Jury/Portfolio Review (JPR) Handbook
for the

BFA in Performing Arts
Acting Concentration

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This Handbook applies to students who became Department of Theatre & Dance majors Fall 2008 or later.
BFA Admission & Retention Policies & Procedures

All students pursuing a WKU Department of Theatre & Dance BFA Performing Arts Degree are required to fully participate in the department’s Jury Portfolio Review (JPR) process.

Mission Statement and Purpose of Jury/Portfolio Review
The WKU Department of Theatre & Dance Jury/Portfolio Review process (JPR) serves as a means to:

- Determine a student’s readiness for admission into, and retention in, the BFA Performing Arts degree program
- Provide the department faculty regular opportunities to assess a student’s potential for success in their chosen discipline, both in the BFA program, and after graduation.
- Provide regular opportunities for BFA students to practice presenting themselves in a professional manner to the assembled faculty, and to address issues related to their educational goals, future development, and long-term career plans.
- Assess the outcomes and effectiveness of the WKU Department of Theatre & Dance BFA Performing Arts degree.

NAST Standards
The Western Kentucky University Department of Theatre & Dance adheres to the standards for admission and retention at the BFA level outlined by the National Association for Schools of Theatre (NAST):

The Bachelor of Fine Arts (BFA) degree is the initial professional degree in the performing arts. Its primary emphasis is on the development of skills, concepts, and sensitivities essential to the performing arts professional. In any of the roles as creator, scholar, or teacher, the performing arts professional must function as a practitioner who exhibits technical competence, broad knowledge of performing arts, sensitivity to artistic style, and an insight into the role of the performing arts in the life of humankind.

Evidence of these characteristics and potential for their continuing development is essential for the awarding of the Bachelor of Fine Arts degree. Upon completion of the Western Kentucky University BFA in Performing Arts degree program students will have:

- Experienced significant and meaningful engagement in the creative/interpreting processes of performing arts event production;
- Achieved significant technical mastery in at least one of the BFA concentration areas (Acting, Directing, Music Theatre, Theatre Design & Technology);
• Experienced significant and meaningful engagement with the history, theories and aesthetics of the performing arts, and demonstrated a critical sense of how they inspire and inform their own work;

• Demonstrated their competency with all of the above through evaluated performance and/or portfolio review.

Criteria for Acceptance into the BFA in Performing Arts
All students matriculating at Western Kentucky University who state an intention to pursue a BFA in Performing Arts will first be enrolled under the status “seeking admission” to the major. Students are typically required to formally apply for admission into the BFA program in their 3rd semester as a Department of Theatre & Dance major, though special arrangements may be negotiated to accommodate students transferring into the Department of Theatre & Dance after completing semesters in other programs. To be eligible to apply, you must have:

• Earned at least 30 college credits from an accredited college, university or post secondary conservatory;

• Maintained an overall (cumulative, across all semesters) GPA of at least 2.5;

• Demonstrated exceptional talent, commitment, self discipline, reliability, and a reasonable likelihood of success in at least one disciplinary concentration of the BFA program;

• Participated fully in the department’s JPR process (outlined in detail in the remainder of this handbook).

Policies Regarding Concentrations in the BFA Program
The Western Kentucky University BFA programs are designed to facilitate mastery and in-depth study in a particular area. It is therefore recommended that you work toward only one concentration during your time at WKU. In exceptional circumstances, and with permission from your advisor, you may decide to pursue a second concentration.

To add a second concentration, students are expected to meet the Criteria for Acceptance (above) and to fulfill the Audition or Application requirements for that concentration. If a second concentration is added, students should be aware that this will most likely increase time to graduation. It is not recommended that an additional concentration be added after the junior year, and in some cases, three semesters in residence may be required for the additional concentration.

