

DEPARTMENTAL HANDBOOK
DEPARTMENT OF THEATRE & FILM
UNIVERSITY OF MISSISSIPPI
2020-2021

INTRODUCTION

This Handbook answers the most common questions regarding the programs and policies of the department and how they will affect you. Any departmental handbook is a work in progress, and you should always refer to the most recent Handbook for correct information. The Handbook is not a substitute for regular consultations with your faculty advisor. It should be considered a guide and a general roadmap for your studies here and for the expectations and requirements you will be asked to meet.

DEPARTMENT FACULTY AND STAFF

Michael Barnett: Isom 112, mbarnett@olemiss.edu

Department Chair: The chief administrative officer. If you experience difficulties, either academic or personal, that you cannot solve with your faculty advisor, you should bring those problems to the Chair. Responsible for scheduling Theatre & Film seasons and for the economic health of the Department of Theatre & Film. Maintains oversight and final approval of all Department of Theatre & Film undertakings.

Alan Arrivé: South Oxford Center NE B400, arrivee@olemiss.edu

Head of the BFA in Film Production Program: Supervises the content and progression of courses of study in the BFA Film Production Emphases and advises in curriculum decisions and film productions.

Mary Ball, Costume Shop, mlgietze@olemiss.edu

Costume Shop Manager: Supervises costume construction for Department of Theatre & Film productions, assists the work of student costume designers and technologists, and supervises student workers.

Micah-Shane Brewer: Isom 304, rmbrewel@olemiss.edu

Musical Theatre, Acting: Teaches courses in both acting and musical theatre performance, and acts as a vocal coach for the theatre students. Faculty advisor for Alpha Psi Omega.

Donna Buckley: Isom 104, dabuckle@olemiss.edu

Costume Technology: Assists the work of student costume designers, supervises students on individual costume construction projects, and mentors students interested in costume technology.

Roxie Thomas Clayton: rdthomas@olemiss.edu

Adjunct Professor of Dance

Yi-Tai Chung: Isom 103, ychung@olemiss.edu

Lighting Designer: Oversees the lighting design of all Department of Theatre & Film productions and directs the work of student lighting designers.

Jaye Sarah Davidson: South Oxford Center NE B402, jsdavids@olemiss.edu

Film Production: Teaches courses in film production including Cinematography and Editing.

Leslie DeLassus: lmdelass@olemiss.edu

Film & Gender Studies: Teaches courses in film studies.

Jeffrey Hannah, Fulton Chapel, jshannah@olemiss.edu

Master Electrician: Oversees the hang and focus of all productions and is responsible for the maintenance and upkeep of all lighting equipment.

Carey Hanson: Isom 104, costumes@olemiss.edu

Head of BFA Design & Theatre Production Program: Responsible for advising on the Design & Theatre Production curriculum and for organizing portfolio reviews.

Costume Designer: Oversees the costume design of all Department of Theatre & Film productions and directs the work of student costume designers.

Sarah Hennigian: South Oxford Center NE B404, skhennig@olemiss.edu

Film Production: Teaches courses in film production including Cinematography and Editing.

Rhona Justice-Malloy: Isom 207, rjmalloy@olemiss.edu

History & Literature: Oversees the advising of BA students interested in areas other than performance and design/theatre production and assists them in scheduling their curricula.

Rory Ledbetter: Isom 302B, rledbetter@olemiss.edu

Head of BFA Acting for Stage & Screen Emphasis: Supervises the content and progression of courses of study in the BFA Acting & Acting for Stage & Screen Emphases and advises on curriculum decisions made in the performance areas.

Voice and Speech, Acting: Responsible for voice studies in the acting program.

Felipe Macias: Fulton Chapel, femacias@olemiss.edu

Technical Director: Supervises scenic construction and technical work for Department of Theatre & Film productions, assists the work of student scenic designers, and supervises student workers. Works with the master electrician and sound supervisor to facilitate the successful staging of events scheduled in our performance venues by entities outside of the department.

Paul Marszalkowski: pmarszal@olemiss.edu

Adjunct Professor of Musical Theatre

Ed Neilson: Fulton Chapel, jeneilso@olemiss.edu

Master Carpenter: Assists in the coordination of construction of all Department of Theatre & Film scenic elements.

Lauren Bone Noble: Isom 302A, leboneno@olemiss.edu

Movement for the Actor, Acting: Teaches courses in both acting and movement and is responsible for the movement component of the BFA Acting for Stage & Screen emphasis.

Matthew Shifflett: Isom 204, mtshiffl@olemiss.edu

Instructional Assistant Professor of Theatre Arts

Lydia Siniard: lcsiniar@olemiss.edu

Adjunct Professor of Dance

Jonathan Smith: South Oxford Center NE B760, jpsmith2@olemiss.edu

Film Equipment Manager: Supervises film production facilities, assists the work of film production students, and supervises student workers in the Equipment Cage and other film facilities.

