, they must get final approval before they can accept the role. APPROVAL OF AN AUDITION REQUEST **is not** approval of an exemption request.*
- 11. Seniors may receive one exemption per year (excluding Guthrie productions).*
- 12. Juniors may receive an exemption for a Guthrie production (spring semester only), Sophomores and Freshmen will not be granted exemptions.*
- 13. No exemption will be given during specific projects as determined by BFA Program Committee.*
- 14. Availability of other options that don't conflict with core curriculum that the student may participate in to achieve the proposed goal.
Merits of proposal with regard to the individual student's needs and aspirations*

I have read and understood the audition/exemption policy- initial here _____

Procedure

This document will serve as a contract between the student and the BFA Program. Please read this carefully and sign below. This copy is for your files second and should be immediately signed, dated.

I understand that I am responsible for the information contained in this handbook and any e-mails sent by the BFA program. I have read the handbook, understood and accept the terms of the above as representing a "contract" between myself and the University of Minnesota / Guthrie Theatre BFA Actor Training Program.

Student

Printed Name

Date

U of MN/Guthrie Theater BFA Actor Training Program Director

Date