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# WELCOME



## Welcome to The Theatre Program!

**T**his Handbook is to help you make the transition to being a theatre major at Southern Miss by providing you with information and resources you will need in the major. This Handbook has answers to your questions! Our goal is for your college years to be a success, so let this guide help orient you to your new home. Cheers to the next four years of exploration, creation, learning, and performing.



# GENERAL INFORMATIC



SCHOOL OF PERFORMING & VISUAL ARTS:

**T**he School of Performing and Visual Arts (SPVA) houses the Theatre Program. At USM, the Theatre Program is part of a larger school that includes the Art and Design Program and the Dance

## Bachelor of Fine Arts (B.F.A.) in Theatre Acting emphasis

### Focused curriculum

The Bachelor of Fine Arts, Acting program is designed for students who are serious about specialization in acting, with an eye toward professional acting or further study at the graduate level.

Acting classes are diverse and offer a variety of specialized subjects for study. The faculty are Stanislavski-based but use a range of methods, including Meisner, Hagen, Cohen, and Shurtle. Classes in acting at Southern Miss go far beyond the usual beginning, intermediate and advanced standards. Fundamentals of acting and intermediate acting cover the essential dual foundation of freeing the actor's creativity and technique. Improvisation further frees the actor and sharpens impulses and timing, along with sensitivity to a partner. BFA Lab (Intermediate II) challenges the actor to work collaboratively and focus on individual needs within a larger group project. The art is further explored in Period Acting Styles that explore the research tools, voice, movement, and special decorum required in period pieces. The finishing touches are found in a course devoted to audition process, which is the link between the educational training and the "real world" of professional acting in theatre, film, television, and related fields. Time and attention are given to headshots, résumés, agents, and other aspects of the business of acting. Both voice and movement classes are fully integrated with the acting curriculum. Course offerings include Voice for the Actor, Stage Dialects, Introduction to the Musical Theatre

Performer, Advanced Voice for the Actor, and Advanced Musical Theatre Performer. Additional voice lessons and choir classes are also offered as an option through the School of Music. Movement Classes include Commedia dell'arte, Yoga, Suzuki, Alexander Technique, Feldenkrais, Neutral and Character Mask, Tai Chi, Laban, Armed and Unarmed Stage Combat. BFA Candidates may also take courses in the Dance program, including jazz, tap, modern, ballet, improvisation.

## Bachelor of Fine Arts (B.F.A.) in Theatre Design and Technical Theatre Emphasis

### Focused curriculum

The Bachelor of Fine Arts, "Design & Technology" program is designed for students who are serious about specialization in one or more areas of design and technology with an eye toward professional careers or further study at the graduate level.

B.F.A. students are expected to take more classes in the specific areas of design and technology and to be more actively engaged in production than their Bachelor of Arts counterparts. The available coursework includes stagecraft, introduction to scenic and lighting, scenic design, advanced scene design, stage lighting, advanced stage lighting, stage sound design, introduction to costume and makeup, intermediate makeup, costume design, costume design studio, advanced theatrical makeup, and a wide variety of design and technology laboratories. The curriculum and production demands on B.F.A. design and technology students are intense. One of the identifying characteristics of such students is the way in which they take on leadership roles in pro-

duction in the third and fourth years of study. The most

## FACULTY CONTACT INFORMATION

Faculty office hours are posted in syllabi and outside their offices each semester. If you cannot meet during the faculty member's office hours, you may make an appointment.

Robin Aronson  
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TAD 201A



## THEATRE AUDITION GUIDELINES

**T**he USM Theatre Program holds two general auditions for their mainstage /studio productions every year, one for each semester. All USM students are eligible to audition. At the general auditions you are auditioning for up to three shows at once. Read the plays in advance so that you know the material and can shape your audition choices. General Acting Auditions for the fall semester usually take place the week that fall classes begin. General Acting Auditions for the spring semester take place around Thanksgiving break.

Acting Auditions: Prepare a 1-minute monologue of your choice. Time yours to 40-50 seconds to allow room for time variation and transitions. Your introduction is not timed.

- Sign up for an audition time slot and fill out/turn in an audition form. Sheets are posted in/outside the Main Office, room 201. Sign up EARLY. New students have the first hour. Audition slots will be grouped by ½ hour or hour groups to be “on deck” in the Greenroom.
- Choose a monologue from a published theatrical play (not one from the season) as opposed to something you wrote yourself, a film, or your favorite television show.
- Choose something that showcases you at your best and stick to your ability, age range, and genres within your experience and training. Stay away from overly offensive pieces. Swearing is fine as long as it is intrinsic to the character and not used as shock

drama. Shape choices to the shows we are doing. Rehearse and memorize your monologue and perform it for someone before the audition date. Stay in the downstage area. Choose a focal point for the person you are talking to that is near or just beyond the auditors (not the auditors themselves or an on-stage focus).

Musicals: When a musical is on the season for that semester, singing auditions may be combined with the general acting auditions or they may be held separately.

- If they are combined, you will have a choice between the 1-minute acting monologue only or an extended 90-second audition to showcase a 16-bar song selection.
- If they are held separately, directions will be posted and announced.
- Bring sheet music for the provided accompanist to play your song.

Audition Protocol: Normally, General Auditions are in the Tatum Theatre with only the directors and their assistants present. A time-keeper will raise their hand when your time is up and then say, “Thank you!”

- Arrive at least 15 minutes before your audition time slot (or 1 hour before auditions begin to see the space, walk through your work, warm up, and find your focal point). Check in at the Greenroom. Dress appropriately —avoid a slovenly or overly formal appearance. Unless you are shooting for a particular role or play, skip the hip-hops and platforms, shorts, suits, ties, minis, and tight/revealing clothes.





## ENSEMBLE SHOWCASES

USM Theatre has excellent student ensembles that produce awesome showcases. Sign up! Harlem (celebrating work by and about people of color), PRISM (dedicated to LGBTQ+ theatre), Fight Club (stage combat training and performance group), Skip the Script (Improvisation Troupe), Writers@Play (playwright's workshop group), Stand-Up USM (comedy club), and APO (Alpha Psi Omega national honorary society events, including the APO New Play Festival since 1995). All groups include new students!

