



EAST TENNESSEE STATE UNIVERSITY

Department of Theatre and Dance

Student Handbook



Cabaret The Musical, Fall 2024

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MISSION STATEMENT

The East Tennessee State University Department of Theatre and Dance offers professional training within a liberal-arts setting. We believe an investment in the well-being of the whole student is how we best assist our graduates to achieve career goals. At the core of our mission is teaching students the values of decency, respectability, lifelong learning, and development as collaborative artists. Through hard work, our students acquire both general and specialized competencies in their chosen concentrations while they benefit from experiential learning in all aspects of creating theatre. In addition to becoming performers, designers, and/or technicians, our students are also problem-solvers, leaders, and team builders who understand the merits of relevant and ever-evolving skillsets.

ADVISEMENT

Advising is an integral part of student success. Departmental advisors are assigned to every Theatre major. All faculty members are available throughout the semester to answer any questions or concerns students may have. The department advisor will reach out via email to schedule a meeting time for advising.

Students meet with both an assigned Theatre and Dance faculty advisor and Paula Sarut (sarutp@etsu.edu), advisor in the Center for Advisement and Student Excellence (CASE).

Holds are placed on all student accounts until they meet with Paula, who can then remove the advising hold. Students cannot register for next semester's courses until holds are released.

If a student has not been contacted by a department advisor, please inform Executive Aide, Marcie Emery-Campbell, via email at emerycampbel@etsu.edu.

Degree Works:

www.degreeworks.etsu.edu

Degree Works is an academic advising and degree audit tool that helps advisors and students track their degree progress in real-time. Students should visit Degree Works regularly!

Theatre and Dance Faculty



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Chair, Department of the Theatre and Dance
Professor & Director of the Dance Minor Program

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118 Martin Center for the Arts

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Theatre and Dance Staff



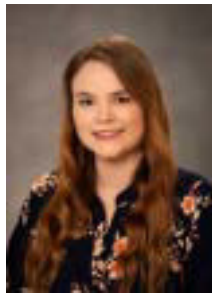
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For more information on Faculty & Staff, including Emeriti Faculty & Adjunct Instructors, please visit Department webpage.

Programs of Study

NAST Accreditation

The ETSU Department of Theatre and Dance is an accredited institutional member of the National Association of Schools of Theatre.

Founded in 1965, the National Association of Schools of Theatre (NAST) is an organization of schools, conservatories, colleges, and universities with approximately 193 accredited institutional members. It establishes national standards for undergraduate and graduate degrees and other credentials for theatre and theatre-related disciplines, and provides assistance to institutions and individuals engaged in artistic, scholarly, educational, and other theatre-related endeavors.

The Department offers a Bachelor of Arts degree in Theatre with the following concentrations:

- Acting
- Design and Production
- General Theatre
- Musical Theatre
- Physical Theatre

Additionally, the Department offers a minor in Dance and a minor in Theatre.

The BA Degree requires 120 credit hours of structured coursework. Each concentration in the theatre major shares a 20-credit hour common core of classes:

Theatre Major Core Requirements: 20 credits

- [THEA 1540 - Introduction to Theatre Production](#) (4 credits)
- [THEA 1810 - Theatre Foundations](#) (1 credit)
- [THEA 2420 - Theatre Design Basics](#) (3 credits)
- [THEA 2510 - Acting I](#) (3 credits)
- [THEA 2530 - Dramatic Structure](#) (3 credits)
- [THEA 2800 - Theatre Laboratory](#) (1 credit)
- [THEA 3600 - Theatre History Survey](#) (4 credits)
- [THEA 4810 - Senior Theatre Seminar](#) (1 credit)

Curricular Requirements

Theatre Major, B.A. (Acting Concentration)

General Education	41-42 credits
Major Total Requirements	41 credits
(Major Core)	(20 credits)
(Concentration)	(18 credits)
(Advisor Approved Electives)	(3 credits)
Minor	18-24 credits
Free Electives	13-20 credits
TOTAL	120 credits

Suggested Four-Year Program of Study: THEA-BA (ACTG)

Acting Concentration Requirements: 18 credits

- [THEA 2520 - Voice and Diction](#) (3 credits)
- [THEA 3415 - Stage Combat](#) (3 credits)
- [THEA 3435 - Acting for Television and Film](#) (3 credits)
- [THEA 3510 - Acting II](#) (3 credits)
- [THEA 3512 - The Audition Process](#) (3 credits)
- [THEA 3515 - Theatre Movement](#) (3 credits)

Advisor Approved Electives: 3 credits

- Any course with a THEA prefix (approved by the Theatre and Dance department chair) not taken to fulfill other major requirements. Other courses may apply with advisor approval. Note: [THEA 1030](#) does not count toward the Theatre major requirements.