Jordan Smith: Isom 110, jsmith10@olemiss.edu

Administrative Assistant to the Chair

Jared Spears: Isom 103, jsspears@olemiss.edu

Scenic Technology: Responsibilities include supervising technical theatre students on individualized projects as well as mentoring students interested in scenic design and technical theatre.

Production Manager: As Production Manager, oversees all elements of productions and schedules all technical rehearsals and production meetings. Production problems that cannot be addressed by the director should be brought to the Production Manager.

Dan Stearns: Isom 202B, dstearns@olemiss.edu

Acting: Teaches courses in both acting for stage and screen.

Katherine Stewart: Isom 100D, kwstewar@olemiss.edu

Program Coordinator

Cody Stockstill: Isom 105

Scenic Designer: Oversees the scenic design of all Department of Theatre & Film productions and directs the work of student scenic designers.

Lisa Wilson: Costume Shop, ljwilso5@olemiss.edu

Costume Shop Assistant: Assists in the coordination of construction of all Department of Theatre & Film costume elements.

Peter Wood: Isom 204, pcwood@olemiss.edu

Instructional Assistant Professor of Theatre Arts

COMMUNICATION

Email: The department considers your go.olemiss.edu email your official email address, and will send department-related emails to that account. If you use a different email address, please forward your University email to this account. Please check your email at least twice a day.

Callboard and Greenroom: Important information is also sent through the department's listservs: callboard@listserv.olemiss.edu and greenroom@listserv.olemiss.edu. Callboard is used only for emails related to Department of Theatre & Film productions and greenroom is used for extracurricular communication. You will be added to these listservs and should check your University email account regularly. Please consider the appropriateness of your posts to these lists.

Meetings with professors and advisors: Due to the protocols and procedures instituted by the University the department will not be utilizing an open door policy throughout the duration of the pandemic. Students are encouraged to reach out to faculty to arrange a time to have a Zoom meeting or phone call regarding any issues that they wish to discuss. Drop in meetings will not be available. The faculty in this department practice an open door policy. You are always welcome to visit with any one of us at any time regarding your classes, your performances, and your academic progress. It is a good idea to make an appointment ahead of time, but, generally, if we are in our offices, we will be happy to see you.

FACILITIES (ISOM HALL, SOUTH OXFORD CENTER, FULTON CHAPEL, MEEK AUDITORIUM, TURNER CENTER DANCE STUDIO)

It is important that we take pride in the appearance of our facilities and maintain their functionality. Take good care of the buildings, the instructional spaces, and the equipment. No food or drinks, other than water, are allowed in the performance studios. Eating in the classrooms is not allowed. Students may eat in designated spaces such as the green room at the South Oxford Center as long as they clean up after themselves. This privilege may be revoked at the faculty's discretion. Throughout the pandemic students will not be allowed to congregate in our buildings. Students should enter the buildings when it is time for class and should exit immediately following unless they have a class related reason to remain in the space. **Students are always welcome in Isom Hall and the Film Production Facilities; however, please remember that the front office is a professional work place and you will be expected to behave accordingly. Similarly, please remember that the lobby is just outside of the front office and respectful behavior is expected.**

THE PROGRAMS

The BACHELOR OF ARTS Degree: The BA is designed for students with a wide range of interests in the theatre and a desire for a broad and diverse liberal arts education. We recommend this program to students who are interested in pursuing a career in directing, stage management, dramaturgy, teaching on the secondary or college level, or a graduate degree in one of theatre's academic areas (history, literature, criticism), as well as students who are interested in a broad array of theatre disciplines. The structure of the Bachelor of Arts degree also allows the

ambitious student to pursue a double major. BA students are eligible for all of the performance, design, technology, and management opportunities available to BFA students.

The BACHELOR OF FINE ARTS Degree: The Bachelor of Fine Arts degree in Theatre Arts is available with two different emphases, Acting for Stage & Screen and Design & Theatre Production. Additionally, the department offers a Bachelor of Fine Arts in Film Production. The current requirements for the different emphases are available online on the Department of Theatre & Film website or through your advisor.

The BFA is designed to prepare the student, as thoroughly as possible, to pursue a career in theatre, film, or closely related professions. The focus of the program is much narrower than that of the BA. The BFA involves specialization in a particular area of theatre or film and requires considerable practical work in that area. Continuing demonstrations of progress toward professional competence are required to remain in the BFA programs. The status of BFA candidates who receive a grade lower than a B- in courses in their areas of concentration will be subject to faculty review, and dismissal from the BFA program could result.

Portfolio Reviews, Performance Juries, and Interview panels:

BFA Acting for Stage & Screen emphasis: Students must audition for admission into the BFA Acting for Stage & Screen emphasis. Students audition for the BFA Acting for Stage & Screen programs before the beginning of each academic year. Reviews of student progress will be held at the end of each semester to ensure that all candidates are progressing at a satisfactory rate

BFA Design & Theatre Production emphasis: Students are selected for the BFA Design & Theatre Production emphasis based on an interview and portfolio review with design faculty. Success in this review is necessary for admission into the BFA program. Portfolio reviews are held at the end of each semester to ensure that all Design & Theatre Production BFA candidates are progressing at a satisfactory rate.

