



STUDENT HANDBOOK

September 2016 – August 2017

**Portland Actors Conservatory
1436 SW Montgomery St.
Portland, OR 97201
(503) 274-1717
www.actorsconservatory.com**

Table of Contents

Introduction.....	3
PAC Mission Statement.....	3
PAC Philosophy.....	3
PAC Training.....	3
Accreditation & Licensing	3
Faculty & Staff	4
Program Policies.....	4
Application	4
Statement of Non-discrimination	5
Tuition & Fees	5
Financial Aid Policy	5
Qualifying for FAFSA	5
PAC Scholarships	6
Withdrawal and Refund Policy.....	6
Grievance and Appeals Policy.....	6
Evaluation and Promotion.....	7
Standards and Expectations.....	7
Year One	7
Year Two	7
Evaluation Process	7
Academic Integrity and Disciplinary Procedures	7
Attendance and Grading Policy.....	7
Leave of Absence	8
Academic Probation	8
Grading Scale	8
Grade Definitions	8
Registrar and Records Services	9
Student Services	9
Transfer of Credit Policy.....	9
Clock Hours.....	9
Certificate in Acting.....	10
Employment Statement	10
Professional Relationships	10
Advisor Policy.....	10
Problem Solving.....	10
Guidelines for Disruptive Students	10
Health and Safety	10
Reporting an Injury.....	11
Understanding Harassment.....	11
FERPA Law.....	12
Course Material.....	13
Class Attire and Guidelines.....	13
Preparation for Class.....	13
Classroom Etiquette.....	13
Course Offerings	14

PAC Policies 17

 Returned Check Policy 17

 Copier Policy 17

 Library Policy 18

 Use of Studio Space 18

 General Rules for using space at PAC 18

 Calendar & Holidays..... 19

Your Future with PAC..... 19

"Portland Actors Conservatory may be one of the most finely polished, best-kept secrets in town. It's all part of a rigorous program to turn out actors who truly know their craft. And it works. The Conservatory's shows, which blend intensively trained students with experienced guest actors, are some of the best-directed and best-acted in Portland."

-Holly Johnson, The Oregonian

INTRODUCTION

Conservatory Program Mission Statement

Portland Actors Conservatory provides comprehensive actor training for the novice to the professional taught by professional actors and directors in a creative and supportive environment, where artists discover the truth of the moment through the exploration of theory and technique and the art of performance.

PAC Philosophy

Our Two-Year Professional Actor Training Program is a demanding and intensive course of study for the serious minded student with a passionate desire to become a professional actor. We will guide you in learning to access your impulses, respond in the moment, actively listen, use your imagination, and serve the text. Students are taught by theatre professionals in a creative and supportive environment, where artists discover the truth in the moment through the exploration of theory and technique and the art of performance.

PAC Training

The PAC process of training enables the actor to work with and be guided by working theatre professionals. Our core faculty members will guide you in opening the doors to your fullest potential. They will assess your progress with grades and thorough written evaluations of your work in each course. You will study with a close-knit group of peers in classes and workshops designed to allow plenty of personal attention from faculty. You can expect a teacher/student ratio of approximately 1:5 and average class size of 15. The PAC faculty works as a team. Actors are evaluated at the beginning of each semester and goals are set for the student's work in each class. At the end of each semester every actor is evaluated by the entire faculty in performance labs (Year One) and our Season of Plays Performances (Year Two) Goals are re-evaluated by the faculty and set for the next semester's work.

Accreditation and Licensing

Portland Actors Conservatory is nationally accredited through National Association of Schools of Theatre (NAST). Any written inquiries may be forwarded to the National Office at the following address:

NAST
11250 Roger Bacon Drive, Suite 21
Reston, VA 20190-5248
Telephone: 703-437-0700
Fax: 703-437-6312
Email: info@arts-accredit.org

Portland Actors Conservatory has a state license issued by the Oregon Higher Education Coordinating Commission through the Oregon Department of Education. Any inquiries and concerns may be sent directly to the state headquarters at:

Oregon Higher Education Coordinating Commission
775 Court Street NE
Salem, OR 97301
Telephone: 503-373-1283
Email: Education.Investment@state.or.us

FACULTY and STAFF

Board of Directors

Dr. Bruce Chaser, Board Chair
Milton Dennison
Jeff Gorham
Scott Moore
Iris Jane Robinson
Carol Zajac

Management

Beth Harper, Producing Artistic Director and Founder

Faculty

Jacob Coleman
Philip Cuomo
Michael Griggs
Beth Harper
Chris Harder
Brenda Hubbard
Connor Kerns
Val Landrum
Rebecca Lingafelter
Shelly Lipkin
Mindi Logan
Christopher Mikolavich
Cristi Miles
Elizabeth Rothan
Michelle Seaton
Andrea White
Amber Whitehall