Switching from one concentration to another should be done thoughtfully, and in consultation with your advisor. If a switch is desired, the Criteria for Acceptance (above) as well as the individual concentration’s Audition/Application requirements must be met. As is the case with adding a concentration, time to graduation may be increased as a result of the switch and a minimum number of semesters-in-residence may be required.
Criteria for Continuation (Retention) in the BFA Program

Once admitted, retention in the Western Kentucky University BFA in Performing Arts degree program requires that you:

- Maintain a cumulative (across all semesters) GPA of at least 2.5, and earn a grade of C or better in all classes included in your BFA program of study;
- Maintain an exceptional level of commitment, self-discipline, reliability, and demonstrate consistent artistic growth and development appropriate to the chosen area of concentration, as assessed through the departmental JPR process. Each JPR after the BFA application will receive one of four ratings:

  1. **Pass with Distinction:** Indicates an exemplary jury, and no further action is required.
  2. **Pass:** Student has met all the requirements but there are areas that need attention; no further action is required.
  3. **Pass with Conditions:** Requires a student to work with their advisor to address the specific issues that resulted in this rating.
  4. **Unsatisfactory:** Results in student being placed on probationary* status in the BFA. Requires student to work with their advisor to address the specific issues that resulted in this rating. A second consecutive Unsatisfactory JPR rating will result in being dropped from the BFA program.

* A detailed outline of the Department’s Probation Policies and Procedures are appended at the end of this handbook.

**Appeals**

A student who has been dropped from the BFA program for failure to maintain the standards for retention may request permission to re-apply from the department faculty after discussing the matter with his or her advisor. Students in this situation should work closely with their advisor to prepare their appeal.

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**The deadline for submitting ALL Jury documents is always 4:00 p.m. on the Friday prior to the last week of classes.**

**All JPR forms can be found on the T&D Department website. Download them, fill them out, and SAVE them for later edits.**

**You will need to get your advisor’s signature on some forms.**
BFA Acting Concentration JPR Requirements

As a BFA Acting concentrator you are required to participate in the following developmental JPR sessions:

- Intake Interview
- Baseline Skills Jury
- BFA Application Audition
- Retention and Progress Check Juries
- Professional Readiness Jury
- Exit Interview

The details about when these JPR sessions will be scheduled and how to prepare for them are outlined in the remainder of this handbook, but in general there are three components to every Jury you do:

- Preparation & Paperwork
- Presentation
- Feedback

The Intake Interview

This first session is not a performance jury. It’s simply an interview that gives you an opportunity to meet the faculty and discuss your overall educational and career goals and plans. How to prepare for this Intake Interview is typically explained in **PERF 175: University Experience in the 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 the proper instructions, forms and signatures required for your Intake Interview.*

**PREPARATION & PAPERWORK**

For this first semester interview, you’ll need to prepare and submit the following items:

- A completed **Personal Learning Goals Inventory**, signed by your advisor.

- EMAIL TO YOUR ADVISOR: A [WKU Department of Theatre & Dance Student Production Resume](#). This is a special resume, formatted by semester, which charts your overall production participation as you progress through your degree program. (To fill out, go Departmental Forms on the [T&D Department website](#). An example of a completed form can be found at the end of this handbook.) You should list **ALL** of your production activities at WKU on this resume, not just performances; shop hours, crew assignments, box office work, PR assignments etc. should all be included. **Please note:** you are required to submit one of these Student Production Resume for this first semester interview **even if you have little or nothing to list.** Don’t worry about that, you won’t “lose points” of any kind in that case. We just want to know that you know how to access and get started using this specialized departmental resume.

*Please note: The department will take and keep these documents. So please make copies of anything you wish to keep.*
PRESENTATION

For this first semester interview, all you need to do is show up as scheduled with time to spare, dressed as you would for a job interview, all required paperwork in hand, ready to discuss your near term plans as a Department of Theatre & Dance major, as well as your longer term educational/career goals. Please note: this does not mean you have to know exactly what they are! Just be ready and willing to honestly share your current thoughts.

FEEDBACK

Since this JPR session is a simple “get to know you” conversation, whatever feedback the faculty wishes to share will happen during the interview, and you may of course ask for any specific sort of feedback you wish, and/or ask any questions you have.

Baseline Skills Jury

The Baseline Skills Jury generally happens the semester immediately following your Intake Interview semester. This jury is when you first perform a monologue for the faculty. It is your first opportunity to formally demonstrate your current acting craft skill level, via the preparation and performance of a monologue. The care and effort you put into preparing for this performance will weigh significantly on the faculty’s evaluation of your relative maturity and readiness for the BFA Program.