## GRADUATE DIRECTING PROJECTS

Every spring, a first-year MFA Directing Candidate puts

## DESIGN ASSIGNMENTS AND OPPORTUNITIES

Everything that the audience sees and hears on stage in relation to the actors is there by design. Every mainstage and studio production will have a designer in the area of costumes, lighting, sound and scenery. The Design and Technical Faculty assign these very important roles.

If you are interested in designing, you should talk to the faculty member in charge of the area for which you would like to be considered. Typically, designs are only assigned to graduate students or BFA D & T students that have shown skill and promise in their design classes or as assistant designers; however, consideration has been given to non-BFA students who express interest and skill. Agreeing to complete a design for one of these productions is a huge responsibility and requires a significant amount of work and dedication. Students should carefully consider their class load or outside obligations to family or work before taking on a design.

Assignments are made only by the faculty and are based on many factors. Showcase proposals are not assigned to designers. There may be some opportunities to design lights and costumes for the dance concerts. These are also assigned to students only by the D & T faculty in consultation with the dance program. This is to avoid confusion in the shops and to be able to control inventory and equipment. If you are at all interested in getting into design, simply meet with one of the D & T faculty members to find out how to get involved. There are several opportunities to serve as an assistant to a designer

or in another significant role such as charge artist, props master, master electrician, assistant technical director, wardrobe supervisor.

A word about design and technology work outside of the department: BFA D&T students may find opportunities outside of the department's production work. Students must consult the head of D & T (and their advisor) before accepting any outside work. He/she can help you best determine any conflicts that may arise from participating outside the department. Accepting jobs will not release you from any obligations to class work, practicum or production assignments with the department. We do not want to discourage students from working outside of the department; however, it is very important to be certain that you are not over-committing your time.

## PRACTICUM AND PRACTICUM ASSIGNMENTS

All Theatre majors are required to be involved in production in some form every semester. Practicum, in its broadest sense, is a course credit received for participation in the production process of the Southern Miss the-

- Participation in one of many preparation crews (shops) for a production.

-

The School of Performing & Visual Arts advisor through the University Advisement Center is:

John Faulconbridge  
John.Faulconbridge@usm.edu  
601.266.5221  
Office: LIB 203P

After orientation, Freshman are also assigned a Faculty Mentor from your major, and you are encouraged to reach out to your mentor with any questions prior to meeting with the University Advisement Center. Your mentor will become your advisor after your Freshman year.

All students must meet with their faculty advisors at least once a semester during the advising period to review their degree progress and plan for future semesters. You will discuss classes for the upcoming semester. This is necessary to remove your advising hold – aka, you cannot enroll without it!

NOTE: All students enter the program as a B.A. student. Freshmen will take classes for three (3) semesters as a B.A. before deciding if they would like to pursue a B.F.A. in Performance, or Design & Tech, or stay with the B.A. Transfer students will take classes for one (1) semester before making these decisions. Discussions with your advisors are as to what the best plan is for you to continue will help in this decision.

## END OF THE SEMESTER EVALUATIONS ... aka "Evals"

All theatre majors (B.A. and B.F.A.) must be evaluated/assessed every year. Evaluations occur during the last few weeks of class each semester with B.F.A. students every semester and B.A. students on rotation once per year. Check your USM email for specific dates. Arrive 5-10 minutes early for your appointment, dress professionally and have your materials prepared. Students who fail to participate in evaluations will be put on probationary status for the following semester.

BA student evaluations typically happen in the conference room (TAD 208) or Hartwig Theatre. The sign-up sheet will go up a few days prior to the evaluation day outside of the main office. These evaluations, consisting of two professors from the department, only take about 10 minutes. It is an opportunity for the department to assess your progress in the program. Students are encouraged to discuss educational issues or career goals. You can also use this as an opportunity to get feedback on a resume, headshot, or portfolio. Try to sign-up for a time slot with your academic advisor as one of the evaluating faculty. Be sure to bring a current resume, a printed Degree Progress Report (DPR) and a Goal Sheet (available in the main office).

BFA in Theatre, Acting Emphasis student evaluations include a fully prepared audition piece for the performance faculty, usually held in the Tatum Theatre. They also consist of critical feedback of any work conducted in showcases, classes, or productions. Students should provide a current resume and headshot along with the DPR. Actors should look to these evaluations as oppor-

tunities to learn where they should focus their efforts in the coming semester. Remember, we all want you to succeed. General meetings for this degree plan happen at least once per semester and they are mandatory. BFA in Theatre, Design & Technology Emphasis student evaluations are conducted by the D & T faculty and take place in the design studio (TAD 126). Specific criteria for the each evaluation are posted with the sign-up sheet on the D & T callboard. The evaluations focus primarily on classroom and production progress, resume/portfolio development and discussions of career goals. The final evaluation simulates a professional job interview so the student can receive critical feedback before hitting the job market. Each evaluation session lasts 30 minutes. Students are expected to be well prepared, professionally dressed and punctual.

Theatre Minors do not have evaluations, but they can meet with the Theatre Program Coordinator (PC) or their professors for advice and guidance. Some awesome students have been minors – if you want more feedback we're here for you!

## GRADUATION & CELEBRATIONS

### Applying for Graduation

One semester before graduation, students must apply to graduate. Undergraduate students will complete the application form by logging into SOAR and navigating to the Student Center. Select Application for Graduation in the drop-down list of options under Academics. This form must be filled out online.

An audit to make sure you are set to graduate will be performed prior to the start of the graduation term listed on your application. Undergraduate applicants will be contacted by the Dean's Office via a Preliminary Audit Letter which will be emailed to your USM account. You should review the materials sent as soon as they are received and contact the Program Coordinator regarding any questions you may have regarding the audit. Note: Late fees are applied for undergraduate students signing after the published deadline.