Curricular Requirements

Theatre Major, B.A. (Design/Production Concentration)

General Education	41-42 credits
Major Total Requirements	42 credits
<i>(Major Core)</i>	<i>(20 credits)</i>
<i>(Concentration)</i>	<i>(19 credits)</i>
<i>(Advisor Approved Electives)</i>	<i>(3 credits)</i>
Minor	18-24 credits
Free Electives	12-19 credits
TOTAL	120 credits

Suggested Four-Year Program of Study: THEA-BA (DSPD)

Design/Production Concentration Requirements: 19 credits

- [THEA 2540 - Stage Management](#) (3 credits)
- [THEA 3330 - Scenic Design](#) (3 credits)
- [THEA 3335 - Lighting Design](#) (3 credits)
- [THEA 3345 - Costume Design](#) (3 credits)
- [THEA 3540 - Advanced Theatre Production](#) (3 credits)
- [THEA 3800 - Theatre Laboratory](#) (1 credit)
- [THEA 4540 - Rendering and Drafting Techniques](#) (3 credits)

Advisor Approved Electives: 3 credits

- Any course with a THEA prefix (approved by the Theatre and Dance department chair) not taken to fulfill other major requirements. Other courses may apply with advisor approval.
Note: [THEA 1030](#) does not count toward the Theatre major requirements.

Curricular Requirements

Theatre Major, B.A. (General Theatre Concentration)

General Education	41-42 credits
Major Total Requirements	42 credits
(Major Core)	(20 credits)
(Concentration)	(19 credits)
(Advisor Approved Electives)	(3 credits)
Minor	18-24 credits
Free Electives	12-19 credits
TOTAL	120 credits

[Suggested Four-Year Program of Study: THEA-BA \(GTHE\)](#) [Suggested Four-Year Program of Study: THEA-BA \(GTHE\) with Secondary Education Minor](#)

General Theatre Concentration: 19 credits

- [THEA 2520 - Voice and Diction](#) (3 credits)
- [THEA 2540 - Stage Management](#) (3 credits)
- [THEA 3510 - Acting II](#) (3 credits)
- [THEA 3515 - Theatre Movement](#) (3 credits)
- [THEA 3530 - Play Direction](#) (3 credits)
- [THEA 3540 - Advanced Theatre Production](#) (3 credits)
- [THEA 3800 - Theatre Laboratory](#) (1 credit)

Advisor Approved Electives: 3 credits

- Three credits of any course with a THEA prefix (approved by the Theatre and Dance department chair) not taken to fulfill other requirements. Note: [THEA 1030](#) does not count toward the Theatre major requirements.

Curricular Requirements

Theatre Major, B.A. (Musical Theatre Concentration)

General Education	41-42 credits
Major Total Requirements	45 credits
(Major Core)	(20 credits)
(Concentration)	(22 credits)
(Advisor Approved Electives)	(3 credits)
Dance Minor	21 credits
Free Electives	12-13 credits
TOTAL	120 credits

Suggested Four-Year Program of Study: THEA-BA (MSTH)

Musical Theatre Concentration Requirements: 22 credits

- [MUSC 1221 - Choir](#) (1 credit) (Take 2 time for a total of 2 credits)
- [MUSC 1300 - Theory & Aural Skills I](#) (4 credits)
- [MUSC 1841 - Applied Voice Level I](#) (1-2 credits) (take for 1 credit)
- [MUSC 2941 - Applied Voice Level II](#) (1-2 credits) (take for 1 credit)
- [MUSC 3941 - Applied Voice Level III](#) (1-2 credits) (take for 1 credit)
- [THEA 2700 - Singing for the Actor](#) (3 credits)
- [THEA 3510 - Acting II](#) (3 credits)
- [THEA 3535 - Musical Theatre History](#) (3 credits)
- [THEA 3712 - Musical Theatre Audition Process](#) (3 credits)
- [THEA 4700 - Senior Musical Theatre Showcase](#) (1 credit)

Advisor Approved Electives: 3 credits

- Any course with a THEA or MUSC prefix (approved by the Theatre and Dance department chair) not taken to fulfill other major requirements. Other courses may apply with advisor approval. Note: [THEA 1030](#) does not count toward the Theatre major requirements.

Dance Minor: 21 credits The [Dance Minor](#) is required for the Musical Theatre Concentration.

Curricular Requirements

Theatre Major, B.A. (Physical Theatre) Concentration

General Education	41-42 credits
Major Total Requirements	41 credits
(Major Core)	(20 credits)
(Concentration)	(18 credits)
(Advisor Approved Electives)	(3 credits)
Dance Minor	21 credits
Free Electives	16-17 credits
TOTAL	120 credits

Suggested Four-Year Program of Study: THEA-BA (PHTH)

Physical Theatre Concentration Requirements: 18 credits

- [THEA 2410 - Mask Acting Techniques](#) (3 credits)
- [THEA 3410 - Acting Comedy & Character](#) (3 credits)
- [THEA 3412 - Career Preparation for Performing Artists](#) (3 credits)
- [THEA 3415 - Stage Combat](#) (3 credits)
- [THEA 3515 - Theatre Movement](#) (3 credits)
- [THEA 4410 - Devised Theatre](#) (3 credits)

Advisor Approved Electives: 3 credits

- Any course with a THEA prefix (approved by the Theatre and Dance department chair) not taken to fulfill other major requirements. Other courses may apply with advisor approval.
Note: [THEA 1030](#) does not count toward the Theatre major requirements.