BFA in Film Production: Students are selected for the BFA in Film Production emphasis through the submission of a statement of intent, up to three samples of films that you have made, and a creative writing sample. Reviews of student progress will be held at the end of each semester to ensure that all candidates are progressing at a satisfactory rate.

All majors will undergo a review at least once a year.

All BFA students not meeting academic or departmental expectations during the course of a semester will be put on probation at the end of the semester. At the end of the following semester the student's progress will be reviewed. A decision will be made, based on the progress of the student, as to whether or not the student will continue in the program. In egregious situations, a student may be removed from a program after one semester of failure to meet expectations.

THEATRE MERIT SCHOLARSHIPS

Theatre Merit Scholarships are awarded on the basis of demonstrated promise as a theatre practitioner. Those of you who are attending University on a Theatre Merit Scholarship should understand, however, that there *is* an academic element involved in maintaining the scholarship. There are four basic requirements for the renewal of the scholarship from semester to semester (*please note that the expectations for design & theatre production students may differ – students should refer to their scholarship agreements*):

1. Maintain a 2.5 grade point average for all courses each semester.
2. Achieve a grade of C or better in all theatre courses.
3. Satisfactorily complete all curricular and co-curricular requirements established by the Department of Theatre Arts.
4. Declare a theatre major
5. All scholarship students are required to serve as an usher for any production in which they are not in the cast or crew.

Theatre Merit Scholarships entail a production service responsibility. We expect all Merit Scholarship holders to make a substantial contribution in at least one production each academic year. This contribution could include performance, director assistance, choreography, production crew, stage management, design, theatre production hours, publicity/house management assistance, dramaturgy, and cinema production. Any production work that you are undertaking for course credit will not count toward your scholarship obligations. You are required to notify Michael Barnett, Chair, of your production contribution each semester. If you fail to meet these requirements (academic *or* service) in any semester, you will be placed on probation for the following semester. Failure to meet the requirements during your probationary semester will result in the cancellation of your scholarship. After a semester of satisfactory work, your scholarship can be restored upon recommendation of the faculty as a whole. You will receive only one probationary semester during your enrollment here. Your scholarship will be cancelled immediately following a second semester of unsatisfactory work. You will be expected to retake any theatre courses in which you receive a grade lower than a C, and you will be expected in *all* semesters to pursue coursework leading to your graduation in a timely manner, in particular your core liberal arts courses.

STUDENT CONDUCT

Students are expected to adhere to the University of Mississippi's creed, which reads as follows:

The University of Mississippi is a community of learning dedicated to nurturing excellence in intellectual inquiry and personal character in an open and diverse environment. As a voluntary member of the community:

I believe in respect for the dignity of each person

I believe in fairness and civility

I believe in personal and professional integrity

I believe in academic honesty

I believe in academic freedom

I believe in good stewardship of our resources

I pledge to uphold these values and encourage others to follow my example.

Evidence of disrespect to fellow classmates in or outside of the classroom that violates this creed will be reported to the Dean of Students.

CLASS POLICIES

Attendance: In all classes, attendance policies will be discussed in your syllabus and should be followed diligently.

Cell phones: Cell phones are not allowed in any theatre class or lab unless otherwise indicated by the instructor of the course or lab.

Dress: Many classes in the Department of Theatre & Film require specific or class-appropriate types of clothing. Dance classes require dance clothing that will be specified by the instructor in each dance class.

Acting classes require clothing that allows complete freedom of movement. Students should not wear skirts or dresses unless they are called for in scene work, and no one should wear shoes that inhibit movement in any way. A great deal of floor work is done, so clothing worn in acting classes will get dirty.

Work clothing is required in many Design & Theatre Production courses, in particular classes involving construction of scenery or costumes. Students working in the shop areas will be given a safety handbook outlining the use of specific safety equipment and procedures for specific shop activities.

Demeanor: Most theatre & film classes are, by their nature, highly personal in approach. Usually attention is given to each individual or small group, in turn. A great deal of what you derive from these classes is found in the instruction given to your classmates. It is imperative that you remain focused on the class work during those times when you are not being given individual instruction. Disruptive behavior will not be tolerated. You will be asked to leave the classroom or studio, given an unexcused absence for the day, and failed in the day's activity.

STUDENT PRINTING & PHOTOCOPYING

There is no student printing or photocopying available in the Department of Theatre & Film. These resources are available in the University Library.

DEPARTMENT LIBRARY

The department houses a small library containing scripts, musical theatre librettos and scores, standard theatre & film reference works, professional theatre directories, magazines and journals, play catalogs, and archival videotapes of previous productions. All of these materials are available to be checked out through the Program Coordinator. Materials can be checked out for up to three weeks. The fine for late return is \$1.00 per day. If you lose a book, you will be charged twice its replacement cost.

