



This handbook is intended to supplement the [UNH Undergraduate Catalog](#), the [Student Rights, Rules, and Responsibilities](#) handbook, and the [Theatre & Dance Department website](#). It contains department policies that all majors and minors should be familiar with as well as useful information about the department.

I. GUIDING PRINCIPLES

Mission Statement

Since there are few areas of human knowledge or endeavor that the theatre does not touch, the Theatre and Dance Department provides a collaborative, integrated, and coherent undergraduate education that is inherently inter-disciplinary. Theatre integrates learning and doing through course offerings and productions. In accordance with objectives set forth in the [UNH Strategic Plan](#), members of the Theatre and Dance faculty and staff integrate research, scholarship, and artistry with teaching. Both in the courses we teach and in the theatre and dance productions we prepare, we foster in our students and in each other collaboration, creativity, communication and critical thinking. The published and performed works of Department faculty provide original contributions both to general knowledge and to the history, criticism, theory, and practice of the theatre arts and the dance. The Department serves the university at large by providing culture to the community, increasing arts awareness and enhancing a variety of other courses of study. Through course offerings and productions, the Department of Theatre and Dance embraces a notion of intellectual and artistic community committed to social justice. We seek to enrich and enhance our department with diversity and inclusion through the courses we teach, the productions we mount, and in our recruitment of students, faculty and staff. In everything we do, we endeavor to facilitate a new generation of ideas and leaders within the disciplines of Theatre and Dance, and we seek to cultivate civil discourse among diverse parties across the university and beyond. *(revised 5/13/21)*

II. PROSPECTIVE STUDENTS

Auditions/Interviews for Entrance into the Program

Links: [Entrance Requirements and Registration](#)

Auditions are required for the acting, dance and musical theatre options. Interviews are strongly encouraged for all other options. The audition session will last approximately two and a half (2.5) hours. In addition to the audition, students will have an opportunity to ask questions during a comprehensive department overview. Please note that entrance into a UNH Department of Theatre & Dance option is contingent upon acceptance into the University of New Hampshire. Prospective students who live more than 250 miles away may contact the department main office at 603-862-2150 to discuss other audition options.

Performance Opportunities

The department produces four main-stage theatre productions, one fully produced dance concert and the Undergraduate Prize Plays Workshop. Six student showcase performances are presented in choreography, aerial dance, and musical theatre. The ArtsReach spring tour and the Little Red Wagon summer tour bring theatre for youth to audiences throughout the region. Mask & Dagger, UNH's student-run theatre troupe, also produces a variety of productions throughout the year.

Opportunities for Non-Majors

All UNH students are welcome to audition for our productions. We also welcome students who would like to work "backstage" in the technical areas. Most theatre & dance classes are open to all UNH students.

III. CURRICULUM

The Department of Theatre and Dance offers a comprehensive theatre degree plus options in acting & directing, dance, design and theatre technology, musical theatre, secondary theatre education and youth drama. Performance opportunities include six faculty-directed productions; three touring productions; and more than 20 student-directed productions.

The comprehensive theatre major allows students to explore a variety of areas. In the freshman and sophomore years, students should enroll for at least two major and two Discovery courses per semester. The minimum grade requirement

for major courses is C- per course. Any grade lower than C- will not count towards the major. All majors must take courses in the following areas: performance, design/theatre technology, and theory/history as well as fulfill a practicum course every semester and complete a capstone course. Although timing will vary with each option, it is strongly suggested that all introductory courses be taken prior to the end of the student's sophomore year.

Candidates for a degree must satisfy all of the University Discovery Program requirements in addition to satisfying the requirements of each individual major program. Bachelor of Arts candidates must also satisfy the foreign language proficiency requirement. All UNH B.A. degrees require a minimum of 128 credit hours.