### End-of-the-Year Picnic

At the end of the spring semester, the Theatre and Dance Programs host an annual picnic. This social event is a celebration of the academic year's work. To kick off the picnic, the faculty, staff and students gather to announce awards and scholarships for the coming year. The school typically provides the main course for the picnic and then faculty, staff, and students bring their favorite side dishes, drinks, and desserts. Look for sign-up sheets near the end of the spring semester.

## THEATRE PROGRAM MEETINGS

During the first week of the fall semester, the Theatre Program has a Welcome Back Night celebration for Students, Faculty, and Staff. This is a great way for everyone to meet and greet each other, learn about student organizations, watch a bit of entertainment, and simply welcome in the new school year. The celebration takes place one evening during the first week of classes. This will be announced when the exact date is determined. Keep an eye on your email

for more information.

Each semester all Theatre Majors are required to attend Mandatory Practicum Meetings. These meetings will take place during two (2) afternoons during the first to second week of class. They are mandatory and the exact dates will be sent out via email. The only excuse for missing a meeting is if you have a class at the time of the meeting. Work is not an excuse for missing. The dates will be sent out in time for you to clear your schedule.

The first meeting will be primarily informational. You will receive the “rules of the road” regarding the assignments, fill out practicum forms that give the program the information to help make your assignments, and receive other information as needed from the program. During the second meeting, usually the following week, you will meet with your assigned practicum group (i.e. Scene Shop, Costume Shop, Publicity, etc.) to set up your times for work. Again, both meetings are Mandatory! Keep an eye on your email for dates and further information!

## THEATRE PROGRAM CONFERENCES

Students and faculty from the USM Theatre program participate in a variety of regional and national conferences each year. Each organization that hosts a conference or festival has a different theme or purpose. You can work with your adviser if one seems of interest if you would like to know more.

### Southeast Theatre Conference (SETC)

The information below was taken from the SETC website:  
The SETC Annual Convention is a one-stop-shop

to connect with companies, recruiters, and other like-minded theatre practitioners! Here we present our competitive spring professional auditions, connect students with schools through graduate and undergraduate auditions and interviews, provide one of the largest theatre job fairs in the country, present over 200ke scheduled events, and provide a platform for students to connect with industry professionals. The SETC is a must-attend event for all theatre students and professionals alike. For more information, visit [www.setc.org](http://www.setc.org).

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<https://www.usitt.org/>

Talk with your advisors/mentor about attending USITT.

### The Kennedy Center American College Festival (KCACTF)

The information below was taken from the from the KCACTF website:

The Kennedy Center American College Theater Festival (KCACTF) is a national theater program involving 18,000 students annually from colleges and universities across the country. KCACTF aims to:

- Encourage, recognize, and celebrate the best and most diverse work produced in university and college theater programs;
- Provide opportunities for participants to develop their theater skills and insight, and achieve professionalism;
- Improve the quality of college and university theater in the United States; and,
- Encourage colleges and universities to give distinguished productions of new plays, especially those written by students; the classics, revitalized or newly conceived; and experimental works.

Since its inception, KCACTF has given more than 400,000 college theater students the opportunity to have their work critiqued, improve their dramatic skills, and receive national recognition for excellence. More than 16 million theatergoers have attended approximately 10,000 festival productions nationwide.

<https://www.kennedy-center.org/education/opportunities-for-artists/pre-professional-artist-training/kactf/>

### Production Response

The foundation of KCACTF is production response. Effective theater is assessed by its ability to involve audiences in an experience that is both stimulating and illuminating, which emphasizes the spoken word; physical interpretation of the text; genuine emotions; and relationships between characters. Schools wishing to participate in KCACTF enter at least one production for response.

- USM Theatre enters several productions (4) in the KCACTF Production Response Sessions each year.


### Festivals

In January and February, eight Regional Festivals showcase the finest regional productions, offer workshops, and celebrate students' work. USM Theatre belongs to Region four (4)- The Southeast Region. The National Festival takes place each April. Students participate in workshops with theatre professionals, see productions in D.C., and connect with their peers from across the country.

### LINK

Information below was taken from the LINK SETC/LINK website as well as the Arts Media Website.

Where Master's Candidates and Recruiters Connect: SETC and USITT partner each fall to bring graduate



theatre degree programs together with people considering options for advanced education in one convenient, affordable location for interviews and information exchange. Discover your dream graduate school

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Application deadline: Continuous.

<https://www.usm.edu/undergraduate-research/dcur-funding-opportunities.php>

#### Partners for the Arts Emerging Artist Award

Every Spring, the USM Partners for the Arts awards funding to support an “Emerging Artist.” This funding can be used towards materials, equipment, travel, or professional development. The application is easily completed and you can ask the program coordinator for deadlines and links to the application.

#### THEATRE PROGRAM SCHOLARSHIPS AND AWARDS

##### Foundation Scholarships

Foundation Awards are our named scholarships awarded to student who are in good academic standing. Some Foundation scholarships are designated for certain areas of study within the theatre program. These awards range from \$200-\$4000. To be eligible for a foundation scholarship, students must apply online at:

<http://www.usmfoundation.com/s/1149/foundation/index.aspx?sid=1149&gid=1&pgid=924>

#### Theatre program Special Scholarships and Service Awards

Theatre program Special Scholarships and Service Awards are awarded by to talented and needy students. It is important to keep your GPA up to be eligible! These awards range from \$300-\$6000. Awardees are considered each semester with awards being made for the fall and spring semesters or the spring semester only.



# THEATRE STUDENT ORG & COMMITTEE

## Alpha Psi Omega (APO)

**A**PO is a national theatre honor society. Our department has a very strong chapter with an average of thirty members. It is completely run by and made up of Theatre majors and minors who

### “Stand Up” Comedy

“Stand Up” USM is a safe space dedicated to learning and supporting the creation of comedy while working to develop our fellow students’ comedy sets.

### Writers @ Play

Students who are interested in a workshop group for playwriting.