PRODUCTION ATTENDANCE

All theatre or film majors are required to see every production of the Department of Theatre & Film including all theatre productions and the UM Film Festival. Since the productions are often the subject of classroom discussion, grade penalties may be imposed if you fail to meet this requirement. Theatre and film majors are entitled to one complimentary ticket for each production, available at the UM Box Office in the Gertrude C. Ford Center for the Performing Arts, 10:00am until 4:00pm, Monday through Friday. Comps are not available at the door. Please check in with the house manager at the end of the performance you choose to attend. A log of theatre and film student attendance for each production will be kept.

DESIGN ASSIGNMENTS

Assignments for realized designs are made on the basis of merit and at the discretion of the design faculty. Your design advisor can provide details of the requirements. Only students who have a GPA of 2.0 (and above) for the previous semester's coursework will be considered for design or technology opportunities.

STAGE MANAGEMENT ASSIGNMENTS

Students who have taken or are taking stage management courses are given priority to stage manage Department of Theatre & Film productions. Since there are often fewer students in the stage management courses than there are productions, stage management assignments will often be made from a pool of volunteers. Students wishing to volunteer to serve as a stage manager for a production should see Jared Spears. You will not be assigned to stage manage a show unless he is confident of your qualifications to do so. Only students who have a GPA of 2.0 (and above) for the previous semester's coursework will be considered for stage management assignments.

CREW ASSIGNMENTS

All students enrolled in Basic Lighting & Sound Technology (THEA 270), Introduction to Stagecraft (THEA 271), or Introduction to Costumes for the Stage (THEA 272) and all students enrolled in the Technology Labs (THEA 338 and THEA 339) are required to serve on a running crew for one production per semester. The instructor of your course will assign you to a

production within the first two weeks of the semester.

USHERING ASSIGNMENTS/HOUSE MANAGERS

All students enrolled in THEA 120 as well as those who have Theatre Merit Scholarships are required to usher. House managers are appointed by the chair.

DEPARTMENTAL PRODUCTION POLICY

If a cast, crew, or production team member involved in any Department of Theatre & Film production is late or absent to a rehearsal, a meeting, a costume fitting, or any other production related responsibility without prior notice, the production member will meet with the Production Manager and be assigned one hour of departmental service. If the production member is late or absent a second time, the student will meet with the Production Manager and be assigned two hours of departmental service. If a student is late or absent a third time, the student will not be eligible to take part in a departmental production the following semester. Students receiving a departmental scholarship will be put on probation.

The only excuse for missing a rehearsal, a meeting, a costume fitting or any other production related responsibility is illness. If prior commitments create conflicts, those should be resolved before rehearsals, meetings, or fittings begin. If you are too sick to come to a rehearsal, a meeting, a costume fitting or any other production related activity, it is your responsibility to report your illness to the stage manager as soon as possible and as far in advance as possible.

AUDITIONS

Department of Theatre & Film auditions are competitive and open to all who wish to participate, including all university students and members of the Oxford community. Preference in casting is not given to anyone, nor should it be expected. Casting for the department's productions is done from the general audition's callbacks.

All Performance BFAs and Performance Merit Scholarship holders are required to audition regardless of emphasis. All performance BFAs are required to audition every semester and accept casting. Exceptions may be made in hardship cases as approved by the Chair **before** general auditions take place. Failure to adhere to this policy will result in probation in the BFA program or denial of the BFA degree in the spring semester senior year.

Only students who have a GPA of 2.0 (and above) for the previous semester's coursework will be considered for casting.

BA students whose interest is not performance are encouraged to participate in productions. Their participation will be tailored to their interests (stage management, dramaturgy, design, theatre production, film production, dance, etc.).

Auditions for dance productions and film projects will be announced as they become available.

REHEARSALS

There is a regular evening rehearsal period for Department of Theatre & Film productions. These rehearsal periods are seven days a week. Each week day rehearsal period will not exceed four (4) hours. Weekend rehearsal hours are at the director's discretion and will not exceed eight (8) hours a day. Technical rehearsal schedules differ significantly from the traditional rehearsal schedule and may begin as early as 6:00pm on weeknights with the weekend schedule often requiring your presence for up to ten (10) hours. You will be provided a technical rehearsal schedule at the beginning of your rehearsal period.

All rehearsals end by 10:30 pm, in the interests of the personal and academic health of the students. All directors in the department are expected to observe this rule, as are all students. You need rest to function well as both a student and a theatre or film artist.

PERFORMANCE PROCEDURES AND PRACTICES

Rehearsals: Cast members are expected to be in the theatre at least ten (10) minutes prior to call. Be sure to notify the stage manager of your arrival and keep the stage manager informed should you leave the building for any reason.

No food or drink should be brought inside the theatre. Water in a closed container is the only exception. There should **never** be any liquid of any kind on the stage, except as a prop.

Actors are expected to be off-book by the time set by the director. Generally, this will be the second time a scene is worked. You cannot begin to act with a book in your hand.

It is the actor's responsibility to keep all costume fitting appointments. Although the stage manager should inform you of production-related appointments, be sure to check the call board on the first floor daily. When the costume shop requests times when you are free for fittings, be sure to remember that the usual fitting takes at least 30 minutes.