Resident Designers

Jessica Bobillot, Costume Designer
Jeff Forbes, Lighting Designer
Christopher Mikolavich, Sound Designer
Tim Stapleton, Scenic Designer

Staff

Loren Johnson, Business Manager
Samson Syharath, Office Manager and Registrar
Manazza Kayani, Financial Aid and Compliance Officer

PROGRAM POLICIES

Application

The most current information about application, cost, program outlines and course descriptions for PAC's professional actor training program is located on our website: www.actorsconservatory.com/admissions. Information about payment deadlines is included with acceptance notifications. Students will have no more than four weeks to submit enrollment documentation after receipt of acceptance notice. Students

who are denied acceptance may reapply the following academic year.

Statement of nondiscrimination

Portland Actors Conservatory does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, genetics information, disability, or status as a protected veteran. The Conservatory's nondiscrimination policy applies to all phases of its employment process, its admission and financial aid programs, and to all other aspects of its educational programs and activities. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

Tuition and Fees

The tuition cost of the Conservatory Program can be paid in full by the first day of class or in two payments (50% plus supplies fee on or before the first day of the academic year and 50% on or before the first day of second semester). Students who have not paid by the due date will not be allowed to attend classes, rehearsals and/or performances until payment is made in full. Fee waivers are not available.

Year One:

Registration fee: \$150 (due upon registration)

Tuition: \$10,750

Supplies: \$225

Year Two:

Registration fee: \$150 (due upon registration)

Tuition: \$10,750

Supplies: \$500

Financial Aid Policy

Continuing education is a significant investment in yourself and your future. Portland Actors Conservatory is committed to working with you to make its program affordable through scholarships, grants and loans. All students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) to determine financial aid eligibility. The application must be completed electronically at www.fafsa.ed.gov after January 1 for the upcoming fall term. To have the results generated to Portland Actors Conservatory, students must include the school code of 041465. In order to complete your FAFSA for the upcoming academic year you will need your, and if needed your parent's, financial information from the previous year (W2 forms, Tax Returns, bank statements). Please make certain you, and your parent, electronically sign the completed FAFSA.

Qualifying for FAFSA

- To qualify for Federal Financial Aid you must be a high school graduate, demonstrate satisfactory academic progress, be a U.S. citizen or qualified resident alien, and neither be in default on a prior financial aid loan nor owe repayment on a federal financial aid grant. The school will contact you if additional documentation is needed. Some students are required to submit signed copies of tax returns, proof of permanent residency or citizenship.
- Portland Actors Conservatory also offers a limited number of need-based and merit-based scholarships. Please contact the business office for an application and due date information.
- Once all the necessary financial information has been received by Portland Actors Conservatory, you will receive an award letter itemizing all aid that you are eligible to receive. You will have the option to accept or decline all or a portion of aid offered. To secure aid you must return a signed award letter and may also be required to complete a Master Promissory Note and loan entrance counseling. Portland Actors Conservatory has staff on hand ready to help you through the entire process and to answer any additional questions you may have.
- Before graduation from Portland Actors Conservatory, you are required to complete a loan Exit

Counseling if you borrowed any federal funds. Your records (certificate, transcripts, etc.) will be on hold until you have completed the Exit Counseling online.

PAC Scholarships

Portland Actors Conservatory also offers a limited number of need-based and merit-based scholarships. Please complete the application available at www.actorsconservatory.com/conservatory_scholarship_application and return to the Registrar no later than August 1. To be considered the student must first complete his/her FAFSA and be accepted into the program. An additional interview with the scholarship committee or supplemental information may be required. Students awarded scholarship funds will be notified no later than September 1. All scholarship funds will credit the student's account at the beginning of the spring semester of that academic year.

Withdrawal and Refund Policy

- As a student, you will be responsible for the full amount of tuition and fees.
- You may withdraw upon written notification within five business days of the date of enrollment and be eligible for a refund of all monies paid, less the application fee.
- If you withdraw by written notification after five business days of the date of enrollment, and prior to the commencement of classes, you are eligible for a refund of all monies paid less registration, supply and application fees.
- If you withdraw by giving written notification after the commencement of classes, you will be eligible for a refund less application, registration and supply fees and a prorated amount for classes that already have been offered.
- If you withdraw after 50% of the contracted program, you will not be eligible for a refund, and will be responsible for the full amount of tuition and fees.
- Students who withdraw after the commencement of classes will be asked to complete an exit interview with Conservatory's Artistic Director or another member of the management team.