Major Requirements

Links: [Theatre Major \(B.A.\)](#) | [Theatre Major: Acting and Directing Option \(B.A.\)](#) | [Theatre Major: Dance Option \(B.A.\)](#) | [Theatre Major: Design & Theatre Technology Option \(B.A.\)](#) | [Theatre Major: Musical Theatre Option \(B.A.\)](#) | [Theatre Major: Secondary Theatre Education Option \(B.A.\)](#) | [Theatre Major: Youth Drama Option \(B.A.\)](#)

Minor Requirements

Links: [Arts Administration](#) | [Dance](#) | [Musical Theatre](#) | [Theatre](#) | [Youth Drama](#) | [Minor Certification of Completion Form](#)

Auditions are not required to pursue a minor. Students should complete the Minor Certification of Completion form in their final semester. Students pursuing a minor in the Theatre & Dance Department should email mike.wood@unh.edu so they can be added to the department's email list.

Cognate Requirements

Links: [Studies in Fashion and Design](#) | [Studies in the Design of Interior Space](#)

Teacher Certification Requirements

Links: [Undergrad K-12 Dance Teacher Certification](#) | [5th Year Master's Program and K-12 Dance Teacher Certification](#) | [Undergrad K-12 Theatre Arts Certification](#) | [5th Year Master's Program and K-12 Theatre Arts Certification](#)

University Honors

Links: [University Honors Program](#)

The University Honors Program is divided into two phases. The first is an enhanced version of the University's Discovery Program, the set of course requirements that ensures a broad foundation of academic knowledge for students in all majors. Honors Discovery courses are intimate and highly participatory and are designed for students who embrace academic challenges. In the program's second phase, students may choose either Interdisciplinary Honors or Departmental Honors to complete their University Honors experience. Interdisciplinary Honors recognizes students who seek academic experiences that extend beyond their course curricula, while Departmental Honors students follow more specialized curricula as they focus on their chosen fields. Both tracks culminate with the Honors Thesis, an extended research project conducted under the supervision of a faculty advisor. Contact [Prof. Assaf Benchetrit](#) for more info.

Departmental Honors (Honors in Major)

Links: [Honors in Major Guidelines](#)

Students with an overall grade point average of 3.40 who may or may not be in the University Honors Program, but who meet the requirements for honors work in the major, are entitled to graduate with Honors in Selected Major on their diploma and academic record. Contact [Prof. Assaf Benchetrit](#) for more info.

Capstone Guidelines

Links: [Acting & Directing](#) | [Dance](#) | [Design & Theatre Technology](#) | [Musical Theatre](#) | [Secondary Theatre Education](#) | [Youth Drama](#)

Fine & Performing Arts (FPA) Discovery Requirement

Theatre & Dance majors may use an FPA-designated course to fulfill both major and University Discovery requirements. The student's advisor must request that the student's degree audit in DegreeWorks be modified to reflect the change.

Liberal Arts Foreign Language Proficiency Requirement

Links: [Language Proficiency \(University Advising Center\)](#)

Students pursuing a Bachelor of Arts degree must satisfy the foreign language proficiency requirement. No credit is awarded for elementary year college coursework if the student has had two or more years of that language in high school. Students should complete this requirement ASAP but no later than the sophomore year. Theatre & dance majors may satisfy this requirement by completing both COMM 401 and COMM 502 (American Sign Language.)

Credit Requirements/Limits

- Needed to graduate: 128 credits
- Needed to be a full-time student: 12 credits
- Pre-registration limit (before the semester begins): 18 credits
- Semester limit (once the semester has begun): 20 credits
- Semester limit for THDA majors if one practicum: 21 credits

THDA 589: Practicum in Theatre & Dance

The theatre and dance major practicum has been developed to assure a breadth of experience in the major. Students are required to take at least one practicum every semester they are a major in the Theatre & Dance Department. All practicum credits must be earned for work done at UNH and supervised by the Theatre and Dance Department. Approximately 35 work hours are required per practicum class. Each practicum course is graded pass or fail. The student must meet with the practicum instructor no later than the second week of the semester for job description, procedures and assignments. Failure to do so may result in receiving an “F” for the course. Students must take at least one practicum in each area: performance, technical, marketing.