### SPVA Student Advisory Committee

This student committee includes student representative from each program in SPVA: two undergrad each from Art & Design, Dance, Theatre, and one graduate representative from Theatre. This committee is



## OUR BUILDING (OVERVIEW)

The Southern Miss Department of Theatre and Dance dedicated its new complex in the spring of 2000. The handsome architecture, skylights, and purpose-built spaces provide the students and faculty with a facility that reflects the quality of our program. NOTE: This building is a shared space with Dance and must be respected as such.

The Theatre program's two public performance spaces include the Gilbert F. Hartwig Theatre (a convertible black-box) and the Martha R. Tatum Theatre (a 275-seat thrust stage). These are serviced by in-house scenic, costume and lighting shops, as well as a make-up room, dressing rooms with showers and lockers, and a central greenroom. The facility also houses a wet/dry design studio; a CADD lab for computerized design projects; a rehearsal hall; the Woods Showcase Theatre (70-seat proscenium layout); and graduate student, faculty and departmental offices. All theatre spaces are equipped with full lighting and sound capabilities. These are typically located in the respective theatre's lighting and sound booth.

The Dance program features two very large dance studios, including one that is used for student and alumni concerts, and one converts to a performance space with full lighting capabilities. The building also contains a lounge, reception.

## REHEARSAL SPACES

Room 118 (the Woods Showcase Theatre) and Room 116 (Rehearsal Studio) are the only designated areas in the Theatre building for rehearsal space. The Hartwig and Tatum theatres are for mainstage and studio production related activities and faculty projects. On occasion, the Hartwig may be used by graduate students for other projects, but only with special permission from the technical director.

Rehearsal times for the Woods and the Rehearsal studio can be signed out by students on the board directly outside these spaces.

## THE GREEN ROOM

The Green Room is typically a place where performers and crew can relax while waiting to go on stage. Our green room is available to students of the department as a lounge while we are not in production. There are vending machines, sofas and tables. There are also a few rules:

- Clean up after yourself. The custodial staff is not to be taken for granted. Items left in the sink will be thrown away the next day.
- Do not leave things in the refrigerator long enough to expire.
- You may use the microwave, but the oven is for production use only.
- Take care of the piano.
- Do not leave personal belongings unattended. Anyone that has access to the building can come into the greenroom.





The Makeup studio and dressing rooms are located in



reason. This is considered trespassing by UPD and the repercussions can be serious.

next user must immediately report this to the graduate showcase and space supervisor.

4. Sound and Lighting equipment must be turned off and secured.
5. Students or groups who abuse these policies will be removed from the sign-up sheets for the remainder of the semester.
6. Faculty and Graduate teaching assistants are responsible for ensuring that their classes return all items properly.

#### TECHNICAL REHEARSALS (SHOWCASES/ WOODS)

Dress Rehearsal cue-to-cue will be scheduled by Showcase Coordinator to run all shows in order with ½ hour all-group set-up, ½ hour per showcase, five minutes between each piece to orchestrate transitions, one ten-minute intermission if three or four pieces are approved (no intermission if only two pieces are done), and 15 minutes strike. The Lighting and Sound Tech/Supervisor and Showcase Coordinator will determine the running order of the performances based on technical requirements, ease of transitions, and show.

## USE OF SHOPS/BOOTHS AND EQUIPMENT

The TAD building has fully equipped shops for each area of design and technology.

The Scene Shop, room 130 also houses the Paint and Props areas. This space is located on the first floor adjacent to the Tatum Theatre.

The Costume shop, room 222 can be accessed by taking

Access to the dressing rooms and the adjoining facilities (showers and restrooms) for use throughout the day is permitted. These spaces are reserved for the cast and crew during productions.

During the day, please do not access these spaces through the make-up room, use the hallway entrances instead. Personal toiletries (i.e. soap, towels, razors, shaving cream etc.) may not be left in shared spaces... please use a locker.

#### LOCKERS

The small lockers in the dressing rooms are available to students that wish to keep a change of clothes for movement class or work in the shop. You must provide your own lock and the department is not responsible for any personal property left in the lockers. All lockers must be vacated at the end of each semester. Locks will be removed and locker contents will be disposed of during winter and summer break. The large lockers in the dressing rooms are reserved exclusively for production use by the costume area.

#### PROFESSIONALISM POLICY

The Theatre Program in the School of Performing and Visual Arts supports the following "Code of Student Conduct" from the University website and will adhere to all regulations from the document in the link below.

#### Code of student conduct

The Code of Student Conduct has been established to foster and protect the core missions of The University of Southern Mississippi, to foster the scholarly and civic

development of the University's students in a safe and secure learning environment, and to protect the people, properties and processes that support the University and its missions. The core missions of the University are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the University are central to these missions Link to the full USM Code of Student Conduct.

<https://www.usm.edu/student-affairs/codeofstudentconductdocument2020.pdf>

#### SOCIAL MEDIA POLICY

While the use of social media extends and activates a variety of possibilities for teaching, learning, and communication of departmental events, inappropriate use of these tools that is deemed detrimental to the USM Theatre Program should be avoided. This includes but is not limited to, inappropriate posts to Facebook, Twitter, Instagram, internet posts and the use of other collaborative tools in ways that counter the aims and mission of the USM Theatre Program. This document provides guidelines for best practices in the appropriate use of social media and should be followed as a means to hold the university, the department and its faculty and students in the most positive regard. The below practices express our expectations for all Theatre majors.