Grievance and Appeals Policy

PAC emphasizes the use of informal resolution for all disputes. PAC recognizes the importance of providing due process for all parties involved in these matters. If the student's grievance cannot be resolved through informal discussion, the student may initiate a formal grievance by completing a Student Grievance Form, which can be found in the Administration Office. The form must be filled out and submitted to the Artistic Director or Executive Director who will sign and then have it signed by the person(s) named in the grievance. Students will be assigned a time to present their case to the Fairness Resolution Committee. The Fairness committee consists of the Artistic Director, Executive Director, and a representative from the Board of Directors, faculty and student body. Any individual listed in the grievance will recuse themselves from the Committee.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Oregon Higher Education Coordinating Commission, Private Career Schools, 775 Court St. NE, Salem, OR 97301. After consultation with appropriate Department staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 581-045-0001 through 581-045-0210, the Department will begin the complaint investigation process as defined in OAR 581-045-0023 Appeals and Complaints.

In the case of a grade appeal, students should contact the Artistic Director to resolve the matter. In the case of sexual harassment, or discrimination on the basis of race, sex, creed, color, religion, sexual preference, national origin, age, marital status, pregnancy, Vietnam era veteran's status or disabling condition, the Executive Director is designated as the person responsible for receiving student complaints. Student appeals relating to financial aid rules, appeals for financial aid decisions and regulations are directed to the Administration Office.

The Student Grievance Form and the documentation of the informal resolution process must be submitted to the Chair of the Fairness Resolution Committee (the Artistic Director) no later than the end of the semester following the occurrence of the action upon which it is based. Failure of the student to file a grievance by the deadline constitutes a waiver of all rights under this policy.

A complete policy is available upon request from the Artistic Director.

EVALUATION AND PROMOTION

Standards and Expectations

PAC maintains a high level of standards and expects the highest level of commitment from our students. Those students who struggle to maintain the standards will be counseled by their advisor and assisted by the faculty. Those students who are unable to attain the level of skill expected may be placed on probation. If the student fails to show improvement of commitment to the program he/she may be asked to withdraw.

All applicants must demonstrate the following proficiencies for admission to the Two-Year Professional Actor Training Program:

Year One

- Meet all the application guidelines as defined in the application
- Clearly articulate individual goals
- Demonstrate in his/her interview with the Artistic Director his/her suitability for and compatibility with the philosophy and practices of the Portland Actors Conservatory

Year Two

- Entry into the second year requires a successful audition
- To qualify for the audition the student must:
 1. Have successfully completed all the required first year clock hours
 2. Have a 3.0 grade point average
- A maximum of 12 students will be invited to return to the Second Year program

Evaluation Process

Students are evaluated orally on in-class participation, execution and public performances, and in writing on evaluation forms. Each class will also receive a written grade (A-F) at the end of each semester.

At the beginning of each semester students will be advised by the Artistic Director and faculty members who will discuss goals and technical progress. Faculty members will meet to discuss the progress of students.

Students also have an opportunity to evaluate their classes and instructors at the conclusion of each class. PAC values the feedback from students and will make adjustments based on your input. As you fill out your evaluation form, please offer constructive comments about your experience in the classroom. Student evaluations remain confidential and are only shared with faculty members after final grades and evaluations have been submitted.

Academic Integrity and Disciplinary Procedures

Academic integrity will be upheld by PAC. Students found guilty of intentional fraud, cheating or plagiarizing will be disciplined by the PAC administration.

Attendance and Grading Policy

Each student receives a written evaluation and a grade for each course. The scores are based on class participation, execution of homework and level of achievement for each skill.

One absence in each course is permitted for illness, emergencies, and pressing family matters. Advanced Acting I, II, III and performance in the second year do not allow absences. To be excused from class, write a note with your name, date and reason for your absence and bring it to the Artistic Director's office. If the absence is due to a last-minute emergency, please call and email the Administration Office **and** post it on the FB page for your current class. Individual teachers may request personalized notification of your absence; you must abide by their requests. Your absence will then be posted on the board outside the Artistic Director's office so that your teacher will be informed of your absence. "No Shows" are unacceptable. Except for extreme emergencies, classes at PAC are not canceled. If your instructor is unable to teach the class, we will secure a substitute teacher.

- For the first absence beyond the one permitted, your grade in that course will be lowered.
- For the SECOND and THIRD absence beyond the permitted one, additional grade deductions will factor into your final grade. Documentation of absences (doctor's note, etc.) will be taken into consideration.
- Being late three times to one class equals one absence.
- You will be marked late if you enter your class after the scheduled start time.
- If you are more than 5 minutes late, you will be marked absent.
- If you are observing class due to illness or injury and cannot fully participate please consult with your teacher.
- Please discuss extraordinary circumstances with the Artistic Office.
- If you miss class, you are still responsible for the work and to be prepared for the next class.
- Excessive absences will result in probationary status or your expulsion from the program.