IV. COURSE REGISTRATION

Registration Deadlines

Links: [Registrar's Office Website](#)

Students are responsible for ensuring they are registered for their classes. It's imperative each student confirms they are registered correctly before the deadline to add classes has passed.

THDA Pre-Registration

Links: [THDA Pre-Registration Form](#)

The pre-registration process gives THDA majors and minors priority scheduling for their THDA classes by allowing them to register for THDA courses before the rest of the university begins registration. You should include ALL THDA classes on your pre-registration form. The only exception is if you need to save room in your schedule to register for a Discovery course so you don't go over the 18-credit pre-registration limit.

The pre-registration process is as follows:

- THDA majors and minors will receive an email announcing the deadlines for pre-registration.
- Contact your advisor to set up an advising appointment.
- Complete the pre-registration form in advance of your advising appointment. Once approved, your advisor will forward your completed form to the THDA Main Office.
- Once the THDA main office receives your form, you will receive your registration access code (RAC) along with the date and time your registration window opens. You will need it to register for your non-THDA classes.

Find Your Registration Access Code (RAC)

Links: [MyUNH Portal](#) (MY.UNH.EDU ➡ **WEBCAT** ➡ **REGISTRATION** ➡ **VIEW RAC**)

Students who have already received their RAC but misplaced it can retrieve it using Webcat.

Course Prerequisites

Prerequisites are courses that must be taken before another course. Students are not able to register for a course without having taken the required prerequisites unless they have permission from the instructor. In the course catalog, each prerequisite for a course is separated from the other prerequisites by a semicolon; e.g., Prereq: THDA 551; THDA 552.

Permission Required

Some classes require permission of the instructor before a student can register for the class.

If a course is listed as PERMISSION REQUIRED, you MUST see the professor teaching the course in order to have your name added to their permission sign-up sheet.

Special Course Approval Forms

Links: [THDA Course Approval Form \(Capstone, Independent Study, Internship\)](#)

Students planning to register for internship, independent study, or capstone must submit the THDA Course Approval form.

Practicum 21 Credit Rule

Due to the “activity” nature of this course, students are allowed one unpaid credit per semester; thus, if you register for 21 credits and 1 credit is practicum - you will not be charged extra.

Auditing a Class

Links: [Audit Class Form](#)

All THDA majors should take THDA courses for credit, even if repeating classes¹. Auditing a class is not meant to be requested because a student doesn't want to attend all classes or because the student is cast in productions that make it hard to attend class. All classes, audits or not, should take priority over productions. If a student is too busy to attend class, the student should reduce their non-academic activities rather than skip classes. Auditing is only allowed under the following circumstances:

- 1) A required lab conflicts with one of the class days.
- 2) Taking the course for credit will put the student over the 20-credit limit².

PROCEDURE TO AUDIT A COURSE

- Student must request the audit **prior to course registration**.
- Student must show class schedule to instructor to verify time conflict or credit load above 20-credit limit.
- Student must sign a contract with attendance and academic expectations. **If the expectations are not met, the student will not be allowed to audit any THDA course again.**
- It's the student's responsibility to know the UNH deadline and to turn in the audit form on time. If the student is granted permission to audit but misses the deadline, they must stop attending the class immediately. This is an insurance liability; should a student get injured in the class and are not registered, it puts the professor and the university in a difficult situation.

1. Most 500 & 600-level dance classes are repeatable for credit up to 8 semesters. Students should only audit a dance class if the student doesn't have room in their schedule to add credits.

2. Credits taken for audit are not charged extra if taken above the 20-credit limit. COLA Dean's Office approval is needed when registering for more than 20 credits (including audit credits). If a student's credit load is too high, the Dean's Office will not approve the petition because of the concern that the student's academic load is too much. We have not seen the Dean's office approve audits that put the limit over 24 or 25 credits.