## Best Practices

1. Social media is not appropriate for communication from instructor to student and student to student with information in relation to course content. It is required that all such correspondence happens over the USM email system. On occasion, and for the sake of emergencies, social media (including text messaging) can be utilized to formulate immediate correspondence between student and instructor; however, all such correspondence should be supplemented with communication through USM email accounts.
2. Although it may be appropriate for students to post material online, students should be reminded that material on websites and material posted to social media sites are open to the public domain.
3. If a student wishes to upload choreography or photographs to Facebook, YouTube, Twitter, Instagram, etc, permission to share the intellectual property of a faculty member choreographer or of another student choreographer must first be granted IN WRITING. If permission is granted, proper citations and credit including the name of the choreographer, title of piece, premier date and name of venue must be clearly documented. It is not permissible to post

## Best Practices

1. Social media is not appropriate for communication from instructor to student and student to student with information in relation to course content. It is required that all such correspondence happens over the USM email system. On occasion, and for the sake of emergencies, social media (including text messaging) can be utilized to formulate immediate correspondence between student and instructor; however, all such correspondence should be supplemented with communication through USM email accounts.
2. Although it may be appropriate for students to post





# UNIVERSITY RESOURCES & STATEMENTS

## OFFICE OF THE REGISTRAR

**T**he Office of the Registrar supports teaching and learning at The University of Southern Mississippi. This office deals with any issues tied to registration for classes. Here you can find academic policies, the USM calendar, graduation information, the class schedule guide, final exam schedules, maps of campus, and more! It is located in the Kennard-Washington Hall, Room 110. Find their website here: <https://www.usm.edu/registrar/index.php>  
Phone: (601) 266-5006 Fax: (601) 266-5816.  
<https://www.usm.edu/registrar>

## BUSINESS SERVICES

Business Services bill students and third-party sponsors, post charges to student accounts, send refunds for credit balances, and accept payments and departmental deposits. Students can check account balances by logging in to SOAR and select Self Service>Learner Services>Finances. The Business office is located in Forrest County Hall, room 101. Phone: (601) 266-4137 Fax: (601) 266-5876.  
<https://www.usm.edu/business-services>

## FINANCIAL AID OFFICE

It's likely that you are part of the more than 80 percent of the Southern Miss student population receives some form of financial assistance. You can find all information on scholarships, federal and state student aid, applications and more on the Office of Financial Aid Website:  
<https://www.usm.edu/business-services>

The Financial Aid Office is located in Kennard-Washington Hall, Room 101.

Phone: (601) 266-4774 Fax: (601) 266-5769.  
<https://www.usm.edu/financial-aid>

## PARKING

Students are required to register online at [usm.edu](http://usm.edu) parking before obtaining a parking permit number. Anyone who operates a vehicle on university-controlled property, regularly or occasionally, will be required to purchase a Department of Parking Management parking permit number.

<https://www.usm.edu/parking-transit-services/permit-information.php>

It will be useful to you to read the read the 2019-20 Traffic and Parking Regulations at

[https://www.usm.edu/parking-transit-services/2019\\_2020\\_parking\\_regulations.pdf](https://www.usm.edu/parking-transit-services/2019_2020_parking_regulations.pdf)

Annual Registration Fee for Parking Permit Numbers:

Student = \$162

iTech Help Desk at 266-HELP(4357);

<https://usm.edu/itech>

## WIRELESS ACTIVATION

Get information at:

[www.usm.edu/itech/student-hot-sheet](http://www.usm.edu/itech/student-hot-sheet)

## E-MAIL ACCOUNTS

USM provides email services to all current USM students, faculty, and staff. All students are required to activate their USM e-mail. In order to activate your e-mail account, you will need to log in to SOAR with your student ID or employee ID and password. Students can follow the directions located on the iTech Web site at: <https://www.usm.edu/itech>

## CAMPUSID AND PASSWORD RESET

After you have established your username and password, you can reset a lost or forgotten password by going to [campusid.usm.edu](http://campusid.usm.edu). CampusID will allow you to conveniently reset your password 24 hours a day.

## EAGLE APPS ID

After you have established your Eagle Apps e-mail username and password, you can reset a lost or forgotten password by going to [eagleappsid.usm.edu](http://eagleappsid.usm.edu). Eagle Apps ID will allow you to conveniently reset your password instantly without contacting the iTech Help Desk.

## HOUSING/DEPARTMENT OF RESIDENCE LIFE

The Department of Housing and Residence Life at Southern Miss offers a convenient and safe place for students to live while making the most of their social and academic lives. The department's mission is to provide a high quality physical, social and cultural environment that encourages and supports the holistic development of the residential student and the virtual student at home.

<https://www.usm.edu/housing-residence-life/index.php>

## OFFICE OF STUDENT OUTREACH AND SUPPORT

Although students need to attend every class session, we recognize that situations can arise affecting class attendance or submission of an assignment by its due date. It is the student's responsibility to provide an explanation to the course instructor relative to an absence(s). Follow the link below to submit an excuse to the University but remember that course instructors (at their discretion) determine whether they will excuse an absence, allow make-up work, change grades or reschedule an exam.

[https://cm.maxient.com/reportingform.php?Univof-SouthernMiss&layout\\_id=8](https://cm.maxient.com/reportingform.php?Univof-SouthernMiss&layout_id=8)

## OFFICE OF STUDENT SUCCESS

The Center for Student Success at Southern Miss assists students and families with their transition into the university community and supports students on their journey to graduation.



## PAYNE CENTER

The Payne Center is our workout gymnasium on campus. This one-of-a-kind wellness facility features spaces that support a comprehensive recreation and fitness program for the entire university community. No matter what the season, the Payne Center features an indoor swimming pool, locker rooms complete with sauna, hair dryers and other amenities, and a locker and towel service. For the workout and sports enthusiast, the Payne Center offers a workout room fully equipped with circuit training equipment, Stairmasters, EFX machines, Cycle-Plus and more; free weight room; group exercise classes; racquetball and squash courts; and a gym that contains six badminton courts, four volleyball courts and four



## MENTAL WELL-BEING STATEMENT

USM recognizes that students sometimes experience challenges that make learning difficult. If you find that life stressors such as anxiety, depression, relationship problems, difficulty concentrating, alcohol/drug problems, or other stressful experiences are interfering with your academic or personal success, consider contacting Student Counseling Services on campus at 601-266-4829. More information is also available at <https://www.usm.edu/student-counseling-services>. All students are eligible for free, confidential individual or group counseling services.