The feedback you get on this performance JPR presentation will give you some idea of what the faculty expects of you, and how to best prepare for a successful Application Audition jury, which under normal circumstances typically happens at the end of the semester immediately following the semester in which you present the Baseline Skills Jury.

PREPARATION & PAPERWORK

For this Baseline Skills Jury you’ll need to prepare and submit/perform the following:

- One 60-90 second contemporary (1960 or later) monologue selected in consultation with and approved by your advisor.

- EMAILED TO YOUR ADVISOR: A JPR Monologue/Song Analysis Form for the monologue you are going to perform. (Blank JPR Monologue/Song Analysis Forms are available on the department website, and an example of a completed form is appended to this handbook.)

- EMAILED TO YOUR ADVISOR: A WKU Department of Theatre & Dance Student Production Resume. This is the same as the one you should have presented at your first JPR Intake Interview, but updated to reflect your recent accomplishments. If you have any questions about this, please speak with your advisor.
You should begin preparing these materials early in the semester, starting with a discussion with your advisor about how to find and prepare your monologues for performance, including the accompanying analysis paperwork.

PRESENTATION

For this Baseline Skills JPR, you should show up as scheduled with time to spare, dressed appropriately (as for an audition) with a notebook and pen to take notes with during the feedback portion of the session. You should also be well warmed up and ready to perform. When your turn comes, you will be called into the room and instructed where to take the stage and wait for the “go ahead” from one of the faculty. When given the nod, you should introduce yourself and announce:

- the name of the play from which your monologue was taken
- the name of the playwright
- and the name of the character you will be performing

For example: “Hi, my name is Bobby Strong, and I’ll be performing one of Biff’s monologues from Arthur Miller’s Death of a Salesman.” Then you’ll perform your monologue, and when you’ve finished, you’ll be invited to sit for a few minutes for a brief verbal feedback session.

FEEDBACK

You will get some immediate verbal feedback from some of the faculty in attendance; you should take notes, which means you should have a notebook and pen handy. This is also an opportunity for you to ask any questions or discuss any issues you wish with the gathered faculty.

For your monologue, you will be evaluated on the following criteria:

- Professional appearance (clothing/makeup)
- Level of personal energy and confidence
- Memorization depth
- Vocal presence and “fit” to the room
- Resonance and/or quality of vocal production
- Diction and/or quality of speech (could include issues such as lisps, KY dialect, etc.)
- Physical presence: postural alignment, stability and “sure-footedness”
- Quality of movement (if any)
- Eye focus
- Sustained concentration, characterization consistency
- Comprehension of the text, knowledge of the play your monologue comes from
- Clarity and dramatic value of your acting choices (goals, tactics, stakes etc.)
BFA Application/Audition

This jury is your audition for official admission into the BFA Acting Concentration, and typically takes place the semester immediately following your Baseline Skills Jury semester. This Audition Jury gives you the opportunity to demonstrate your readiness for admission into the BFA Acting Concentration. The faculty will base their assessment of your readiness on the quality of your application documents (including in particular the essay), the quality of your monologue performances, and the general level of engagement, maturity, self-reflective insight, discipline, and artistic growth you’ve demonstrated in your first three semesters in the department.

Your GPA is also a factor in whether you will be fully admitted to the BFA. *A minimum 2.5 GPA (cumulative, across all semesters) is required for admission into the BFA program.*

PREPARATION & PAPERWORK

For this audition jury, you’ll need to prepare and submit/perform the following:

- Two 60-90 second contemporary (1960 or later) monologues, one comic and one serious, selected in consultation with and approved by your advisor. As a rule, *unless specifically instructed otherwise by your advisor*, you may *not* re-present the monologue you presented previously at your Baseline Skills Jury.

- EMAILED TO YOUR ADVISOR: A *JPR Monologue/Song Analysis Forms*, one for each of the monologues you perform.

- EMAILED TO YOUR ADVISOR: Your BFA Application documents. *Blank BFA Application Forms are available on the department website*. All paperwork in your Application/Audition semester is due no later than 4:00 p.m. on the Friday prior to the last week of classes.

