



Jury Handbook

for the

BA in Theatre

&

BA in Dance

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## **Purposes of the Jury Process**

“Juries” is our term for the process in which you meet with faculty on a recurring basis to present your work for feedback. It is intended to:

- Help you determine if the BA in Theatre/Dance is the appropriate degree for your aspirations.
- Support your step-by-step growth by providing continuing feedback, suggestions for next steps, and career guidance.
- Open a dialogue with you. We want to hear from you how we can best support you and your changing needs and goals.
- Help the faculty to assess the overall outcomes and effectiveness of the BFA – Performing Arts degree.

## **Jury Scheduling**

In November of the fall semester, or in April of the spring semester, announcements regarding the details of jury scheduling will be sent out on the *td.students* list. All department majors must be subscribed to this list. If you are required to do a jury that semester, you will be assigned a day and time and told which type of jury you must do. Juries occur during finals week. It is your responsibility to check that your jury does not conflict with any final you might have. If there is a conflict, or if you feel some other error has been made in the scheduling of your jury, you must report this to someone in the Theatre & Dance Office as soon as possible. The jury announcement will have detailed instructions about the sign-up process. **Please read these emails fully.**

Follow these steps to be placed on the *td.students* list-serve:

1. use your WKU email to send a message to: [td.students-subscribe@lists.wku.edu](mailto:td.students-subscribe@lists.wku.edu) (The subject and body of the email can be blank.)
2. You will get a message back, asking if you meant to subscribe.
3. Click on reply, then click send. Don't change anything in the subject line.
4. After you do this, you will get one more email saying, “you are now on the list.” You should begin to receive emails from the Department.

### *What if I miss my jury?*

If something comes up and you miss your jury unexpectedly, please contact Department Advisor, Carol Jordan ([carol.jordan@wku.edu](mailto:carol.jordan@wku.edu)), as soon as possible, to reschedule your jury. If you cannot make up the jury in the current semester it will be rescheduled for the following semester.

## **Preparing for Your Jury**

This handbook will help you to know in advance what you should prepare to discuss or present at each jury. You should start preparing early in the semester if necessary. In addition to this handbook, you should make an appointment with your advisor early in the semester to make sure you know what category of jury you should prepare for.

## **Jury Requirements**

The JPR requirements will be a be different depending on if you are a BA in Theatre major or a BA in Dance major to align with the specific program requirements.

Students in both the Dance and Theatre programs are required to attend the following jury sessions:

- Intake Interview
- Exit Interview

Additionally, students majoring in the BA in Theatre need to attend a Progress Check jury in their fourth semester.

Every jury will include three components.

- Required Preparation and Paperwork
- A Discussion or a Presentation
- Feedback or Guidance

## **Descriptions of the Sessions**

The following is a description of each jury session and how to prepare for it.

### ***Session 1: The Intake Interview***

The first jury is simply an interview that gives you an opportunity to meet the faculty and discuss your overall educational and career goals and plans. Preparing for this Intake Interview is explained in PERF 175: University Experience – Performing Arts, which is generally required of all Theatre & Dance Department majors. However, there are instances in which certain students, for legitimate reasons, are not required to take this course: If you have not taken PERF 175, please see your advisor for help finding the forms and preparing for the Intake Interview.

#### ***Preparation & Paperwork***

For this first semester jury, you'll need to start a new "Jury and Production History Form". There are separate forms for each major. Find the the form for BA Dance majors, or the form for BA Theatre majors. You'll need to use a web browser to navigate to the [Department of Theatre & Dance Community blackboard](#) site. Then click the "Forms (Juries, etc.)" link and click the Jury and Production History Form that is appropriate for your major. The link will take you to a google form to fill out. The form is organized by semester and charts your overall production participation as you progress through your degree program. For your first jury you will need to fill out the new student info section in addition to listing any productions you may have worked on. After you finish filling out the form you will receive an email with a link titled "edit responses". Click this link and bookmark it in your browser. This is how you'll access the form every semester following to update your new production history. You should list all your production activities at WKU on this form, not just performances; shop hours, crew assignments, box office work, PR assignments etc. should all be included. Don't worry if you don't have any productions to add to your form in your first semester. You will add

more as your academic career continues. If you cannot access the blackboard, ask your advisor to grant you permission.

Every semester you will be able to update your production history form adding new goals and new production experiences. Be aware you will only use the link above when you start a new form. Your advisor will help you find the correct link to update your form every time after that.

### **Discussion**

This jury session is a chance for you to meet more faculty in the department and for them to get to know more about you. Please try to arrive 5-10 minutes before your scheduled jury session time. Before your scheduled JPR date think about your near-term goals as a Department of Theatre & Dance major, as well as your longer term educational/career goals and be ready to talk about them. This doesn't mean you have to know what they all are. Just be ready and willing to honestly share your current thoughts. To open a discussion.

### **Feedback**

There isn't any formal feedback during the intake interview. Instead, members of the faculty will participate in a discussion with you. They may offer suggestions based on your expressed goals, such as projects you might be interested in, fellow students who share an interest, or resources that may help with challenges you are facing. Please feel free to ask any questions that you have during this session.

## ***Session 2: Progress Check Jury (BA in Theatre students only)***

The Progress Check Jury provides an opportunity for BA students and faculty to discuss the student's current progress and future goals as a student and theatre practitioner. This jury session typically takes place in the student's 4<sup>th</sup> semester in the major, in what is commonly (but not always) the spring of their sophomore year. Additionally, this session allows the student to practice professional interview skills with the assembled faculty, as they discuss issues related to their educational goals, future development, and long-term career plans.