## FOOD INSECURITY AND STUDENT HOMELESSNESS STATEMENT

The University of Southern Mississippi recognizes that students and staff members may experience challenges beyond their control that impact their ability to take care of their essential needs, such as having food or a safe place to sleep. If you find yourself in need of food or shelter, please consider contacting the Eagle's Nest Food Pantry on the Hattiesburg campus at 601-266-4025 or [eaglesnest@usm.edu](mailto:eaglesnest@usm.edu). All students, faculty, and staff are welcome to come to the Eagle's Nest Food Pantry and utilize the available resources free of charge.

## NONDISCRIMINATION STATEMENT

The University of Southern Mississippi offers to all persons equal access to educational, programmatic and employment opportunities without regard to age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, and/or veteran status pursuant to applicable state and federal law.



# ACADEMIC RESOURCES & POLICIES



## FERPA

The Family Educational Rights and Privacy Act of 1974 as amended deals with one subject only: educational records. The purpose of the law is to define, more precisely than ever has been done, who may or may not see these records. On the one hand, the law grants students guaranteed access; on the other hand, it takes from the universities the privilege of indiscriminate disclosure.

The FERPA sets forth these main requirements:

1. It allows a student access to each educational record that a university or college keeps on himself or herself.
2. It requires the institution to establish a policy on how students can access specific records.
3. It requires the institution to inform all students as to what rights they have under the amendment, how they can act on these rights according to school policy, and how they can see a copy of the policy.
4. It requires the institution to seek student permission, in writing, before disclosing any personally identifiable record to individuals other than professional personnel employed in the university or college and others who meet certain specified requirements.

The University of Southern Mississippi may release directory information on students to any interested member of the public unless the student requests in writing that it be withheld. Directory information is defined as the following: student's name, address, telephone number, e-mail address, major, dates of attendance,

classification, degree(s) earned, previous educational institutions attended, participation in university-recognized organizations and activities, weight and height of athletic team member, and honors and awards.

Individuals have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. Students should contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

## GENERAL EDUCATION CURRICULUM

All students at USM are required to complete 35 hours of General Education Courses (GEC). This is in addition to your dance major courses in order to graduate. Students take courses in Written Communication, Basic Science and Mathematics, Social Sciences and Humanities, the Arts, and Decision Making and Responsibility. These are listed on the degree plan page in the Undergraduate Bulletin. When you meet with your advisor every semester, they help you pick out GEC courses based on your interests and schedule. It is important that you do well in your GEC courses in order to remain in good standing in the university and in the dance program.

## ADVISEMENT

**E**ach semester art majors will meet with their assigned academic advisor. Your adviser is listed in your SOAR account. During advisement sessions, you should expect to discuss interim grades, courses to register for the next semester, and any other individual issues or concerns. Your advisor will help you create your schedule for the following semester, but you will have to complete enrollment by logging into SOAR.

## SOAR

SOAR is Southern's Online Accessible Records and contains all the student data that is maintained for graduate and undergraduate students. Students should regularly check their SOAR self service page for their academic status and other detailed information. Some of the information currently available on SOAR includes academic courses, contact information, grades, degree progress report, financial aid, account balance, academic advisor and contact information, enrollment appointment window, transfer credit report, demographic information, shopping cart (function allows you to make a list of

## DEAN'S LIST

Students are placed on the Dean's List if they have earned a grade point average of 3.5 or above on a minimum academic load of 12 semester hours or more during fall or spring, nine or more during summer, provided they have no grade of D or below for the term (includes F or Incomplete). Courses taken for pass-fail credit will not be used in computing the minimum academic load.

personal responsibility for their own intellectual growth and personal development and should take advantage of the opportunities for academic support that the university provides. If a student fails to maintain the quality of work necessary to make reasonable progress toward graduation, then the student will be placed on academic probation or suspension. The purpose of this policy is to help students re-establish an acceptable level of academic performance.

## ACADEMIC STANDARDS

An undergraduate student will be allowed to continue in the university as long as the cumulative grade point average (GPA) indicated in the following scale is maintained. A higher minimum allowable GPA is sometimes specified by specific colleges within the university. In such cases, the more stringent requirements supersede those that follow.

## ACADEMIC PROBATION

If a student does not attain the minimum cumulative GPA as indicated above, he or she is placed on academic probation at the end of the semester. Academic

Total Hours Attempted Minimum Cumulative GPA Required (Including transfer credit)

(Southern Miss work only)

- 0 - 14 - 1.50
- 15 - 29 - 1.75
- 30 and above - 2.00

Total hours attempted will include credit taken at the university and approved transfer credits. Courses in which a student received grades of I, E or P will not earn quality points that contribute to the Southern Miss GPA.

The university expects all students, regardless of whether they are enrolled part-time or full-time, to meet certain academic standards. Students must assume

## ACADEMIC SUSPENSION

**A** student will be suspended from the university the first semester he or she does not earn at least a 2.00 semester GPA while on academic probation continued. Also, regardless of hours attempted or probation status, any student earning a semester GPA of 0.00 (excluding Audit and P grades) will be suspended from the university, unless the cumulative GPA at the end of that semester meets the minimums listed above. The student may appeal suspension through a formal appeals process initiated with the chair or director of his or her major department or school. Any exception to the suspension policy must then be approved by the dean of the respective college with final approval for denied appeals only granted by the provost.

A student placed on academic suspension may not enroll at The University of Southern Mississippi until after the next semester (fall, spring or summer). The student may not transfer credits earned at any other university

the requirements for Senior Honors in the Honors College. As an alternative to Senior Honors, graduating cum laude will be granted to students who meet the following stipulations: (a) the satisfactory completion of a comprehensive examination in the major field, such as an examination to be designed and administered by the department involved; (b) the satisfactory completion of a senior project resulting in a written report on that project meeting guidelines based on those presently in effect for senior Honors projects; (c) notice of intent to meet these requirements must be filed with the department chair or school director at least one calendar year prior to graduation and (d) an overall grade point average of 3.25 to 3.49. Graduating magna cum laude will be granted to students who meet the following stipulations: (a), (b) and (c) above, and (d) an overall grade point average of 3.50-3.79.

being presented are different. Although all students are expected to exhibit appropriate conduct, some simply do not know what constitutes proper classroom behavior. Some unacceptable classroom behaviors occur regularly on campus. Misconduct—which instructors are asked to bring to a halt—includes, but is not limited to, the following:

- Students continuing to talk after being asked by the instructor to stop.
- Students conducting side conversations during instruction.
- Students nonverbally showing disrespect for others.