You should begin preparing these materials early in the semester, starting with a discussion with your advisor about how to find and prepare your monologues for performance, and to establish a deadline schedule for turning in drafts of your BFA Application documents.

The deadline for submitting ALL Jury documents is always 4:00 p.m. on the Friday prior to the last week of classes.

You will need to get your advisor’s signature on some forms. Please allow enough time for this.
PRESENTATION

As with the Baseline Skills Jury you should show up at least 10 minutes ahead of your scheduled jury time, dressed appropriately (as for an audition) all required paperwork in hand, including a notebook and pen to take notes during the feedback portion of the session. You should also be well warmed up and ready to perform. When given the nod, you should introduce yourself and announce the name of the play from which your monologues were taken, the names of the playwrights, and the names of the character you will be performing. When you’ve finished, you’ll be invited to sit for a few minutes for a brief verbal feedback session.

FEEDBACK

You will get some immediate verbal feedback from some of the faculty in attendance; you should take notes, which means you should have a notebook and pen handy. This is also an opportunity for you to ask any questions or discuss any issues you wish with the gathered faculty.

For your monologues, you will be evaluated on the criteria listed for the Baseline Skills Jury (above), plus your improvement on specific areas recommended by the faculty in your classes, previous JPRs, and production work.

BFA Status Notification

You will be notified by email of the faculty’s decision about your BFA status no later than the end of the first week of the semester following your application/audition. If you have earned acceptance into the BFA program your degree program status will be changed from Seeking Admission to BFA Performing Arts: Acting Concentration. If you are denied admission into the BFA program, your options are:

- Remain in “Seeking Admission” status one more semester, and reapply/re-audition at the next available JPR, or
- Change your degree program status to another major/minor program of your choice

If you do not take action on one of the above, your status will be changed to a BA in Theatre, and you will need to complete a minor in order to graduate. If, after a second application/audition, you are again denied admission into the BFA program, you may formally petition the faculty for one more chance to apply/audition. You should discuss this with your advisor.

Exceptions to the 3rd Semester Application/Audition Jury Requirement

As a general rule, students seeking admission into the BFA Performing Arts Acting Concentration are required to apply/audition in their third semester in the department. However, under special circumstances (students transferring late into the WKU Department of Theatre & Dance, for example) it may be possible to schedule a different application/audition semester based on discussions with your advisor.
Retention and Progress Check Juries

Once you’ve been formally accepted into the BFA Acting Concentration, you will be required to periodically demonstrate that you are continuing to perform at a level commensurate with the standard of retention in the BFA Program (see the beginning of this manual for *Criteria for Continuation in the BFA in Performing Arts*) and that you are growing and maturing as an actor. The mechanism for this is the Retention and Progress Check Juries.

At this point in your progress through the program, the quality of your citizenship as a member of the department will also be taken into account. Your performance as a “company member” of the WKU Department of Theatre & Dance both onstage and off, matters. Things like how you handle your crew responsibilities, your behavior in rehearsal, and/or your role as a mentor to incoming students will be noted. Your ability to take skills you are learning in classes and utilize them in your performance work will be considered evidence that you are in the correct concentration and should remain in the BFA.

**PREPARATION & PAPERWORK**

- For each Retention and Progress Check Jury you will be expected to perform three contrasting 60-90 second monologues. One of these monologues should be contemporary (1960 or later), one should be period verse, one comic and one serious. As a rule these monologues should be different from the monologues you have previously presented at Jury. (The exception to this general rule is: if your advisor specifically instructs you to re-work and re-present a previously presented monologue.)

- EMAILED TO YOUR ADVISOR: A *JPR Monologue/Song Analysis Form* for each of the monologues you perform.

- EMAILED TO YOUR ADVISOR: An updated *WKU Department of Theatre & Dance Student Production Resume*.

- BRING TO JURIES: Two copies of your current professional resume.

**PRESENTATION & FEEDBACK**

The expectations for presentation and feedback procedures are the same as previous performance juries.