The only excuse for missing a rehearsal is illness. If prior commitments create conflicts, those should be resolved before rehearsals begin. If you are too sick to come to rehearsals it is your responsibility to report your illness to the stage manager as soon as possible and as far in advance of the rehearsal time as possible.

During the rehearsal, when you are not on stage, refrain from loud and distracting behavior.

Performances: Cast members are expected to be in the theatre at least 10 minutes prior to call. Be sure to sign in upon your arrival and tell the stage manager if you leave the building for any reason thereafter.

No food or drinks (aside from water) are allowed in the dressing rooms.

No actor is allowed to leave the theatre in costume.

The house opens 30 minutes before the performance time. Be sure that you have completed all onstage warm-ups, combat sequence marking, and prop checks prior to this time.

Maintain strictest silence offstage once the house has opened. Our theatres have very resonant wing space. Oftentimes a backstage whisper can be heard in the auditorium.

Strike: Cast and crew members are required to participate in strike at the discretion of the Technical Director. Your strike assignment will be made by the Technical Director and communicated to you by the Stage Manager. Your presence is required until you are officially released by the Technical Director.

PRODUCTION PROCEDURES AND PRACTICES

Production meetings: *Throughout the pandemic the schedule of meetings may differ from those indicated here.* Production meetings can be held on Tuesdays and Thursdays from 12:15 pm until 1:00 pm or from 4:00 pm until 5:00 pm and are scheduled according to the production schedule and the availability of the necessary personnel. The director, stage manager, all designers and assistant designers, the prop master, the master electrician, the technical director, the assistant technical director, and the choreographer, if there is one, are required at the meetings.

Student designs: All design work must be completed by the due date. Failure to complete designs on time will be a factor in determining future design assignments and scholarship awards. Designers are expected to maintain close communication with directors and other collaborators, to assure that everyone is kept up-to-date on all production decisions and progress. Designers are expected to attend selected rehearsals throughout the rehearsal process. A calendar of expected deadlines will be presented to each designer.

Production Assignments: Production assignments (property master, assistant technical director, scenic charge, master carpenter, scenic designer, lighting designer, master electrician, costume designer, costume technologist) are made by the design faculty and chosen from among the design / theatre production students on the basis of their interest, skills, merit, and experience.

Shop work: Shop hours vary per week each semester. In most weeks BFA Design & Theatre Production students are expected to be in the shops Tuesday-Thursday from 1:00-4:00pm. During “build” weeks, BFA Design & Theatre Production students are expected to work in the shops for 15 hours with a schedule defined by the student and the head of the appropriate shop. All BFA Design & Theatre Production students are expected to supply their own tools as necessary (i.e. a crescent wrench in the electrics shop, tape measure & goggles in the scene shop, fabric scissors, seam ripper, tape measure, etc. in the costume shop).

Strike: All design majors must attend strike for every production.

GENERAL TECHNICAL REHEARSAL SCHEDULE

The technical rehearsal schedule for Department of Theatre & Film productions will be provided to the crew and cast at the beginning of rehearsals. Technical rehearsals may include:

Crew watch: This involves the director, the stage manager, the entire cast, and all crew members, and is designed to give the crew an opportunity to see the show from the house. In addition, crew information is gathered by the stage manager, and basic instructions are given to the crew involving sign-in, backstage conduct, backstage attire, etc.

Sitzprobe (Sing-through rehearsal), if needed: If the show is a musical, this rehearsal is usually scheduled in the morning or very early afternoon. It involves the director, the stage manager, the cast, the music director, and the orchestra. The actors sing the show through on stage, while the orchestra performs from the pit. This allows them to adjust to each other and to the space, and aids in setting volume levels. This rehearsal is usually controlled by the music director.

Tech/Dress notes: Immediately following each Tech/Dress rehearsal, there will be a meeting involving the director, stage manager, technical director, and all designers where notes taken during the run-through are given and discussed. All cast and crew are required to remain for notes until they are dismissed by the stage manager.

General notes regarding Tech/Dress rehearsals:

Crews are required to wear shop attire during tech rehearsals and to wear black long-sleeved clothing beginning with the first dress rehearsal.

During tech and dress rehearsals the cast and running crew must remain backstage. The house is off limits.

The call for running crew is usually set at an hour before the house opens, but that may be adjusted depending upon the scale of the show.

A typical technical rehearsal schedule follows:

Seven days before opening:	Crew Watch	Crew called at 6:30pm for a 7:00pm rehearsal
Six days before opening:	First Technical Rehearsal	11:00am-3:00pm, 5:00pm-9:00pm
Five days before opening:	Second Technical Rehearsal	11:00am-3:00pm, 5:00pm-9:00pm
Four days before opening:	Off	
Three days before opening:	First Dress Rehearsal	Cast called at 6:00pm to get into costume, Rehearsal begins at 7:00-7:30pm depending upon the needs of the costumes
Two days before opening:	Second Dress Rehearsal	Cast called at 6:00pm to get into costume, Rehearsal begins at 7:30pm
One day before opening:	Final Dress Rehearsal	Cast called at 6:00pm to get into costume, Rehearsal begins at 7:30pm

This schedule will be modified as necessary for each production.