V. ACADEMIC RESOURCES

Advising

Links: [Locate Student's Advisor](#) (MY.UNH.EDU ➡ WEBCAT ➡ STUDENT RECORDS ➡ VIEW MAJOR AND ADVISOR ➡ CURRENT TERM)

Each student is assigned a faculty advisor at the start of their studies in the department. Academic advisors typically help students both schedule classes that meet university and departmental requirements and monitor their progress throughout their academic career. **While academic advisors will help guide students, the student is solely responsible for completing all work required for graduation and for the scheduling of all the necessary courses.** "No one told me" is never an excuse for not completing graduation requirements.

DegreeWorks Degree Audit

Links: [MyUNH Portal](#) (MY.UNH.EDU ➡ WEBCAT ➡ STUDENT RECORDS ➡ DEGREE EVALUATION ➡ DEGREE WORKS)

DegreeWorks is a tool to track completion of University requirements. Students should refer to this tool regularly to make sure they are on track to graduate.

Add/Change Majors

Links: [MyUNH Portal](#) (MY.UNH.EDU ➡ WEBCAT ➡ STUDENT RECORDS ➡ CHANGE MAJOR/OPTION)

Students can declare or change majors through Webcat.

Career and Professional Success Office (CaPS)

Links: [CaPS Website](#)

Career and Professional Success provides a number of platforms and career technology tools to assist students in building professional success.

Petition for Variance in Academic Policy

Links: [UNH Registrar's Office Forms](#)

Petitions are required in most instances when a student is requesting to do something contrary to UNH academic policy. Once completed by the student, the form must be signed by the instructor (if applicable), and student's advisor before being sent to the COLA Dean's Office.

Study Abroad

Links: [The London Experience](#)
[COLA Study Abroad](#)
[UNH Global Education Center](#)
[National Student Exchange](#)

The Department of Theatre & Dance offers THDA 532: The London Experience. This class is a wonderful opportunity to learn about and visit one of the greatest cities in the world. The 9 Night/10 Day visit includes sight-seeing and allows the student to take in some of the best theatre in the English speaking world!

VI. FACILITIES & EQUIPMENT

Hours of Operation

The Paul Creative Arts Center is typically open 7am-10pm Monday through Sunday. Students should not be in the building outside of these hours. The building is closed on University holidays.

Scheduling Theatre & Dance Spaces

Links: [UNH Event Services Portal](#)
[Instructions for Scheduling Spaces](#)

The following spaces are available for reservation through the Theatre & Dance Dept: M118, M119, M213, M316, and Hennessy Theatre. Students must reserve space using the UNH Event Services portal.

- Reservations are due the THURSDAY prior to your requested time.
- One submission per student per week. Students may include multiple reservations covering multiple spaces in the same request but only one submission.
- Read the email reservation I send you. It may include details regarding your request.
- If your status is "Confirmed-Details", that means you are confirmed for the space.

Scheduling Dance Studios

The schedule for the dance studios in New Hampshire Hall is managed by the dance faculty. Speak with a dance faculty member to inquire about reserving time in the dance studios.

Using Music Department Practice Rooms

The practice rooms on the third floor of the music wing are administered by the Music Dept. They allow Musical Theatre option students as well as other students enrolled in Voice Lessons to reserve space in these rooms after 4pm. You will need to swipe your UNH ID in order to gain access to the practice rooms.

Borrowing THDA Property

Use of THDA property, including but not limited to equipment, props, scenery and costume pieces, is only allowed upon permission of THDA Faculty/Staff.

- Props, Scenery, Scene Shop Tools: CJ Sneath cj.sneath@unh.edu
- Costume Pieces, Costume Shop Tools: Victoria Carot victoria.carot@unh.edu

THDA Library

Links: [THDA Physical Library](#)

Physical media is housed in room M319. THDA faculty, staff and students can use [online library](#) to make requests.

VII. PRODUCTIONS

THDA Production Roles & Etiquette

Links: [THDA Production 101](#)

This document gives new students an understanding of the roles of production staff in our department along with best practices for students involved in productions.