Graduation summa cum laude requires (a), (b), (c) and (d) an overall grade point average of 3.80 or above. Southern Miss does not round GPAs. A student's status concerning honors for commencement is based upon the student's cumulative GPA at the end of the term preceding the ceremony for which they will participate.

## STUDENT CONDUCT

Good manners provide the foundation for proper classroom behavior. Stated another way, USM students, regardless of the many perspectives they may bring to a given class, are expected to be courteous while in the classroom. Notably, students must be open to and respectful of the learning process in the classroom, even if, at times, their own beliefs or views about the material



## SPEAKING AND WRITING CENTERS

The Writing Center and the Speaking Center are friendly spaces that provide individualized feedback and support to help Southern Miss students succeed with writing and speaking assignments for any class. The Centers offer one-to-one consultations for any stage of the process, including brainstorming, creating an outline, revising, learning editing strategies, and developing presentation skills. In Spring 2021, all Writing Center appointments are online only. The Speaking Center has online appointments, virtual drop-in hours, and limited in-person availability for the Spring 2021 semester. To make an appointment, visit [usm.mywconline.com](https://usm.mywconline.com) and create an account with your USM email address. Detailed instructions for making an appointment can be found at [usm.edu/writing-center](https://usm.edu/writing-center). Contact the Writing Center by email at [writingcenter@usm.edu](mailto:writingcenter@usm.edu) or by phone at (601) 266-4821. The Speaking Center can be reached at [speakingcenter@usm.edu](mailto:speakingcenter@usm.edu) or (601) 266-4965.

## ACADEMIC INTEGRITY STATEMENT

All students at the University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

- Cheating (including copying from others' work.)
- Plagiarism (representing another person's words or ideas as your own; failure to properly cite the source)




# APPENDIX

# A







Leketha Hughes  
Administrative Specialist  
601.266.6877  
Leketha.Huges@usm.edu

# APPENDIX

# B

BA- Bachelor of Arts Degree in Theatre Requirements

[http://catalog.usm.edu/preview\\_program.php?catalogid=24&poid=11334](http://catalog.usm.edu/preview_program.php?catalogid=24&poid=11334)

BA Theatre Semester Guide

[http://catalog.usm.edu/preview\\_program.php?catalogid=24&poid=11589](http://catalog.usm.edu/preview_program.php?catalogid=24&poid=11589)

BFA- Bachelor of Fine Arts Theatre (Acting) Requirements

[http://catalog.usm.edu/preview\\_program.php?catalogid=24&poid=11335](http://catalog.usm.edu/preview_program.php?catalogid=24&poid=11335)

BFA Theatre (Acting) Semester Guide

[http://catalog.usm.edu/preview\\_program.php?catalogid=24&poid=11590](http://catalog.usm.edu/preview_program.php?catalogid=24&poid=11590)

BFA- Bachelor of Fine Arts Theatre (Design and Technology) Requirements

[http://catalog.usm.edu/preview\\_program.php?catalogid=24&poid=11336](http://catalog.usm.edu/preview_program.php?catalogid=24&poid=11336)

BFA Theatre (Design and Technology) Semester Guide

[http://catalog.usm.edu/preview\\_program.php?catalogid=24&poid=11591](http://catalog.usm.edu/preview_program.php?catalogid=24&poid=11591)

Apparel Construction and Design Certificate

This certificate provides students with the education needed to begin a career in a field related to apparel design. The apparel construction and design certificate is open to all majors and members of the community who have an interest in developing their apparel construction and design skills

[http://catalog.usm.edu/preview\\_program.php?catalogid=24&poid=11636&returnto=1447](http://catalog.usm.edu/preview_program.php?catalogid=24&poid=11636&returnto=1447)

COLLEGE OF ARTS AND

**B.F.A. in THEATRE (Emphasis in Design and Technology) Degree Plan (HEADSTBFA)**

GENERAL EDUCATION CURRICULUM

GEC 01. Written Communication (6 hours)

- ENG 101 Composition 1 \_\_\_\_
- ENG 102 Composition 2 \_\_\_\_

GEC 02. Natural Science and Mathematics (11 hours)

Select 2 courses with labs:

- AST 111/LAstronomy Tools \_\_\_\_ GHY 105/L Land and Water \_\_\_\_
- AST 112/LAstronomy Structure \_\_\_\_ GLY 101/L Physical Geology \_\_\_\_
- BSC 103/LBiology & Society \_\_\_\_ GLY 103/L Historic Geology \_\_\_\_
- BSC 110/LBio Science 1 \_\_\_\_ MAR 151/L Intro Ocean Sci \_\_\_\_
- BSC 111/LBio Science 2 \_\_\_\_ PHY 103/L Intro to Physics \_\_\_\_
- BSC 250/LAnatomy 1 \_\_\_\_ PHY 111/L General Physics 1 \_\_\_\_
- BSC 251/LAnatomy 2 \_\_\_\_ PHY 112/L General Physics 2 \_\_\_\_
- CHE 104/L Chem & Enviro \_\_\_\_ PHY 201/L Physics w/ Calc 1 \_\_\_\_
- CHE 106/L Gen Chem 1 \_\_\_\_ PHY 202/L Physics w/ Calc 2 \_\_\_\_
- CHE 107J 0 Tc -0.025 T ( ) -620 ( )

HOURS TO DEGREE

124 hours are needed to graduate with a BFA Theatre (Design and Technology). At least 50 percent of the hours applied to a degree at The University of Southern Mississippi must be earned from a senior college, and 45 of these hours must be in courses numbered 300 or above. The student must earn at least 21 of the last 30 hours of course work and at least 36 hours in Theatre from Southern Miss. See Residence Hour Requirements for more information. The student must complete three semesters of residency after acceptance into the degree plan through portfolio review, interview, and review of record.

