

# Theatre & Dance Undergraduate Handbook

*A Resource for UCSD Undergraduate Theatre and Dance Majors*

**2021-2022 Edition**

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## **DEPARTMENT LOCATION & OFFICE HOURS**

The Theatre and Dance Department is located in Revelle campus in Galbraith Hall (GH) room 202. The Administrative Office and mailroom are open Monday through Friday 8-12pm and 1-4:30 p.m. We are closed for lunch from 12-1pm. The Theatre and Dance Department and building is closed during all official University holidays. All acting and design courses will be held in Galbraith Hall. Some Theatre and Dance courses will be held in general university classrooms. All Dance movement courses will be held at the Molli and Arthur Wagner Dance Building located across the street from Galbraith Hall.

## **CONTACTING YOUR INSTRUCTOR OR TA**

Faculty and teaching assistants (TAs) set their own office hours. These hours may vary every quarter. All instructors are required to hold office hours during the quarter they are teaching a class. You should refer to your course syllabus for the instructors' appointments or walk-in schedule. If you have any questions about a class or your progress in a class you should contact the instructor directly.

Please note TAs do not have a voicemail or phones in their offices. Be sure to ask your TA how they may be contacted if they do not provide that information on the syllabus. All faculty, instructors and TAs have mailboxes inside the Theatre and Dance Department Administrative Office (GH 202).

## **UNDERGRADUATE ADVISING**

The Theatre and Dance Undergraduate Coordinator is Nikki Robledo. You can contact Nikki through the VAC (Virtual Advising Center) or at [tdadvising@ucsd.edu](mailto:tdadvising@ucsd.edu). Nikki is available for both walk-ins and appointments which are sent out every quarter.

**Fall Walk-ins:** Tuesdays and Thursdays 1:00pm-3:00pm in GH 209

**Appointments:** Are virtual 30-minute meetings held throughout the quarter on: Wednesdays and Thursdays between 10:00AM – 12:00PM and Fridays 9:00AM-12:00PM.

Walk-in are 15-minute sessions and are intended for quick questions such as planning current quarter classes, clarification of major/minor requirements or other immediate concerns.

Appointments are for more involved questions such as developing a long-term academic plan, study abroad paperwork and/or discussing a double major. Appointments must be made at least 24 hrs in advance. To set up an appointment please sign up via this calendar: [tinyurl.com/TDadvising](https://tinyurl.com/TDadvising).

The Theatre and Dance faculty are also available to advise on what courses and internships you may want to pursue to further your career interests. You can speak with any faculty member working in your area of interest about your goals and how to achieve them. Questions regarding your College general requirements contact your College advisors.

## **UNDERGRADUATE STUDENT REPRESENTATIVES**

Our Theatre and Dance Student Representatives are also available to answer any questions you may have about your major and/or Department opportunities. The student reps are current Theatre and Dance students that have been chosen by the Department to serve as the student liaisons. They are involved in events such as Orientation, Triton Day, and host the quarterly Undergraduate Meetings. The Undergraduate Meetings are open to all students and are held once a quarter. Upcoming events, special projects, general information and guest speakers are presented at these meetings. Students can also offer feedback or concerns about the Department at these meetings. You can contact the reps at: [tdugreps@ucsd.edu](mailto:tdugreps@ucsd.edu) or visit our department website for their individual bios and emails.

Our student reps also give tours of the Theatre and Dance Department to prospective students and assist during any on-campus outreach events. Student Reps have office hours on a weekly basis as well in GH 135. If you are interested in becoming a student representative you may apply in Spring quarter. Applications will be sent out in Spring by the Undergraduate Coordinator.

## **EMAIL, LISTSERV, & WEBSITE**

All incoming students receive a UCSD email account. **Be sure to check your UCSD email at least once a day, it is the official means of communication at UCSD. When contacting the Theatre and Dance advisor you need to use your UCSD email and state your name and PID number.** If you are using an off-campus email address (i.e: Gmail, Hotmail, Yahoo, etc.) please contact the ACT Helpdesk in the AP&M building to have your UCSD email forwarded to your off-campus account at no charge. You can also reach ACT Helpdesk by email at: [acthelp@ucsd.edu](mailto:acthelp@ucsd.edu) or call: 858-534-1853.

The Theatre and Dance Department has an undergraduate listserv for majors, minors, and any UCSD student who is interested in receiving information about Theatre and Dance. Emails sent through the 'Ug-theatre-l' listserv include announcements about courses, scholarship information, upcoming auditions, performance opportunities, and other useful information. Please note all new incoming Theatre and Dance students were automatically added to this listserv, no action is required. If you do not believe you have been added to the listserv please notify the Undergraduate Coordinator at [tdadvising@ucsd.edu](mailto:tdadvising@ucsd.edu).