Leave of Absence

Students are required to attend all classes per the attendance policy above. Students with extenuating circumstances who are not able to complete the academic term must withdraw from the program. Once the student's personal conflict has been resolved the student may apply for reentry into the program. Because of the compulsory nature of our program this option is only available to first year students.

Academic Probation

Students are placed on academic probation if their cumulative Grade Point Average falls below 2.5. The probationary period is one semester. The student has that time to return their semester Grade Point Average to 3.0. Students who do not meet this condition are dismissed from the program. Students are also placed on academic probation if a grade of incomplete is given in any class. In this case the student has one semester to receive a final passing grade in the course. Students receiving an incomplete must work with the teacher to create a plan to make up any missed work, all plans must be approved by the Producing Artistic Director.

Grading Scale

A 96-100; A- 92-95; B+ 88-91; B 84-87; B- 80-83; C+ 76-79; C 72-75; C- 68-71; D+ 64-67; D 60-63; F below 60. PAC grading scale meets all state and national requirements.

Grade Definitions

A (4.0)	Exceptional mastery of the skill required to complete the course objective. The student fully grasps the technique and has exceeded the expectation of the class goals.
A- (3.7)	Excellent mastery of the skill required to complete the course objective. The student understands the skill required but there is room for improvement in either technique or participation.
B+ (3.3)	Strong development of the skill required to complete the course objective. The student shows potential for excellent work but certain areas of the work are not consistent.
B (3.0)	Good development of the skill required to complete the course objective. The student understands some areas of the work but the skill needs development.
B- (2.7)	Below average development of the skill required to complete the course objective. The student needs to explore the skill in more depth.
C+ (2.3)	Minimal advance of the skill required to complete the course objective. The work lacks depth and understanding.
C (2.0)	Inconsistent work and progress.
C- (1.7)	Very little improvement or understanding of the skill required to complete the course objective. Consistent lack of preparation.
D+ (1.3)	Significant lack of understanding or ability to demonstrate the skill required to complete the course objective.
D (1.0)	The work is lacking in preparation, understanding and skill. Student lacks the drive to commit to the process.
F (0)	Unable to demonstrate technical skill or understanding of the course objective.
I Incomplete	Student was unable to complete the course requirements and the teacher has given the student two weeks from the last class to complete the requirements.

PAC Registrar and Records Services

Request a transcript from the Office of the Registrar by either phone or email. A transcript will be mailed within five working days. A fee of \$ 5.00 is required on the day of the request.

Current students are able to access his/her student records including but not limited to: application materials, class evaluations, report cards and financial accounts. Students must schedule a time with the Registrar to ensure access to files remains confidential.

Student Services

Portland Actors Conservatory's faculty and staff are available to assist students through mentorship, advisement and referrals. The Conservatory does not provide student housing but housing referrals through partnerships with College Housing Northwest and Mile Post 5 are available. Students in search of counseling services are referred to Pacific Psychological Center. Career guidance services are available through a student's advisor as well as the Alumni/Student Job Board. Full details for all referrals are available in the Administration Office.

Transfer of Credit Policy

PAC does not accept transfer credits. Due to the intensity and continuity of the Conservatory program, students must enter our program only at the first year level. Students must complete the entire curriculum in order to graduate.

Clock Hours

As a student in the first year program you will attend classes an average of thirty (30) hours each week.

In the second year program, you will average thirty-three (33) hours weekly. PAC tracks classes through clock hours. Clock hours are the actual hours spent in class in contact with the teacher. One (1) unit of credit represents approximately thirty (30) contact hours. These hours do not include outside classroom hours spent rehearsing, memorizing, researching, and preparing. There are two sixteen week semesters each academic year. Students must complete within three academic years from the point of enrollment.

Certificate in Acting

Upon successful completion of the Two Year Program, you will be awarded a Certificate in Acting. Portland Actors Conservatory is licensed by the State of Oregon Department of Education and is accredited through the National Association of Schools of Theatre. Certificates will not be issued until all fees are paid and administrative paperwork completed.

Employment Statement

The profession of acting is very competitive. Portland Actors Conservatory does not guarantee employment at a wage commensurate with Oregon State Standards for a family wage job. Most small and mid-sized theatre companies hire actors and other theatre artists on a part-time basis or through contracted projects. The Conservatory places over 90 percent of graduates in this type of employment.

PROFESSIONAL RELATIONSHIPS

Advisement Policy

Students in the PAC first and second year programs will be advised by the Artistic Director. Advisement appointments for the second year are scheduled the week before Orientation. It is the student's responsibility to make an appointment directly with the Artistic Director. The Artistic Director's office hours are posted outside of the office. First year students must sign up for a one on one with the Artistic Director within the first two weeks of classes to discuss goals for the academic year. During your advisement session, the Artistic Director will take notes on your goals and offer suggestions of how to reach your goals. With the student's permission these goals will be shared with teachers in monthly teachers meetings. The ultimate goal of PAC faculty is to help students reach their objectives. Students are encouraged to seek advice from any of the PAC staff or core faculty members. Meetings will be scheduled upon request. All core staff members are required to offer weekly office hours.