STRIKE

When necessary, the strike takes place immediately following the final performance and you will be advised of this when you receive the technical rehearsal schedule at your first rehearsal. In these instances, the cast, all crews, and all design majors are required to participate in the strike unless excused by the technical director. Be sure to bring clothing and footwear that are appropriate to a strike (open-toed sandals, flip-flops, etc., are not allowed). You will get dirty; dress accordingly. *During a strike a lot of dangerous work goes on in a short amount of time. Be sure you are aware of everything going on around you. The fast pace of the work and your enthusiasm over concluding a successful run does not change the need to pay attention and follow all of the rules for working in the theatre and with power tools. Pay extra attention to nails in wood and debris on the floor.*

PHOTO CALL

Production photo call for a show's designers will be scheduled for each production. A total of 16 photos will be posed. Each designer and the director will submit a prioritized list of 16 shots to the stage manager before the final dress rehearsal. The stage manager will select the first two shots suggested by each designer and choose the remainder of the poses, up to the total of 16, to best satisfy everyone's requests. A list of the shots will be posted before photo call. The shots will be set up in inverse order of their appearance in the show, or in such a way to release the most people as quickly as possible. All actors and crew (with the exception of sound) are expected to remain throughout the photo call and to facilitate the changing of costumes, scenery, and lights. Every effort will be made to set up all 16 shots, but once the first shot has been set up, the duration of the photo call will not exceed one and a half hours.

USE OF DEPARTMENTAL SPACES

Throughout the pandemic studio spaces, and other Department of Theatre & Film facilities, will only be available for the purposes of classes and course-related work. The performance studio spaces (Isom 202 and 302) are available to students for individual or group practice and rehearsal. Priority is given to those students who reserve the spaces in a timely manner. To receive priority, students must reserve the space at least one week in advance. The reservation schedule will be available online via the departmental website. Department of Theatre & Film productions take precedence; if a mainstage production needs a studio space, any scheduled (non–Department of Theatre & Film) rehearsals must find an alternative location.

All students who use the performance studios are responsible for clearing the performance area and removing any garbage left in the room. You are expected to leave the space as you found it. Failure to do so may result in a revocation of your privilege to use the spaces.

The editing lab and design lab are open Monday through Friday 8am to 5pm, and students are welcome to use the labs when they are not being used for classes or meetings. These spaces may be made available at additional hours. Students will be notified if this is the case. The film equipment cage will have its hours posted outside of its location.

PROTOCOLS AND PROCEDURES

These protocols and parameters contain recommended health and safety protocols that need to be accomplished and maintained in order for the University of Mississippi's Department of Theatre & Film to maintain on-campus instruction. To ensure data-driven decisions and minimize an intuitive approach, we are relying on guidance provided by a number of the professional unions representing our industry, as well as studies being conducted by researchers from the University of Colorado Boulder and the University of Maryland (<https://www.nfhs.org/media/4029952/preliminary-testing-report-7-13-20.pdf>). The testing results, which focus on the performing arts, are relevant to the department both in production and classroom settings.

It is impossible to eliminate all risk of infection, however, we are doing everything that we can to mitigate the risks of contracting COVID-19. The protocols outlined in this document are consistent with those being utilized at campuses across the nation. We anticipate further guidance in the near future based on an aerosol study being completed at the University of Colorado.

The Department of Theatre & Film is offering many face-to-face and hybrid courses during the fall 2020 semester. We will utilize space in Isom Hall and the South Oxford Center film production facility in a new and controlled manner, as well as Fulton Chapel, Meek Auditorium, the Turner Center Dance Studio, and Paris-Yates Chapel for performance classes. These spaces will provide significant room for enhanced social distancing. Some class sessions, weather permitting, may be held outside. If at any point a student is unable to participate face-to-face, accommodations will be made for the learning process to occur remotely.

The expectations that are outlined in this document are in addition to the University of Mississippi's Return to Campus Plan for fall 2020 (<https://coronavirus.olemiss.edu/campus-ready/>). This document is intended for all members of the Department of Theatre & Film (faculty, staff, and students) as well as anyone else who may need to enter our facilities.

We anticipate that these guidelines will evolve in response to the severity of the pandemic and regulations set by university, local, state, and federal authorities. We will continue to update our plans and procedures to ensure we are always putting safety first.

Building Access

- Appropriate face coverings (as defined by the CDC – follow CDC guidelines for wearing face coverings correctly) must be properly worn in all indoor spaces where other people may be encountered, including classrooms, hallways, common areas, restrooms, etc.

