

## ACTING JOURNAL & NOTEBOOK GUIDELINES

HSPVA Theatre Department

### Purpose of Acting Journal:

- Record class objectives/goals. Record your personal intention/goal for that day.
- Record exercises.
- Explore and report responses and discoveries (ways in which your understandings change)
- Provide yourself with a useful booklet, a tool that you can refer to in the future which will be helpful in production work. This journal is a compilation of ACTING CLASSES only.

### Format:

- All of your class notes from each of your various theatre classes should be kept in a separate 3-hole ring-binder notebook with section-dividers for each theatre class.
- Be sure your name and focus area is on the front cover of both your ring-binder and the folder you use to encase your acting journal whenever you turn it in.
- Keep notes for each theatre class in separate sections of your theatre notebook (binder).
- Your acting journal is kept in a separate folder. Store graded journal entries chronologically, from earliest to latest. However, the section not graded should be bound on top of the older entries until it has been graded. Leave all checklists (grading sheets) with the section previously graded.
- Use enough white space to allow you to be able to scan and find passages and important notes. Use the backs of sheets of paper.
- Each class entry should include five components:
  - DAY, DATE & **YEAR**
  - Coach's GOAL of the day
  - You're Actor's GOAL for that day
  - ACTING ACTIVITIES and CONCEPTS, LECTURE notes
  - EXPLORATIONS
- On days you are absent, you must read entries of at least 3 other class members and write your own version of that day.
- If a "logmaster" makes notes for you, make your own notes of clarification on the copy of the logmaster's notes, in order to get full credit.
- Handouts should be kept with your entries, placed alongside the entry for the day they were distributed.
- Find your own method of visually highlighting headings and special information with underlining, capitalization, centering and/or different colored pens.
- Spelling, grammar and capitalization are important. UNDERLINE THE TITLES OF PLAYS. Keep your work legible and dignified. Use PEN only.
- Remove all extraneous papers that are not journal entries.
- At the end of each semester, transfer your journal entries into your Big Binder.

### Acting Journal Content:

- This is an Acting Journal, to track your progress in the craft, your growth as an actor. Personal information goes into your private diary.
- If you are writing something down, you want to remember it. Give yourself enough information to make the memory of that moment of learning something you can refer back to several years from now.
- Be specific in your explorations. Phrases like, "I liked it," are too general and are not explorations. That is judgment. Begin with a question, which stems from your need to learn. Write without lifting your pen, moving toward an insight. Ask yourself how to apply the activity or concept to the craft of acting. Then continue to develop the idea by asking yourself, "Why?" Then ask yourself what you think about your own answer. That should take you to deeper realizations. As you begin to come up with realizations, give EXAMPLES, ways to apply the concepts to a moment, scene or line.  
**Relate your Exploration to the goals/objectives.**
- You may turn in additional observations that relate to your development in the craft of acting. You may go to a play, see an actor on television or hear a philosophy on life, which helps you understand something we have been working on in class. Label those entries "EXTRA CREDIT", both on the sheet and on the checklist. Extra credit will only be graded/counted if the journal is turned in on time and complete.