Problem Solving

Students may seek help from the PAC Artistic Director at any time. Students are encouraged to speak directly to a faculty member if the problem is within a specific area of your training. We encourage students to seek help and advice from our faculty and staff. Our years of knowledge can help refocus your energy to achieve your training goals.

Guidelines for Disruptive Students

Instructors are responsible for maintaining an effective learning environment in their classroom. A faculty member fulfilling their responsibility within these guidelines shall receive the support of the PAC administration. A faculty member therefore has the obligation to remove, without physical force, a disruptive student from their classroom. Disruptive students shall comply with a faculty member's request to immediately leave the classroom. The instructor shall report incidents to the Conservatory Administration Office and the Artistic Director. Any subsequent request to leave a classroom may result in disciplinary action including, but not limited to probation, suspension or expulsion from the program.

Health and Safety

PAC is committed to providing an environment in which structured learning can occur. In order to fulfill the educational objectives, each student, as a representative of PAC, shall respect the rights and privileges of the PAC community. Incidents that occur away from the PAC facility, that violate local ordinances, state or federal law, may affect the safety of the PAC community. Alleged violations of the Student Code of Conduct or state/federal laws may result in disciplinary action ranging from a warning

letter, to probation, suspension or expulsion from the program.

Students are not permitted to video tape any portion of classes unless given specific permission by the PAC Artistic Director. Your classroom should be a safe work environment without fear of being exploited online. Students who violate this policy will be removed from the program.

Violations may include but are not limited to:

- Drugs: possession, sale, distribution, use or involvement of any kind with non-prescribed controlled substances
- Harassment (see harassment definitions) or assault at PAC or PAC sponsored functions
- Weapons: possession and/or use of weapons including but not limited to firearms
- Theft: theft, attempted theft or possession of stolen PAC, student or faculty property
- Damage to property: deliberate damage to PAC property
- Conduct: conduct that endangers the safety or health of others
- Use of facilities: unauthorized entry to or use of PAC facilities

Reporting an Injury

In the event of any injury sustained on PAC property an Accident/ injury Report must be filled out within 12 hours of the incident. These reports are located on the wall directly outside of the Board Room. This report must be completed and submitted to the Administration Office. Students who suffer injuries will be monitored by the staff and faculty to ensure their safe return to the classroom.

Understanding Harassment

Taken from: <http://www.fcc.gov/owd/understanding-harassment.html>

Note: references to employee may also equal student

Unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964 and other federal authority. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. Unwelcome verbal or physical conduct based on race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment and gender identity harassment), national origin, age (40 and over), disability (mental or physical), sexual orientation, or retaliation (sometimes collectively referred to as “legally protected characteristics”) constitutes harassment when:

- The conduct is sufficiently severe or pervasive to create a hostile work environment; or
- A supervisor’s harassing conduct results in a tangible change in an employee’s employment status or benefits (for example, demotion, termination, failure to promote, etc.).

Hostile work environment harassment occurs when unwelcome comments or conduct based on sex, race or other legally protected characteristics unreasonably interferes with an employee’s work performance or creates an intimidating, hostile or offensive work environment. Anyone in the workplace might commit this type of harassment— a management official, co-worker, or non-employee, such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.

Examples of actions that may create sexual hostile environment harassment include:

- Leering, i.e., staring in a sexually suggestive manner
- Making offensive remarks about looks, clothing, body parts
- Touching in a way that may make an employee or student feel uncomfortable, such as patting,

- pinching or intentional brushing against another's body
- Telling sexual or lewd jokes, hanging sexual posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images

Other actions which may result in hostile environment harassment, but are non-sexual in nature, include:

- Use of racially derogatory words, phrases, epithets
- Demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which would offend a particular racial or ethnic group
- Comments about an individual's skin color or other racial/ethnic characteristics
- Making disparaging remarks about an individual's gender that are not sexual in nature
- Negative comments about an employee's religious beliefs (or lack of religious beliefs)
- Expressing negative stereotypes regarding an employee's birthplace or ancestry
- Negative comments regarding an employee's age when referring to employees 40 and over
- Derogatory or intimidating references to an employee's mental or physical impairment

A claim of harassment generally requires several elements, including:

- The complaining party must be a member of a statutorily protected class;
- He/She was subjected to unwelcome verbal or physical conduct related to his or her membership in that protected class;
- The unwelcome conduct complained of was based on his or her membership in that protected class;
- The unwelcome conduct affected his or her performance and/or created an intimidating, hostile or offensive environment.