The Theatre and Dance website (<http://www.theatre.ucsd.edu/>) is full of useful information including major requirements, course descriptions, production calendars and faculty information.

## **REQUIRED COURSES**

The courses required for your major are listed in UCSD Course Catalog and at [theatre.ucsd.edu/academics/undergraduate/](http://theatre.ucsd.edu/academics/undergraduate/). The UCSD Catalog is available online at: <http://www.ucsd.edu/catalog/>. You should read and familiarize yourself with your major requirements.

**You are responsible for completing all major requirements and abiding by all University deadlines.**

Visit or email the Undergraduate Coordinator if you have questions about the major or minor requirements. You can also pick up a copy of the major and minor requirements at

the front office of the Theatre and Dance Department or access it via our website.

## **PRACTICUM INFORMATION**

TDPR 6-Theatre Practicum is required for all Theatre and Dance majors and minors. Practicum is an opportunity to gain technical theatre experience working behind the scenes of a production in lighting, costume, sound and/or scenery. You are strongly encouraged to start your practicum within the first year of declaring your major or minor. Please note spaces are limited and not guaranteed. The practicum requirement **will not** be waived. Practicum is available every quarter *except* summer session.

Theatre majors are required to take two practicums in two different areas. Dance majors and theatre/dance minors are required to take one practicum. Transfer students who have taken an equivalent course may petition one practicum from their community college to fulfill one of our practicum requirements. If the petition is approved, the student will take the second practicum course at UCSD in a different area from the one petitioned.

You cannot pre-register for TDPR 6-Theatre practicum you must attend the practicum lottery. The class size is limited to the number of run crew needed for each production. Therefore, seats in this class are assigned by lottery. For the day, time and location of the practicum lottery visit the Schedule of Classes. If you do not attend the practicum lottery, you cannot take practicum that quarter.

Advanced practicum is available for students interested in continuing their work in technical theatre in lighting, costume, sound or scenery. You can use these opportunities to earn upper division credit for your major or minor while gaining valuable technical skills. To learn more about advanced practicum contact Mark Guirguis at [mguirguis@ucsd.edu](mailto:mguirguis@ucsd.edu). An upper division practicum class (TDPR104) is also available for students interested in Stage Management. Please contact Lisa Porter at [ljporter@ucsd.edu](mailto:ljporter@ucsd.edu) to discuss Stage Management opportunities that may be available.

## **PRODUCTIONS AND AUDITIONS**

The Theatre and Dance Department produces three to four productions a quarter. At least one production per quarter is held specifically for the undergraduate students. Students can also audition for the graduate productions but typically for smaller roles. Additionally, some acting classes (TDAC 108 or TDAC 120) may hold a performance at the end of the quarter. Participating in a production is not required for the major but gives students an opportunity to work at the La Jolla Playhouse and gain professional experience.

The Dance Department produces one to two productions a quarter. In the Fall is a Dance Site Works that is performed in various parts of UCSD. In the Winter we have a Dance Concert choreographed by our faculty, grad students and visiting choreographers. Spring quarter the undergraduate students create, choreograph and audition new works to be performed by their peers in a mainstage concert.

Dance auditions and announcements are sent via email and posted on the Molli and Arthur Wagner Dance Facility bulletin boards near the faculty office (between Studio 1 and Studio 2). Audition notices for our Theatre productions will be posted on Galbraith Hall's bulletin

board, the front desk and an email is sent through the 'Ug-theatre-1' listserv. Many students have adopted the habit of making regular (if not daily) visits to Galbraith Hall to check the bulletin boards for audition and casting notices.

Typically the first week of every quarter we send audition notices for our productions. We will send an audition sign up and you must sign up for a timeslot. On the audition notice it will state what you need to bring or do for the audition. Make sure to write down your audition time! It is recommended you complete TDAC 1-Introduction to Acting *before* auditioning for our Theatre productions or you have concurrent enrollment in TDAC 1 that quarter. For the Dance productions, all levels are encouraged and welcomed to audition.

Academic credit is given to all Theatre and Dance students who participate and perform in our Dance and/or Theatre productions. This academic credit will count towards fulfilling one of your major elective requirements.