B.A. in THEATRE Degree Plan (HEAGNTBA) Name: \_\_\_\_\_ ID: \_\_\_\_\_

GENERAL EDUCATION CURRICULUM (GEC)

GEC 01. Written Communication (6 hours)

ENG 101 Composition 1 \_\_\_\_\_ ENG 102 Composition 2 \_\_\_\_\_

GEC 02. Natural Science (8 hours)

Select 2 courses with labs \_\_\_\_\_

AST 111/L Astronomy Tools \_\_\_\_\_ GHY 105/L Land and Water \_\_\_\_\_  
AST 112/L Astronomy Structure \_\_\_\_\_ GLY 103/L Historic Geology \_\_\_\_\_  
BSC 103/L Biology & Society \_\_\_\_\_ GLY 101/L Physical Geology \_\_\_\_\_  
BSC 110/L Bio Science 1 \_\_\_\_\_ MAR 151/L Intro Ocean Sci \_\_\_\_\_  
BSC 111/L Bio Science 2 \_\_\_\_\_ PHY 103/L Intro to Physics \_\_\_\_\_  
BSC 250/L Anatomy 1 \_\_\_\_\_ PHY 111/L General Physics 1 \_\_\_\_\_  
BSC 251/L Anatomy 2 \_\_\_\_\_ PHY 112/L General Physics 2 \_\_\_\_\_  
CHE 104/L Chem & Enviro \_\_\_\_\_ PHY 201/L Physics w/ Calc 1 \_\_\_\_\_  
CHE 106/L Gen Chem 1 \_\_\_\_\_ PHY 202/L Physics w/ Calc 2 \_\_\_\_\_  
CHE 107/L Gen Chem 2 \_\_\_\_\_ PSC 190/L Material World \_\_\_\_\_  
GHY 104/L Weather & Climate B B B

GEC 03. Humanities (9 hours)

ENG 203 World Literature \_\_\_\_\_

Select 2 courses, 1 History required \_\_\_\_\_

HIS 101 World Civilization 1 \_\_\_\_\_  
HIS 102 World Civilization 2 \_\_\_\_\_  
PHI 151 Intro to Philosophy \_\_\_\_\_  
PHI 171 Ethics and Good Living \_\_\_\_\_  
REL 131 Comparative Religion \_\_\_\_\_

GEC 04. Aesthetic Values (3 hours)

Select 1 course:

ART 130 Art Appreciation \_\_\_\_\_  
DAN 130 Dance Appreciation \_\_\_\_\_  
MUS 165 Enjoyment of Music \_\_\_\_\_  
(THE 100) Theatre Appreciation \_\_\_\_\_

GEC 05. Social and Behavioral Sciences (6 hours)

Select 2 courses:

ANT 101 Human Experience \_\_\_\_\_

HOURS TO DEGREE

120 hours are needed to graduate with a BA in Theatre. At least 50 percent of the hours applied to a degree at The University of Southern Mississippi must be earned from a senior college, and 45 of these hours must be in courses numbered 300 or above. At least 25 percent of course work must be earned from Southern Miss. The student must earn at least 36 hours in Theatre from Southern Miss.

# APPENDIX

# C



## EMAIL ETIQUETTE

Sometimes you are going to need to contact your professors outside of class, and you'll usually do that by email. You might not have thought much about how to write an email, since email is often viewed as a more casual form of communication than a formal letter, but poorly written emails are a quick way to make yourself look bad to professors.

Before you hit send, read your email aloud and ask yourself:

- Does it sound professional?
- Does it sound like it could be a letter (not a text)?
- Does it sound respectful?
- Is everything spelled correctly?
- Did I use proper punctuation and grammar?
- Did I identify myself clearly so my professor knows who I am and which class I'm in?

Refer to Appendix B for a clever and insightful sampling of emails you should and should not send.

### Quick Tips

luvmesomezacefron@aol.com: Email Address

If your email address is sexxxxxxy2016, koolchik05, or nolimits601, you might want to rethink that.

If you send an email to a faculty member with a weird personal email address, that's how they'll remember you. And that's definitely not what you want when you are trying to present yourself as a mature, responsible student. Use your USM email address when you are corresponding with faculty and staff.

### Plz Read This!!!: Subject Lines

A subject line should clearly and briefly represent your purpose for emailing. "Hey..." "URGENT!!!!!" and "A Question" are not good subject lines. "SOC 101 Paper Assignment" is a good subject line.

Keep in mind that the person you're emailing may have hundreds of emails in his or her inbox. By briefly stating the purpose of your email in the subject line, you allow your recipients to get an idea of what your email is about during their initial scan, and it also makes it easier for them to find your email again if they can't answer it right away.

### Yo Teach!: Addressing Faculty and Staff

Always use a formal address, such as Professor, Dr., Ms., or Mr.

It's important to address the person you're emailing by name. If you don't remember your professor's name, check your syllabus or look on SOAR. Never use your professor's first name unless you've been specifically told that it's okay. "Ms." or "Mr." are only appropriate if your professor does not have a Ph.D. Most do, and should be addressed as "Dr." If you are not sure whether your professor is a doctor, you can never go wrong with addressing him or her as Professor.

### It's Me!: Identify Yourself

Unless you know the person you're emailing well, make sure you identify yourself clearly.

It's always good to state your name and to let your professor know which class you're in. If you're emailing your advisor or a staff member, you should include your student ID in the email to make it easier for him or her to look up your records in SOAR.

### You Need To Check My Grade: Asking Nicely

If you want someone to do something, make a request, not a demand.

People always respond better to requests than they do to demands, and your professors and campus staff

# APPENDIX

# D