**The Professional Readiness Jury**

The Professional Readiness Jury typically happens the semester immediately preceding your last planned semester as a student in the department, and gives you the opportunity to demonstrate your readiness to compete as an early career actor in the field. You will be assessed on the quality of the material you choose to present, how well-suited that material is to you, and the quality of your presentation.

**PREPARATION & PAPERWORK**
You should prepare 5 audition monologues, with a JPR Monologue/Song Analysis Form for each piece. From those 5, you will choose one to perform, and the faculty will choose which of the remaining 4 they would like you to perform in addition to the one you choose. Faculty may ask for any combination of the remaining 4 pieces; it’s totally up to them. As with the Retention and Progress Check juries, your list of 5 monologues should include, in any combination:

- one contemporary (1960 or later) piece
- one period verse piece
- one comic piece
- one serious piece

Unlike previous juries, in this case you are allowed to include previously performed monologues in your list of 5, as long as at least 2 of the 5 are “new” pieces the faculty has not previously seen you perform.

- EMAIL TO ADVISOR: Your updated WKU Department of Theatre & Dance Student Production Resume.
- BRING TO JURY: One copy of your professional resume.

PRESENTATION & FEEDBACK

You should approach this jury as you would an actual professional audition. That is what the faculty will be assessing; have you demonstrated that you are indeed ready to compete as an early career actor in the field.

An unsatisfactory performance of this Professional Readiness Jury will result in your being required to re-do it in the semester immediately following that unsatisfactory jury, in addition to any other regularly scheduled jury requirement, such as an Exit Interview.

The Exit Interview

The Exit Interview is a “bookend” interview to the Intake Interview you did in your first semesters in the department, and typically happens at the end of your last planned semester as a student in the department. Like the Intake Interview, this not a performance jury, but rather a conversation with the faculty.

PREPARATION & PAPERWORK

- BRING TO JURY: your updated WKU Department of Theatre & Dance Student Production Resume.
- BRING TO JURY: One copy of your professional resume.
*Please note: The department will take and keep these documents. So please make copies of anything you wish to keep.

PRESENTATION

As with the Intake Interview, show up as scheduled with time to spare, dressed as you would for a job interview, all required paperwork in hand, ready to discuss your “next step” plans as a graduate of WKU Department of Theatre & Dance. Please note: this does not mean you have to know exactly what they are! Just be ready and willing to honestly share your current thoughts.

FEEDBACK

This JPR 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 a creative artist. 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.
Departmental Probation Policy

Except in extraordinary circumstances, any of the following will result in a BFA student being placed on departmental probation:

1. Failing to attend all or part of their end-of-semester JPR.
2. Failing to maintain a cumulative (across all semesters, including all classes) GPA of 2.5 or better.
3. Receiving a rating of “Unsatisfactory” for a JPR.

The first time one of the above occurs, a student will be placed on preliminary probation. A student on preliminary probation may only perform in, design, or stage manage a production with official permission from their advisor. The goal is for students to work with their advisors in order to address whatever issues caused their probationary status, and to only take on production work when their advisor is convinced that a) it will not negatively impact their overall performance and b) they have the necessary work ethic and maturity to successfully complete the assignment along with their other curricular commitments. Students may also be required to meet with the faculty during the semester and/or present a mid-semester JPR in order to fulfill the terms of their probation. Failure to fulfill any requirements may result in a second semester on preliminary probation or, if the faculty deems it appropriate, full probation (see below).

If a student is placed on probation a second time, they will be placed on full probation. This means that they are automatically barred from doing any production work (including performance) beyond what is required to complete their Prod assignment (if applicable) in their probation semester. This means students cannot be cast in any shows that semester, and roles they have already been assigned will be recast. Similarly, designers or stage managers will be replaced on any shows they had previously been assigned to. Students may also be required to meet with the faculty during the semester and/or present a mid-semester JPR in order to fulfill the terms of their probation. Failure to fulfill any requirements may result in a second semester on full probation or, if the faculty deems it appropriate, dismissal from the BFA (see below). Please be aware that probation semesters don’t need to be consecutive; once a student has been on preliminary probation once, barring extraordinary circumstances, a second probationary offence will result in full probation.