Treat this jury as practice for a professional interview. As with all jury sessions, please try to arrive 5 – 10 minutes before your scheduled session time. Try to dress as you would for a job interview.

### **Preparation & Paperwork**

For this jury please be sure to update your "Jury and Production History Form" with all of your latest production activities. Also please bring two printed copies of a working draft of your resume. Resume examples can be found in the Forms tab on the [Department of Theatre & Dance Community blackboard](#) site.

### **Discussion**

Before your jury date, take some time to reflect on the following topics:

- Departmental accomplishments since their Intake Interview

- Short-term goals while at WKU
- Long-term goals post-college, including your plans to help achieve these goal(
- Any challenges you're facing or accomplishments you're particularly proud of

Come to your jury session prepared to discuss these topics.

### **Feedback**

Again, there isn't any formal feedback during this interview-oriented jury. But the faculty members present will engage you in a discussion, during which they may offer advice, suggestions or guidance based on the goals you're working towards or challenges you may be facing. This is also an opportunity for you to ask any questions you may have such as asking for feedback on any aspect of the jury or your accomplishments in the department.

## ***Session 3: The Exit Interview***

The Exit Interview provides the opportunity for a final discussion between the student and the assembled faculty prior to graduation. This session typically happens at the end of your last planned semester as a student in the department. The exit interview affords a discussion of reflection on the student's experience in the department, a discussion of next steps and a final practice at professional interview and discussion skills. The exit interview will be slightly different between BA in Dance and BA in Theatre majors.

### **Preparation & Paperwork**

Please bring one copy of your resume. If your focus is acting, please attach an 8x10 inch headshot to the resume. Resume examples can be found online or in the Forms tab on the [Department of Theatre & Dance Community blackboard](#) site.

\*Please note: The department will take and keep these documents.

### **Discussion and Presentation**

As with all jury sessions, please try to arrive 5 – 10 minutes before your scheduled session time. This jury session is different from the previous sessions. In addition to a discussion with the faculty about your past experiences and your post-graduation next steps, you will be asked to discuss a creative project you have worked on during your time as a student.

**BA in Dance majors** will be asked to give a short discussion of a dance history project completed in class.

**BA in Theatre majors** will be asked to discuss a play that they either worked on in the department or in a class. The presentation should be short, 2-3 minutes. The student should articulate their critical thoughts and defend their informed judgements of dramatic text.

### **Feedback**

This jury session is a conversation that is meant to reflect on your time at WKU as well as your plans post-graduation. At this time, the faculty may offer comments or observations

about your progress over the years, and we encourage you to share your thoughts about your growth as an creative artist and scholar. As always, you can ask for specific feedback or critique from the faculty, and/or ask any questions you have. We also welcome any constructive comments you would be willing to offer about your overall educational experience at WKU, should you choose to share those with us.

## **Useful Resources**

Blackboard: [Theatre and Dance Blackboard](#)

Email listserv: [td.students-subscribe@lists.wku.edu](mailto:td.students-subscribe@lists.wku.edu)

Handbooks, Jury Information, and Forms: <https://www.wku.edu/theatre-and-dance/handbooksjuryforms.php>

## **Accreditation Standards**

### *National Association of Schools of Dance standards for the BA in Dance*

Western Kentucky University is an accredited institution member of the National Association of Schools of Dance (NASD). NASD standards stipulate the following required competencies for all BA in Dance degrees:

“Students holding undergraduate liberal arts degrees must develop:

- The ability to identify and work conceptually with the elements of dance.
- An understanding of choreographic processes, aesthetic properties of style, and the ways this shape and are shaped by artistic and cultural ideas and contexts.
- An acquaintance with a wide selection of dance repertory, the principal eras, genres, and cultural sources.
- The ability to develop and defend critical evaluations.
- Fundamental knowledge of the body and of kinesiology as applicable to work in dance.

(*NAST Handbook 2023-2024*, Standards for Accreditation, VII.D.2.a.(1)-(5).)

“Students holding undergraduate liberal arts degrees must develop:

- Ability in performing areas consistent with the goals and objectives of the specific liberal arts degree program being followed, and appropriate to the individual’s needs and interests.
- An understanding of procedures for realizing a variety of dance styles.

- Knowledge and/or skills in one or more areas of dance beyond basic coursework and performance appropriate to the individual's needs and interests, and consistent with the goals and objectives of the specific liberal arts degree program being followed.”

(NASD *Handbook 2023-2024*, Standards for Accreditation, VII.D.3.a.(1)-(3).)

*National Association of Schools of Theatre standards for those receiving the BA in Theatre*

Western Kentucky University is an accredited institution member of the National Association of Schools of Theatre (NAST). NAST standards stipulate the following required competencies for all BA in Theatre degrees:

“Students holding undergraduate liberal arts degrees must have:

- The ability to think conceptually and critically about text, performance, and production.
- An understanding of the playwriting and production processes, aesthetic properties of style, and the way this shape and are shaped by artistic and cultural forces.
- An acquaintance with a wide selection of theatre repertory including the principal eras, genres, and cultural sources.
- The ability to develop and defend informed judgments about theatre.”

(NAST *Handbook 2023-2024*, Standards for Accreditation, VII.D.2.a.(1)-(4).)

“Students holding undergraduate liberal arts degrees must have:

- Ability in areas of performance and production or playwriting appropriate to individual needs and interests, consistent with the goals and objectives of the specific liberal arts degree program being followed.
- An understanding of procedures and approaches for realizing a variety of theatrical styles.
- Intermediate to advanced competence in one or more theatre specializations in creation, performance, scholarship, or teaching.

(NAST *Handbook 2023-2024*, Standards for Accreditation, VII.D.3.a.(1)-(3).)

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