What is Not Harassment?

The anti-discrimination statutes are not a general civility code. Thus, federal law does not prohibit simple teasing, offhand comments, or isolated incidents that are not extremely serious. Rather, the conduct must be so objectively offensive as to alter the conditions of the individual's employment. The conditions of employment are altered only if the harassment culminates in a tangible employment action or is sufficiently severe or pervasive to create a hostile work environment.

Students who experience harassment or any other misconduct should report the incident or problem to the Administration Office. If an instructional staff or other school personnel have been found to have engaged in discriminatory behavior an official report will be kept in the employee's file and will be required to meet with PAC management. If a second complaint is filed the employee may risk termination.

FERPA Law

PAC abides by the Federal Law: Family Educational Rights and Privacy Act of 1974. The following information is taken from the US Dept. of Ed.:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records.

Schools may charge a fee for copies.

- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

COURSE MATERIAL

Students will receive electronic or written notification of course materials and supplies to purchase or prepare prior to the start of the training program.

Class Attire and Guidelines

- Wear comfortable clothing that allows for freedom of movement
- Hair is to be pulled off the face
- No baseball caps or hats of any kind
- NO GUM – EVER!
- Personal belongings are to be stored in student lockers
- All electronic devices are to be stored in lockers unless given specific permission by the instructor
- Only water-filled bottles are allowed in the studios and stage
- Please use the restroom before class, leaving class is strongly discouraged!

Preparation for Class

You will be moving and stretching your body in many of your classes. Please wear clothing that allows you to move (i.e. yoga pants are more appropriate than jeans and tight/short skirts). You may be asked to come dressed in audition attire for some classes. Your instructors will notify you in advance. It is your responsibility to learn how to warm yourself up physically and vocally. You will learn warm up routines in your classes. Use these exercises to warm yourself up physically and vocally for those classes that do not offer a warm up. Asking you to come warmed up to class will simulate your experience at auditions and help you learn what helps you get prepared to do your best.

Classroom Etiquette

The Conservatory creates a caring environment of respect, diversity, curiosity, and decency. These traits are expected in the professional theatre and of our students. Harassment in any form will not be tolerated. The most basic requirement of actors is that they show up fully and completely, and this expectation holds true for actor training. Students are expected to come to class prepared and ready to work.

What is professional behavior? Professional behavior is being on time and prepared to work, focusing your attention in the classroom on the work, respecting and giving your attention to your fellow ensemble members while they work, keeping open lines of communication between the ensemble and your instructor, and saying “yes and....” Your instructor will give you constructive feedback on your work and help you set goals for your next work session in class. It is important to set short-term and long-term goals so you can advance your skill level.

Your training at PAC will teach you more than just acting. You will learn communication skills, critical thinking and analysis. We ask that you stay open to constructive comments from your faculty. Try the correction then ask questions and decide if it worked. Trust that your mentors have your best interests at heart and will only ask you for changes they think will help you grow as an artist. They will ask you to stretch beyond your comfort zone and encourage you to open and trust yourself and your ensemble. Your mentors will expect your cooperation. You will have opportunities to discuss your progress with your faculty and your advisor.

PAC believes that there must be safe working environment for you to succeed. As you observe your classmates working, be supportive of them as they risk and dare to achieve a deeper level of emotional commitment in their work. To create a safe work environment, students are not permitted to use fire of any kind during scenes (lit candles, lighters, etc.), firearms, nor consume alcohol or drugs.

Course offerings

The Conservatory offers a comprehensive course of study for individuals wishing to pursue a professional career in theatre or film. All Conservatory classes are required.

YEAR ONE	Description
Acting Technique 1	An acting class focusing on accessing impulses, use of self, active listening, waking up the imagination and serving the text through the exploration of given circumstances.
Performance Lab	This series of Labs engages students in the use of scenery, staging, lighting, sound design, properties and costumes as they prepare and support performance assignments given in the Movement, Voice, Viewpoints, and Acting Technique 1 classes.
Text Analysis 1, Realism	Focusing on the works of classic American playwrights, students will break down and score play scripts in order to make a script work for the actor.
Movement 1	Utilizing the methods of Alexander, Lecoq and Laban, students will identify, relax and free parts of the body, which habitually hold tension expanding an individual’s movement, expressiveness, and physical vocabulary.
Voice 1	Based on Cicely Berry’s methodology, students will work on breath support, projections, articulation and resonance placement. They will also learn to release the particular dramatic energy of words as well as understanding how form