Students who commit further probationary offences after spending a semester on full probation may be dropped from the BFA. A student who has failed to meet the retention standards of the BFA program may be granted petition to reapply by petitioning the department faculty.
[Insert name here]

Matriculation semester: _____
Planned Graduation semester: _____
Number of semesters enrolled as a WKU student: ____

BA Theatre ___
BA Dance ___
⇔ CHOOSE 1⇔

BFA Performing Arts: Acting ___
Dance ___
Directing ___
Music Theatre ___
Design & Technology ___

First Semester: (insert semester date here, e.g. Fall 2004)
Production/Project Title Your role in the project Date
(Insert ALL WKU performance, design, and production support activities here. Italicize play titles.)

Second Semester: (insert semester date here, e.g. Fall 2004)
Production/Project Title Your role in the project Date
(Insert ALL WKU performance, design and production support activities here. Italicize play titles.)

Third Semester: (insert semester date here, e.g. Fall 2004)
Production/Project Title Your role in the project Date
(Insert ALL WKU performance, design and production support activities here. Italicize play titles.)

Fourth Semester: (insert semester date here, e.g. Fall 2004)
Production/Project Title Your role in the project Date
(Insert ALL WKU performance, design and production support activities here. Italicize play titles.)

…And so on, listing all WKU performance, design, and production support activities by semester.

Matriculation semester: _____
Planned Graduation semester: _____
Number of semesters enrolled as a WKU student: ____

Current OVERALL GPA: _____
Current PROGRAM GPA: _____

WKU Department of Theatre & Dance
STUDENT PRODUCTION RESUME
WKU Department of Theatre & Dance

STUDENT PRODUCTION RESUME

Bobby Strong

Matriculation semester: __Fall 2013__

Planned Graduation semester: __Spring 2017__

Number of semesters enrolled as a WKU student: _2_

**BA Theatre _x___**

⇔ CHOOSE 1⇔

**BA Dance ____**

Current *OVERALL* GPA: ____

Current *PROGRAM* GPA: ____

**BFA Performing Arts:**
- Acting ___
- Dance ___
- Directing ___
- Music Theatre ___
- Design & Technology ___

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**First Semester: Fall 2013**

<table>
<thead>
<tr>
<th>Production/Project Title</th>
<th>Your role in the project</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Death of a Salesman</em></td>
<td>Biff</td>
<td>Sept 2013</td>
</tr>
<tr>
<td><em>Rapunzel</em></td>
<td>Publicity Crew</td>
<td>Sept 2013</td>
</tr>
<tr>
<td><em>Waiting for Godot</em></td>
<td>Usher</td>
<td>Nov 2013</td>
</tr>
<tr>
<td>Winterdance 2013</td>
<td>Gel Changer</td>
<td>Dec 2013</td>
</tr>
</tbody>
</table>

**Second Semester: Spring 2014**

<table>
<thead>
<tr>
<th>Production/Project Title</th>
<th>Your role in the project</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>West Side Story</em></td>
<td>Ensemble</td>
<td>Feb 2014</td>
</tr>
<tr>
<td><em>West Side Story</em></td>
<td>Stitcher (costume shop staff)</td>
<td>Feb 2014</td>
</tr>
<tr>
<td><em>The Glass Menagerie</em></td>
<td>Box Office Manager</td>
<td>April 2014</td>
</tr>
<tr>
<td><em>The Glass Menagerie</em></td>
<td>Stitcher (costume shop staff)</td>
<td>April 2014</td>
</tr>
<tr>
<td><em>Evening of Dance—</em>“Revelations”*</td>
<td>Dancer</td>
<td>May 2014</td>
</tr>
<tr>
<td><em>“Agon”</em></td>
<td>Soloist</td>
<td></td>
</tr>
</tbody>
</table>

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Matriculation semester: __Fall 2013__

Planned Graduation semester: __Spring 2017__

Number of semesters enrolled as a WKU student: _2_

**BA Theatre _x___**

⇔ CHOOSE 1⇔

**BA Dance ____**

Current *OVERALL* GPA: ____

Current *PROGRAM* GPA: ____

**BFA Performing Arts:**
- Acting ___
- Dance ___
- Directing ___
- Music Theatre ___
- Design & Technology ___

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**First Semester: Fall 2013**

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<td><em>“Agon”</em></td>
<td>Soloist</td>
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</tbody>
</table>
MONOLOGUE/SONG ANALYSIS FORM
Department of Theatre & Dance

YOUR NAME: _________________________________________________________

YOUR ADVISOR’S SIGNATURE ___________________________  DATE: _________

Instructions
Please fill out one of these forms for each monologue and/or song you have prepared for your JPR. After filling it out, email it to your advisor for review no later than the Friday before the last week of classes for their signature. Speak to your advisor if you have any questions.