Auditions for THDA Productions

Links: <https://cola.unh.edu/theatre-dance/opportunities/auditions>

Casting Policy

Theatre majors and minors are expected to attend all call backs for plays that they have auditioned for and to accept roles for which they have been cast. In accepting a role, you are committing to ALL rehearsals and performance dates. No conflicts will be considered that are not documented on the audition form. It is possible you will not be called for all rehearsals; however, unless otherwise outlined below. You must be available when called.

Accident/Incident Report

Links: [UNH Accident/Injury/Illness Report](#)

To be completed by injured person.

Performance Fee for Select THDA Classes

Links: unharts.com

Students required to attend a Theatre & Dance Dept. production as part of their class MUST obtain their tickets through the unharts.com website.

- Log into the website using your UNH login and password.
- Select production and date of performance you want to attend.
- Select "THDA Required" Ticket Option.
- Follow prompts to complete your order.

THDA Production Video Library

Links: media.unh.edu (MEDIA.UNH.EDU ⇒ GUEST (top right) ⇒ LOGIN ⇒ CHANNELS ⇒ SEARCH FOR THDA)

Videos of past THDA productions are available to THDA majors but prior permission is required. Students should email mike.wood@unh.edu for permission to access the video library.

Hourly Employment

Links: [UKG Dimensions/Kronos Timesheet Tool](#)
[UKG Dimensions/Kronos Timesheet Instructions](#)

The department hires skilled students on a part-time basis per semester as technical assistants in the scene shop, costume shop and box office. Work study students are also employed as assistants in the main office. Students are occasionally hired on a temporary basis as technical crews for outside events held in the Johnson Theatre. Student employees must use the UKG Dimensions timesheet tool to track their hours.

Stage Manager Expectations

Links: [UNH Stage Manager's Handbook](#)

Student Designer Expectations

Links: [Requirements and Responsibilities for Main Stage Production Assignments](#)

Technical Assistant Guidelines

Links: [THDA Technical Assistants Guidelines](#)

PCAC Box Office

Links: unharts.com

VIII. SCHOLARSHIPS & FUNDING OPPORTUNITIES

Scholarship Opportunities

Links: [THDA Scholarship Application](#)

R.E.A.C.H. Financial Assistance

Links: [REACH Website/Application](#)

R.E.A.C.H. (Real Employment and Career Help) is designed to provide financial assistance for both current and recently graduated UNH THDA students who participate in internships with highly regarded theatre or dance organizations. A total of \$3000 of funding support for summer internships and \$5000 for academic year internships is available. Applications for summer and fall awards should be submitted no later than March 1. Applications for spring awards should be submitted no later than November 1.

Funding for Research

Links: [Hamel Center for Undergraduate Research-List of Programs](#)

The Hamel Center for Undergraduate Research offers grants to students to assist with funding research projects.

IX. OTHER SPECIAL PROGRAMS

The J.C. Edwards University Prize Plays Workshop

Links: [UPPW Registration Form](#)

The John C. Edwards University Prize Plays Workshop (UPPW) is a playwriting competition and workshop for UNH students.

Cultural Stages: The Woodward International Drama and Dance Initiative

Links: [Cultural Stages Website](#)

Cultural Stages is designed to promote a greater understanding of world cultures through drama and dance. The project is funded by Ellis Woodward, UNH Class of '74. The initiative funds two major programs: an International Playwright in Residence and an International Playwriting Prize.

PowerPlay Interactive Development

Links: [PowerPlay Website](#)

PowerPlay is a professional training and development company. We help organizations improve their work environment by facilitating difficult dialogues about interpersonal behavior. What makes us unique is that we utilize professional actors to do this. We help start conversations about often-ignored human dynamics that can affect and diminish performance. PowerPlay hires current and former students in its training programs.

X. STUDENT GROUPS

Mask & Dagger Dramatic Society

Links: [Mask & Dagger Website](#)

Mask and Dagger is the University of New Hampshire's student run traditional theatre organization. Students design, direct, assist in technical elements, and act in all productions.

WildActs Social Justice Theatre Troupe

Links: [WildActs Website](#)

WildActs is UNH's only social justice theatre troupe. We use the art of acting to promote social change and spread awareness of prevalent social justice issues in the community.