- If a student refuses to wear a mask, the student will be directed to leave the building. If necessary, the faculty member has the ability to dismiss the entire class from the class session if the student refuses to comply or if disruptions persist. These actions will have academic consequences to the student. Those academic consequences will be determined by the faculty member. Additionally, the faculty, staff, or authorized personnel will write a detailed Maxient report which may lead to additional conduct based consequences for the student.
 - All activity in facilities operated by the Department of Theatre & Film will be scheduled in advance (e.g. published class time, scheduled rehearsal, scheduled film shoot).
 - Any business that can be accomplished without entering one of these facilities is encouraged to be undertaken remotely.
 - Faculty and staff are encouraged to work remotely where possible.
 - Students will wait outside the buildings and will not be allowed to congregate in the buildings before or after classes or related activities. This includes congregating in common meeting areas and the green room in the film production facilities.
 - Masks must be worn inside the facilities. Exceptions to this requirement are limited and detailed below.
 - When entering the facilities go directly to the assigned space.
 - Where appropriate, follow the signage that indicates the one-way traffic pattern in the building and adhere to appropriate social distancing at all times.
 - Students are encouraged to rehearse in their living quarters or outside.
 - Pianos in the facilities should only be played by approved faculty members.
 - Note that room capacities are significantly reduced. These revised capacities must be observed.
 - Hand sanitizing stations will be placed in prominent locations throughout the facilities.
 - Everyone should wash their hands frequently with soap and warm water for at least 20 seconds. This includes when entering and exiting classrooms and facilities, before eating, after blowing their nose, coughing, sneezing, or touching their face. All individuals should avoid touching their eyes, nose, and mouth.
 - Students, staff, and faculty are required to self-screen daily using the UM COVID-19 Daily Symptom Checker (https://uofmississippi.qualtrics.com/jfe/form/SV_eKH25jxIIHAr8A5). Use of the symptom checker should occur before arriving on campus or before leaving campus housing.
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Film Production Equipment and Cage

- Equipment must be reserved at least 24 hours in advance through the reservation system. There will be no same day checkouts.

- The individual checking out the equipment will be responsible for cleaning/sterilizing the equipment prior to returning it. Supplies will be provided and the hallway outside the cage may be utilized for this purpose.
 - Gloves must be worn while sanitizing equipment prior to return.
 - The equipment cart must be sanitized after each use.
 - While on location, students will only touch the equipment they have checked out.
 - Equipment must be sterilized (wiped down) before being returned to its case.
 - Sterilizing of equipment must follow the provided guidelines.
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Classroom Protocol

- When students are not performing, talking should remain at the lowest volume possible and only occur when related to the academic content of the class or related activity currently taking place to minimize aerosols and droplets.
 - Capacities for classroom activities have been set for each room. The furniture layout has been designed to reflect best practices related to health and safety and should not be moved.
 - Do not enter a classroom or rehearsal space unless you are scheduled for a class or rehearsal.
 - Interior doors should remain open as frequently as possible.
 - Faculty and students will be responsible for cleaning desks and other work surfaces using disinfectant and towels or disinfecting wipes after each class or related activity. Cleaning wipe stations will be located in each facility.
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Cleaning and Sanitizing

- Facilities Management will continue to provide general maintenance and cleaning of the facilities.
 - Faculty and students will be responsible for cleaning desks, work surfaces, and other high-touch surfaces (e.g. chairs, doorknobs, light switches) using disinfectant and towels or disinfecting wipes after each class or related activity. The department will utilize an electrostatic sprayer within our facilities as needed.
 - Cleaning stations will be available in each facility. Faculty and staff should utilize supplies available at these stations for the cleaning of their offices.
 - Disinfectant and a towel or disinfecting wipes will be made available in the front office for use in cleaning the copy machine after use.
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Ventilation

- All classroom and rehearsal facilities will be reviewed for ventilation functionality to ensure adequate air exchange. Supplemental mechanical solutions such as HEPA air purifiers will be installed where necessary.
 - Based on the preliminary recommendations of the International Performing Arts Aerosol Study (<https://www.nfhs.org/media/4029971/preliminary-recommendations-from-international-performing-arts-aerosol-study.pdf>) the following are important considerations (while this study primarily focuses on the application of musical instruments, it pertains to all performing arts):
 1. Indoor spaces will ideally have an elevated exchange rate from HVAC.
 2. Indoor spaces with typical indoor exchange rates from HVAC will ideally include recirculation through MERV 13 filters or the addition of appropriately sized HEPA air filters.
 3. Ventilation parameters should aim to be consistent with guidelines established by the Association for Heating, Ventilating, and Air-Conditioning Engineers (ASHRAE) during COVID-19 (<https://www.ashrae.org/technical-resources/resources>).
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Editing Lab

- Social distancing must be maintained at all times in the editing lab.
 - Students will be responsible for signing up for time to use the editing lab outside of class. There will be limited seats available and registration should occur in advance.
 - Students utilizing the film editing lab are responsible for sterilizing their workstation before exiting the lab. Cleaning supplies will be provided.
 - The editing lab is to only be used for editing and film-related coursework that requires software unavailable in other computer labs on campus.
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Advanced Editing Suites and Foley and Control Rooms