SONG/MONOLOGUE ANALYSIS
(Use the space provided below to fill out this form. Handwritten is OK.)

Play or musical title:

Song or monologue title:

Who are you? (Write a brief character description.)

Who are you speaking/singing to, and how would you describe your relationship to this person? (Answer this in the context of the original play/musical)

Goal/Intention: What does your character want? What are you—the character- trying to DO with these words, these melodies? (Stick to active, direct, urgent verbs.)

Stakes/Urgency: (Why is this important? What will happen if you don’t get what you want?)

What happens right before your character starts to speak or sing (the “moment before”) and how does that affect the character? Is there anything about location, time of day, or other given circumstances that is important to the song/monologue?

Version 2/5/13
MONOLOGUE/SONG ANALYSIS FORM - EXAMPLE
Department of Theatre & Dance

YOUR NAME: Jane Doe

YOUR ADVISOR’S SIGNATURE ______________________________ DATE: _________

SONG/MONOLOGUE ANALYSIS

Play or musical title: Chapter Two
Song or monologue title: “You know what you want better than me, George”

• Who are you?
I am Jennifer Malone, a “highly attractive” 32 year old woman. I’m a former actress, recently divorced, very very organized (my clothes always match and my apartment is always clean). I think ahead, I never forget birthdays, and I am a great friend. I feel badly that my first marriage ended in divorce: it feels like I’m a failure. My parents are still married (no one in my family has ever been divorced); I’m originally from Cleveland, and I was really scared to move to New York but I did it. I was also afraid to fall in love again, but it seems I have done that, too.

• Who are you speaking/singing to, and how would you describe your relationship to this person? (Answer this in the context of the original play/musical)
I am speaking to George, the man I just married. George is wonderful. He’s a well-known mystery writer, and super smart. He makes me laugh, he makes me feel special, and he’s a really sweet guy. Unfortunately, he hasn’t gotten over his wife, Barbara, who died only a couple months ago. I love George, and I think we can make it work, but George isn’t even meeting me halfway. He’s just too sad. Which makes me sad.

• Goal/Intention: What does your character want? What are you—the character—trying to DO with these words, these melodies? (Stick to active, direct, urgent verbs.)
George seems to have given up on everything: work, me, love. I want George to show some signs of life! To fight with me, to push back, to care! Right now it’s like he’s sleepwalking; I can’t get him to be excited about our marriage. I want to lift him out of his “dead” state and back into the world of the living! It’s like I want to pull him up out of Barbara’s grave, stiffen his spine, and get him to CHOOSE ME, to CHOOSE LIVING over giving up. I refuse to feel badly about loving him and wanting things. I am alive, and I want George to be alive alongside me. I care about George, and I want him to be OK.

• Stakes/Urgency: (Why is this important? What will happen if you don’t get what you want?)
if I fail at this marriage, I will have failed at 2 marriages, and that cannot happen! Jennie Malone is not a failure at love! I have put everything I have into this marriage and I know it can work. But a marriage takes 2, so I need George to commit. This is my last chance to shake George out of his lethargy. I have to speak up, I have to give this marriage everything I’ve got.

• What happens right before your character starts to speak or sing (the “moment before”) and how does that affect the character? Is there anything about location, time of day, or other given circumstances that is important to the song/monologue?
Our honeymoon was 9 days ago, and we had such a bad fight when we got home that I moved back into my old apartment. It rained during our honeymoon. All our friends are having marital problems and giving up.
WKU Department of Theatre & Dance
BFA Performing Arts Application

Name:

WKU Student ID#:

Semester first enrolled at WKU:

Planned graduation semester:

Current program GPA:

Current overall GPA:

BFA Concentration:
You may choose multiple concentrations only after consulting with your advisor.

