Section 1: ESSENTIALS

I. THE ROLE OF YOUR FACULTY MENTOR:

Each student will be assigned a faculty mentor. The role of the mentor is to help you and support you throughout your ECU career. All academic advising issues will be handled by Elizabeth “Beth” Fuller, the academic advisor for the School of Theatre and Dance.

You should talk to your mentor:

- if you have concerns about adjusting to college life.
- if you have concerns about a crew assignment.
- if you have difficulty managing stress.
- before the end of the 1st week of each semester to discuss any drop/adds for Foundations and Major classes if you have problems managing your course load.
- at the end of each semester to discuss your Semester Summary & Evaluation.
- if you are considering accepting outside work.

II. THEA 1111-4444 (PRODUCTION COURSES):

Each first year D&P student will be assigned to various production crews. Production crew assignments will be posted on blackboard. Assignments may change throughout the year depending on crew needs for each specific production. Any changes will be posted on blackboard. Students will complete approximately 45 hours per credit hour. Details on requirements will be included in the course syllabus.

After the first year, students continuing in Design and Production will take a sequence of 2222-4444 coursework, each level will build in complexity and responsibility of assignments.

The D&P Handbook & Declarations

- The D&P Handbook can be found on the ECU School of Theatre and Dance web page (http://www.ecu.edu/theatredance/). All THEA 1111 Intro students must sign this “The Essentials” document no later than Sept 4, 2015. Failure to sign
the Essentials Declaration via Blackboard by the deadline will result in a lower grade.

III. REQUIRED EQUIPMENT:

All Design and Production Students are required to have a NIOSH approved respirator. In addition, certain classes and crews require specific tools and equipment as specified by the instructor or your faculty mentor. **Failure to have the required equipment will constitute as one unexcused absence per crew call.**

IV. CREW CALLS:

Be aware that the nature of work in the theatre can require crew calls during evening and weekend hours. While all efforts should be made to keep crew calls scheduled during normal business hours, that is not always possible. The first meeting of a crew must be posted a minimum of 24 hours in advance on the SOTD electronic callboard and on Blackboard when appropriate. Adjustments to posted crew schedules will be determined and posted no later than the end of crew the previous day. It is your responsibility as a crew member to find out when your next crew call is - it is not the crew head's responsibility to seek you out and tell you. If you are not sure whether or not you are called for the next regularly scheduled crew, assume that you are, and show up. Be mindful that crew calls can change. It is expected that students check the callboard no less than twice a day.

Any student late for crew two times will have his/her grade lowered one letter grade. For each unexcused absence from crew, grades will be lowered one letter grade. If you must miss a crew call due to illness or an unforeseen emergency, your first phone call should be to the crew head otherwise your absence will be considered unexcused. E-mail does not count! Any other absence or lateness from crew for any reason must be approved at least 24 hours prior to absence by the crew head or it will be treated as unexcused.

V. MEETING DEGREE REQUIREMENTS:

Your Academic advisor and Faculty mentors can help you to choose appropriate classes that meet the requirements for your degree program. For specific Degree Requirements refer to the undergraduate catalog, the D&P degree checksheet, and the D&P 4 year plan. Courses in the D&P curriculum are carefully sequenced and designed to build upon one another so it is imperative that the sequence is followed as closely as possible. Any deviations from the 4 year plan, or elective coursework require approval.
from your faculty mentor. Degree plan and checksheets can be found on the School of
Theatre & Dance website. ([http://www.ecu.edu/theatredance/](http://www.ecu.edu/theatredance/))

The Undergraduate Academic Advisor is Elizabeth “Beth” Fuller, she’s located at the
Old Cafeteria Complex, 2516. 252-328-6001 fullere@ecu.edu

VI. PROCEDURE FOR DROPPING OR ADDING A COURSE:

The procedure to drop or add any classes must be completed by the deadline listed on
the academic calendar, typically the end of the first week of the term.
The process is as follows:
The student must first receive permission from their Faculty mentor. The student fills in
the Drop/Add form with correct Course title(s) and number(s). Finally, the completed
form is sent to the Office of the Registrar and Academic Advisor electronically by the
Faculty mentor.

VII. HOW TO STAY IN THE PROGRAM / STANDARDS OF ACHIEVEMENT AND
EVALUATION:

Students are retained based upon their demonstrated level of achievement and the
faculty's estimation of their professional potential, class grades, production assignment
evaluations, growth in artistic/technical abilities, academic growth, professional
demeanor and creative discipline. Throughout matriculation, students are continually
evaluated and advised regarding their progress and artistic development. At the end of
each term, the faculty as a group discusses each individual student's strengths,
weaknesses, needs and progress. That information is then shared with the student via
his/her mentor. Students must be invited to continue annually, and will be invited only so
long as they demonstrate substantial and continuing growth toward artistic excellence.
Letters of Invitation are distributed prior to advising week in the Spring Semester.

Minimum Grade Requirements

To remain in the undergraduate program, the student must maintain a cumulative 2.0
average in Design and Production courses through the first year, and in the following
years, a cumulative average of 2.50 in Design and Production courses. Students who
fail to maintain these levels for a given term are placed on D&P Probation for the
following term. Students are expected to maintain a minimum overall 2.0 GPA. Students
who fail to achieve this average by the end of their fourth semester may be placed on
probation.
Probation and Letters of Warning

A student who fails to maintain the above listed GPAs will be placed on D&P Probation for the following term. Students who, in the judgment of the faculty, fail to demonstrate sufficient professional development in the arts will receive a Letter of Warning and may also be placed on D&P Probation.

VIII: SKETCHBOOK/JOURNAL & ARCHIVAL DOCUMENTATION:

All D&P Students should keep a sketchbook/journal for developing creative work, practicing drawing and drafting techniques, keeping records, and reflecting on their growth and progress as artists & technicians in the Design & Production program. These should be part of the exhibition of student work at the annual portfolio reviews.

In addition to the sketchbook/journal, students will be expected to document their process and product on show assignments. Details on expected archival materials are listed by production role in Section 5 - Roles and Responsibilities.

IX. PORTFOLIO REVIEW:

The Portfolio Review is a time for the faculty at large to review your work and overall progress in the program. The faculty uses this presentation to further develop an understanding of the student's progress and steer the student's future in the program. Portfolio review is held the week following Spring Break. You should have previous years' work and current projects to display in all areas of Design and Production. Refer to D&P Handbook Section 2: General Info for specific guidelines and suggestions. In addition to your work and projects, all students are required to have at least 5 copies of a current resume available for faculty. If you need help with your portfolio or resume, ask your mentor or other students for feedback. This is an opportunity for you to make a good impression with the Faculty. Dress and present yourself as if you are interviewing for a job. If you don't participate in Portfolio review you will not be allowed to continue in the program.

PLEASE NOTE:

Having read and understood this “The Essentials” document, all first year undergraduate students must sign the Essentials Declaration via blackboard by end of the 2nd week of fall classes. Failure to sign the Essentials Declaration by the deadline will result in a lower grade in THEA 1111.