	and sound inform acting choices. A range of texts, both heightened and modern, will serve as material.
Viewpoints	Through exploration and experience students will learn the language of the Viewpoints Technique as created by Mary Overlie and further developed for the theatre by Anne Bogart and Tina Landau, a technique for creating organic, dynamic stage behavior.
Meisner	This course introduces students to work on a series of progressively complex communication exercises as outlined by Sanford Meisner
Theory into Practice 1	Students will study and apply rehearsal technique to solo, partner, and ensemble work. Students will develop skills necessary to think critically through play attendance and guided class discussions and independent study/rehearsals
Technical Theatre 1	This course covers the basics of theatre management, technical theatre and design. Students will learn theatre safety, the names and uses of the tools and technology of stagecraft and design.
Theatre Practicum	This course provides students real-world theatre management, as well as gain practical Front-Of-House skills such as house managing, box office, concessions, audience services and theatre community relationships.
Acting Technique 2	Building on Acting Technique 1, this class emphasizes scene work
Text Analysis 2, Classical	Using their understanding of dramatic structure explored in Text Analysis 1, students will analyze and be able to articulate all the elements, social, political and historical, influencing the world of the classical play.
Styles	Explore key acting styles of our western theatrical tradition through discussions and presentations, students will gain an in-depth familiarity with social/historical periods and the acting techniques related to individual styles from the Greeks through the present. Students will learn and apply techniques specific to each style related to character mask, movement, given circumstances and text.
Shakespeare	This class helps demystify the Bard by teaching both the technical and heart approaches. It is an intensive acting class, workshop-style, which will introduce students to working with Shakespearean speeches and scenes. We will work on verse and prose to explore how to bring Shakespeare up to the performance level. The course will culminate in material for student auditions.
Clown	Building on the developing physical vocabulary explored in Movement, students will develop a distinct clown character, exposing their personal psychological presentation to the world through the world of the clown. Students will develop short clown bits in small groups and individually.
Voice 2	Based on Cicely Berry's methodology, students will work on breath support, projection, articulation and resonance placement. They will also learn to release the particular dramatic energy of words as well as understanding how form

	and sound can inform acting choices. A range of texts, both heightened and modern, will serve as material.
Technical Theatre 2	This course covers the basics of theatre management, technical theatre and design. Students will learn theatre safety, Front-of-House skills, the names and uses of tools and technology utilized in stagecraft and design. Students will learn the practical application of design in all its forms to the element of performance.
Theory into Practice 2	Students will study and apply rehearsal technique to solo, partner, and ensemble work. Students will develop skills necessary to think critically through play attendance and guided class discussions and independent study/rehearsals.
YEAR TWO	Description
Voice 3	Students will continue Year 1 work on breath support, projection, articulation and resonance placement. In addition, students will be introduced to exercises to more fully integrate the voice and the body, connect the voice to imagery/emotion, and extend the voice's expressive range. Students will apply the vocal work to texts related to, or from, the three main-stage production scripts.
Movement 3	Applying the methods of Alexander, Viewpoints and Suzuki learned in the first year students will explore texts related to, or from, the three main stage production scripts, and will develop a physical gestural vocabulary for executing relevant styles.
Theatre Management	Students will explore the fundamentals of Stage managing, Assistant Stage Managing, Assistant Directing, House Managing, Dramaturgy and Properties Design.
Audition Technique	Students will learn professional audition techniques in regards to selecting appropriate material and developing skills for cold readings
Advanced Acting/Rehearsal 1	Students will put theory into practice, synthesizing the rigorous instrument training of the first year curriculum by rehearsing a full-length play and exploring the given circumstances and making appropriate choices to create the world of play. Emphasis will be on a naturalistic text with heightened theatricality.
Advanced Acting/Performance 1	Students will put theory into practice, synthesizing the rigorous instrument training of the first year curriculum by rehearsing a full-length play and exploring the given circumstances and making appropriate choices to create the world of play. Emphasis will be on a naturalistic text with heightened theatricality.
Professional Orientation 1	Students will develop work to showcase their talents utilizing their professional headshots, resume and marketing tools. They will meet with professionals in their field.
Theatre Management Practicum	This practicum covers the basics of theatre management, technical theatre and the art of stage craft in the context of a fully-staged production.
Acting for Film	This course is a practical exploration of basic elements of