- The advanced editing suites and foley and control rooms require reservations for use.
 - The computers in the control room and editing suites must be cleaned after each use.
 - Microphones used in the foley room will be checked out to the individual who will be using the microphone and must be cleaned before return. These microphones should not be handled by any other individuals.
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Use of Facilities by Non-Departmental Entities

- At this time, non-departmental activities, including rehearsals, will not occur within our facilities.
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Performances

- At this time, Department of Theatre & Film performance venues are not open to the public and will only be utilized for the purposes of classes. The department will focus on presenting works through digital formats.
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Acting Courses

- Temperature checks may be administered upon arrival to the classroom facility.
 - Students may be asked to respond to a verbal symptom check, consistent with those put forward by the CDC, at the beginning of class.
 - Any student with a temperature of 100.4° F or higher, who responds in the affirmative to any questions as part of the symptom checker, or who otherwise exhibits symptoms (e.g. a persistent cough) will be directed to not enter, or leave, the classroom, self-isolate, and contact University Health Services as soon as possible.
 - Masks must be worn at all times.
 - Teaching space must accommodate social distancing of at least 12'-0" unless this is not possible as part of the course work.
 - A faculty member may approach a student to perform a physical adjustment (e.g. faculty may place their hands on the back of the student's head to help them sense proper alignment). When the faculty member conducts this adjustment they will be required to wear gloves, which will be replaced between work with each student, as well as a surgical grade mask. Both the faculty member and student will remain masked during this process.
 - For mock audition sessions, or video sessions, students may choose to video their audition without a face covering. We will work to find an adequate space for this activity, and only one student will be in the room at a time, with ample time following each session for the air to disperse before another student enters the room.
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Vocal Lessons and Courses

- Temperature checks may be administered upon arrival to the classroom facility.

- Students may be asked to respond to a verbal symptom check, consistent with those put forward by the CDC, at the beginning of class.
 - Any student with a temperature of 100.4° F or higher, who responds in the affirmative to any questions as part of the symptom checker, or who otherwise exhibits symptoms (e.g. a persistent cough) will be directed to not enter, or leave, the classroom, self-isolate, and contact University Health Services as soon as possible.
 - Snug fitting masks and face shields must be worn at all times (surgical-grade disposable or 3-layer cloth masks are preferred).
 - There will be a plexiglass shield around the piano for the instructor.
 - Back to back lessons will alternate individual students between Isom 202 and 302, with the professor moving from room to room. (No more than 2 people in the room at a time).
 - For group lessons students will practice social distancing and sit spreading out in the facility.
 - Each student who sings will be at least 20'-0" from any students or instructors.
 - Where working in small groups (2-3 students) students will keep a face mask and shield on at all times while maintaining at least 20'-0" of physical distance between themselves and other students.
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Dance Courses

- Temperature checks may be administered upon arrival to the classroom facility.
 - Students may be asked to respond to a verbal symptom check, consistent with those put forward by the CDC, at the beginning of class.
 - Any student with a temperature of 100.4° F or higher, who responds in the affirmative to any questions as part of the symptom checker, or who otherwise exhibits symptoms (e.g. a persistent cough) will be directed to not enter, or leave, the classroom, self-isolate, and contact University Health Services as soon as possible.
 - Masks must be worn at all times.
 - Students will be required to sanitize their hands before entering the dance studio.
 - Students will be required to maintain appropriate social distancing at all times.
 - Dressing rooms will be closed although the restroom will remain available.
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Film Production Courses

- Temperature checks may be administered upon arrival to the classroom facility.
- Students may be asked to respond to a verbal symptom check, consistent with those put forward by the CDC, at the beginning of class.

- Any student with a temperature of 100.4° F or higher, who responds in the affirmative to any questions as part of the symptom checker, or who otherwise exhibits symptoms (e.g. a persistent cough) will be directed to not enter, or leave, the classroom, self-isolate, and contact University Health Services as soon as possible.
- Students should avoid the use of paper materials in the classroom and on set, when possible. Pre-production and production materials should be made accessible to cast and crew in a digital format. When paper materials are necessary, each cast or crew member should have their own copy to avoid sharing.
- When possible, students should film outdoors when on location. If filming indoors is necessary, spaces must be large enough to accommodate social distancing practices and all crew must wear a mask.
- Carpooling to/from filming or class must be avoided. Each crew or cast member should make their own way to set, preferably in their personal vehicle.
- Health and safety meetings (run by the 1st AD or Producer) to discuss COVID-19 protocols are mandatory at the beginning of each production.
- All food on set should be pre-purchased (cannot be homemade) packaged meals and snacks. Craft services must not be located near high-traffic areas. Cast and crew members must serve themselves and avoid touching other food packaging.
- When on set, crew members must avoid touching any equipment outside of their own department. Each department must be responsible for sanitizing their own equipment at the end of each day or before each company move.
- Cleaning supplies must always be available on set.

This document has been created in consultation with the Department of Music at The University of Mississippi and much of the language is mirrored in their protocols. The Department of Theatre & Film appreciates their willingness to freely share their work in this regard.