Family and friends are welcome to attend our Department productions\*. Ticket prices are minimal for mainstage productions and studio projects are free of charge. A list of the upcoming productions is posted on the Department's website at: <http://theatre.ucsd.edu/season/>

*\*Note: Audience attendance permissions are dependent on University policies and guidelines due to COVID which may evolve during the year. For Fall, only internal audiences will be allowed to attend performances. Internal audiences are made up of anyone who is a student, faculty, or staff of UCSD. No external audience members, or people outside of UCSD, will be able to attend at this time (as their vaccination status will not be able to be confirmed).*

### **STUDIO PROJECTS AND COMPANY 157**

Our Theatre and Dance undergraduate students may propose and produce their own production known as studio projects. Studio projects are entirely student-run including casting, directing, acting, and design. Only 1-2 studio projects are selected per quarter. To submit a proposal or to learn more information contact the Undergraduate Coordinator.

To help fund these productions the Theatre and Dance Department will give a small financial amount. Company 157 and ONPS are companies that are student run that also help support these student cabarets. Their mission is to provide information, access to technical support and a network of students, graduates and faculty members. For more information contact Company 157: [company157@gmail.com](mailto:company157@gmail.com) or your student reps: [tdugreps@ucsd.edu](mailto:tdugreps@ucsd.edu)

### **TICKETS TO DEPARTMENT PRODUCTIONS**

Current declared theatre and dance majors are eligible to receive **one** complimentary ticket to each Theatre and Dance Departments' production. Information about Departmental productions is located at <http://theatre.ucsd.edu/season/>. To request a comp ticket select the show you want to see and follow the instructions posted online. Comp tickets can only be made online.

Another way to see a show for free is to be a volunteer usher. When a student volunteers, he or she will receive a complimentary ticket and a guaranteed seat to a performance in exchange for carrying out easy but important front of house tasks (such as tearing tickets,

seating patrons, or handing out programs). Ushering is fun and easy – no experience is needed and all majors are welcome.

To inquire about usher availability, contact the Theatre and Dance promotions manager at [promotions@ucsd.edu](mailto:promotions@ucsd.edu) and put the word “USHER” (in all caps) in the subject line. Someone will respond to your inquiry with more information in a timely manner.

All other students that are not Theatre or Dance majors as well as family members can purchase their tickets online at: <http://theatre.ucsd.edu/season/> Or tickets can be purchased at the Potiker Theatre Box Office or by calling (858) 534-4574. Their hours are 12pm-6 pm and two hours prior to scheduled performances.

### **RESERVING A REHEARSAL SPACE**

Students currently enrolled in any Theatre or Dance courses can sign out rehearsal spaces in the Dance Studio or Galbraith Hall. You can reserve a rehearsal space using the "Space Sign-out Computer" located in the Theatre and Dance Departments' front office (GH 202). The Space Sign Out Computer is on a first come first serve basis. Reservations cannot be made online or via phone call. You must come into the Theatre and Dance Department lobby and use the computer to submit a room reservation. You may only schedule events up to 7 days in advance and only for 4 hours per week. Rehearsal spaces are not available on Sundays. Be sure to list your name, email address and what the space will be used for. Please note failure to follow these rules might result in your room request being cancelled. These instructions are also posted on the sign-out computer.

### **LA JOLLA PLAYHOUSE**

The La Jolla Playhouse is a professional Theatre company founded in the 1960's. In the early 1980's the La Jolla Playhouse (LJP) joined with UCSD Theatre and Dance Department. The LJP and the Department share all of the facilities and production staff. The LJP season runs from spring to late fall, during that time they have priority use of the performance facilities. There are many opportunities for internships, apprenticeships and part-time jobs with this Tony-award winning organization. Please note internships at the Playhouse does not count towards your major. Also undergraduate students are not able to audition for La Jolla Playhouse's productions. Check their website for more information about available internships or work opportunities at: <http://www.lajollaplayhouse.org/about-the-playhouse/internships>

## THEATRE AND DANCE CONTACT INFORMATION

Main Department Office Front Desk	858-534-3791
Molli and Arthur Wagner Dance Facility Faculty Office	858-534-6461
UCSD Box Office	858-534-4574
Department Web Page	<a href="http://theatre.ucsd.edu">http://theatre.ucsd.edu</a>
UCSD Web Page:	<a href="http://www.ucsd.edu">http://www.ucsd.edu</a>
UCSD Catalog	<a href="http://www.ucsd.edu/catalog">http://www.ucsd.edu/catalog</a>
Department Chair	Drew Calandrella
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	Jennifer Chang (Win/Spr) 858-846-2361 <a href="mailto:j7chang@ucsd.edu">j7chang@ucsd.edu</a>
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Head of Design	Mark Guirguis 858-822-6708 <a href="mailto:mguirguis@ucsd.edu">mguirguis@ucsd.edu</a>
Head of Directing	Vanessa Stalling 858-534-6735 <a href="mailto:vstalling@ucsd.edu">vstalling@ucsd.edu</a>



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