☐ Acting ☐ Directing

☐ Music Theatre ☐ Design & Technology

☐ I have read and understand all of the WKU Department of Theatre & Dance BFA admission and retention policies

☐ I have successfully earned at least 30 college credits from an accredited college, university or post secondary conservatory

☐ I have earned a C or higher in every course required by the BFA program.

☐ OR

☐ I am willing to retake ____________________________ in order to complete to the BFA

Applicant’s Signature ______________________________ Date:

Advisor’s Signature: ______________________________ Date:

________________________________________________________

Attach this cover page to a separate, 1000-1200 word, typewritten explanation of:

1. Your long-term career goals.

2. Why you believe this particular program of study/training is the best path for you to take toward achieving those goals.

3. Based on your work so far at WKU, in what area(s) do you feel you need improvement? How do you plan to make that happen? Be specific and realistic.
The following page contains a form that you will be required to fill out and submit electronically. **Please do not print out.** Upon completion, please email the document to your advisor in order to obtain their signature. Your advisor will then distribute the completed form to the rest of the faculty.

**Helpful Hints:**

**Locating your Program GPA**
In order to locate your GPA you must do an ICAP audit on Topnet. You will see your Program GPA below the listing of your major:

**Major in Performing Arts (Theatre Design & Technology).** The major in Performing Arts (Theatre Design & Technology) requires 74 semester hours.

EARNED: 41.00 HOURS 3.78 GPA

IN-PROCESS: 22.00 HOURS

--> NEEDS: 2.00 GPA
Your Name
Union Affiliations  If you have them

- Cell Phone Number - Email Address - Professional Website
  ~ not Facebook or Myspace

Eyes/Hair: if a B&W headshot
Vocal Range: only if you sing
Height / Weight: optional

There are many different ways to divide your work experience into categories. One example. . .

**Professional**

<table>
<thead>
<tr>
<th>Play Title</th>
<th>Role</th>
<th>Theatre Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play Title</td>
<td>Various or “Multiple”</td>
<td>Theatre Company Name</td>
</tr>
</tbody>
</table>

**Educational**

<table>
<thead>
<tr>
<th>Play Title</th>
<th>Role</th>
<th>Western Kentucky University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musical Title</td>
<td>Role</td>
<td>Western Kentucky University</td>
</tr>
</tbody>
</table>

**Dance**

<table>
<thead>
<tr>
<th>Concert Title</th>
<th>Featured Dancer</th>
<th>Dance Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musical Title</td>
<td>Choreographer</td>
<td>Western Kentucky University</td>
</tr>
<tr>
<td>Event</td>
<td>Choreographer/Dancer</td>
<td>Event Production Company</td>
</tr>
</tbody>
</table>

**Film/TV**

<table>
<thead>
<tr>
<th>TV Show Title</th>
<th>Recurring Guest</th>
<th>Production Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Film Project Title</td>
<td>Lead</td>
<td>Student Film</td>
</tr>
</tbody>
</table>

**Commercial/Voice Over**

T.V. Commercials: Bob’s Carpet, Service One Credit Union, Kellogg’s Rice Krispies
Voice Over: Big Noise Sound Systems, Talking Books, Bell Systems
or when listing commercial and voice over work you can also simply say, "Conflicts upon Request"

**Training**

Western Kentucky University - Currently pursuing a BFA in Performing Arts. Graduation - May 2008.
Don’t mention your graduation date unless it’s getting close. You may also want to list some special classes you’ve
taken or some of your teachers to point out specific skills or drop names you think might be helpful. This is most
important for dancers, but can benefit others as well. If you have studied elsewhere or taken workshops you can also list
that separately, as in the example below . . .

Summer Tap Intensive 2007, Steps Studio, NYC  Choreographer Name, Instructor Name

**Related Skills or Special Skills**

Dialects, juggling, stage combat, instruments, horseback riding, drive stick shift, technical theatre skills, but only if
you are willing to do that work. These can be a conversation-starter, but be careful about coming off as overreaching or
corny