	acting for film or television. How to approach scripted material with an organic and natural style.
Advanced Acting/Rehearsal 2	Students will put theory into practice, synthesizing the rigorous instrument training of the first year curriculum by rehearsing a full-length play and exploring the given circumstances and making appropriate choices to create the world of play.
Advanced Acting/Performance 2	Students will put theory into practice, synthesizing the rigorous instrument training of the first year curriculum through 12 performances of by a full-length play in front of a public audience.
Advanced Acting/Rehearsal 3	Students will put theory into practice, synthesizing the rigorous instrument training of the first year curriculum by rehearsing a full-length play and exploring the given circumstances and making appropriate choices to create the world of the play. Emphasis will be on a naturalistic text with a heightened theatricality
Advanced Acting/Performance 3	Students will put theory into practice, synthesizing the rigorous instrument training of the first year curriculum through 12 performances of by a full-length play in front of a public audience.
Monologue Development	Students will synthesize the skills explored in the second year program Emphasis will be placed on audition skills. Students will develop and create audition pieces for professional auditions, learning how to choose appropriate material
Graduation Showcase	Students end their two years of study presented through a graduation showcase of scene and monologue work for professional stage and film directors, agents and casting directors from the Pacific Northwest and beyond.
Professional Orientation 2	Students will develop work to showcase their talents utilizing their professional headshots, resume and marketing tools. Their will meet with a variety of theatre professionals throughout the course.
Technical Theatre 3	Students will build upon their technical theatre training of year one within the context of a professional production.

PAC POLICIES

Return Check Policy

For student convenience PAC can accept cash, check, money orders and major credit cards. If a check is returned due to insufficient funds the following fees will be assessed:

- After the first returned check the student will be responsible for all additional bank charges. The current return check fee is \$10 per item
- The second returned check will be charged a \$25 penalty
- The third returned check will be issued a \$25 penalty and PAC will no longer except check payments from that individual

Copier Policy

- Students do not have access to the copier
- There are copy shops located within minutes from PAC including:
 - Copyman 1242 SW 11th Ave
 - Clean Copy 1704 SW Broadway
 - Smart Copy 1915 SW 6th Ave
- PAC is not responsible for any student's lack of preparedness

PAC Library Policy

The PAC library is located in The Board Room. Script and Resource books can be checked out for 24 hours. Library hours are limited to Monday through Friday 12:00 – 2:00

- STUDENTS DO NOT HAVE FIRST HAND ACCESS TO THE LIBRARY
- Students must leave an ID with the Administration Office before entering the library
- Students must complete a check out form
- A late fee of 25 cents per day will be charged
- Library privileges will be revoked until all fees are paid in full
- No certificates will be issued or transcript requests honored until all fees are paid in full
- Additional resources are available within walking distance at Portland State University's library and the Portland Public Library

Use of Studio Space

Students may reserve space at PAC for rehearsal and other PAC related projects only. Studios will be designated rehearsal rooms (upstairs studio and the stage) and students must sign up on the master calendar located across from the Board Room to use it. Reservations are non-transferable to other students and must be signed up for individually. Students who abuse this reservation system will be denied additional access.

- No phone reservations; space must be signed up for in person
- Each student is allowed one hour maximum rehearsal time per day
- Each student must attend and stay present at the rehearsal they book
- Free studio space is non-transferable, even to other students
- Any student who does not use the space they booked without canceling or leaves the studio in disarray may lose their privilege to receive free studio space in the future

General Rules for Using Space at PAC

- Leave the space in a better condition than which you found it.
- No food or drinks are allowed in any studio space; only water bottles are permitted.
- NO GUM ANYWHERE.
- No smoking.
- Designated lunch areas are the Green Room, lobby (if there is not a class on the stage), and Board Room.
- Do not leave garbage in any classroom and throw all garbage away in appropriate bins. Garbage cans are available in every room. There are also recycling receptacles to put plastic, glass, aluminum and paper. Empty liquids before discarding them.
- Student lockers are available to store personal items.
- All electronic devices in class and rehearsals are to be turned completely off. This includes vibrate and silent modes.
- Respect other classes in session and do not make excessive noise.
- No students are permitted to use the copy machine. Only faculty and staff may make copies.
- **This is your artistic home.** Treat it as such. Leave the space clear and clean of clutter so that the next artist who uses the space can be free to create.

Calendar

Portland Actors Conservatory first year students will have a mandatory orientation on Wednesday, September 21, 2016. Classes will begin on Thursday, September 22, 2016 and end on Friday, May 26, 2017. Second year students are required to attend a mandatory orientation on Wednesday, September 14, 2016. Year two classes will begin on Thursday, September 15, 2016 and end on Friday, May 29, 2017.

Holidays

The Conservatory honors the following holidays that occur during the school year:

- Columbus Day
- Veteran's Day
- Fall Break (late November)
- Winter Break (late December through early January)
- Martin Luther King, Jr., Day
- Presidents Day
- Spring Break (mid-late March)

Your Future with PAC

We hope you will stay in touch with us after you finish your training. We want to hear about your success! When you update your resume or head shots, send us a new copy for our files. We often hear from casting directors who are looking for specific types and we would like to be able to recommend you. Having your updated contact information will help us find you faster. PAC also sends out a newsletter. We would love to brag about your many artistic triumphs after you leave PAC. We hope you always feel that PAC is your artistic home.

P O R T L A N D



Actors
CONSERVATORY