Dance Minor: 21 credits The [Dance Minor](#) is required for the Physical Theatre Concentration.

Curricular Requirements

Dance Minor: 21 credits

At least 9 credits must be at the 3000-level or above.

Required Courses: 9 credits

- [DANC 2500 - Foundations for Performance Training](#) (3 credits)
- [DANC 3000 - Somatic Exercise for the Performing Artist](#) (3 credits)
- [DANC 3530 - Dance Improvisation and Composition](#) (3 credits)

Choose twelve (12) credits from the following (at least one course must be at the 3000/4000 level):

- [DANC 2105 - Ballet](#) (1 credit)
- [DANC 2125 - Jazz Dance](#) (1 credit)
- [DANC 2130 - Modern Dance](#) (1 credit)
- [DANC 2135 - Ballroom Dance](#) (1 credit)
- [DANC 2140 - Aerial Dance I](#) (3 credits)
- [DANC 2150 - Tap Dance](#) (1 credit)
- [DANC 2505 - Musical Theatre Dance I](#) (3 credits)
- [DANC 3140 - Aerial Dance II](#) (3 credits)
- [DANC 3505 - Musical Theatre Dance II](#) (3 credits)
- [DANC 3510 - Dance History](#) (3 credits)
- [DANC 3520 - Dance Repertory for Performance](#) (3 credits)
- [DANC 4000 - Advanced Dance Techniques](#) (3 credits)
- [DANC 4140 - Aerial Dance III](#) (3 credits)
- [DANC 4505 - Musical Theatre Dance III](#) (3 credits)
- [DANC 4950 - Special Topics in Dance](#) (1-3 credits)

Note:

DANC 1500 Introduction to Dance fulfills the fine arts general education requirement and focuses on the appreciation of dance as an expressive, social, theatrical, and cultural form of performance. DANC 1500 Introduction to Dance does not count toward the dance minor. However, all dance minors are strongly encouraged to take DANC 1500 Introduction to Dance, thereby fulfilling their fine arts general education requirement and laying the groundwork for their studies in the dance minor.

Curricular Requirements

Theatre Minor Requirements: 21 credits

Required Courses: 15 credits

- [THEA 1540 - Introduction to Theatre Production](#) (4 credits)
- [THEA 1810 - Theatre Foundations](#) (1 credit)
- [THEA 2510 - Acting I](#) (3 credits)
- [THEA 2530 - Dramatic Structure](#) (3 credits)
- [THEA 3600 - Theatre History Survey](#) (4 credits)

Advisor Approved Electives: 6 credits

- Any course with a THEA or DANC prefix (approved by the Theatre and Dance department head) not taken to fulfill other minor requirements. These 6 credits must be taken at the 3000-or 4000-level. Please note: [THEA 1030](#) does not count toward the Theatre minor requirements.



The Tempest, Spring 2025

SCHOLARSHIP OPPORTUNITIES

Scholarships offered by the Department of Theatre & Dance

Qualifications: A high school or transfer GPA of 2.5 overall with a 3.0 average in Theatre.

Daryl and Harold “Bud” Frank Scholarship

ETSU Theatre & Dance/Barter Theatre Internship Scholarship

A one semester internship opportunity available to Junior and Senior Theatre Majors Award:
Cost of tuition for 1-12 credit hours plus stipends for meals and housing

Herb Parker Scholarship

Henry and Flora Joy Scholarship

Creative Arts Scholarship (Available to out-of-state students only.)

ETSU Frank Scholarship

ETSU Andrea Richey Scholarship

ETSU James Norwood Scholarship

ETSU Friends of Theatre Scholarship

For further departmental scholarship details and application instructions please visit:

<https://www.etsu.edu/cas/theatre-and-dance/resources/scholarships.php>

Scholarships affiliated with the Department of Theatre & Dance:

ETSU Theatre & Dance Undergraduate Research Honors Program (URHP)

A program of study that requires 12 credit hours of honors enriched coursework and 6 credit hours of thesis. Award: \$2500 per year, up to four years, stackable with APS scholarships and others. To apply: [InfoReady \(infoready4.com\)](http://infoready4.com)

The Bert C. Bach Fine and Performing Arts Scholars program (BCBFPA) awards up to \$5000 to all students accepted into the program, both in-state and out-of-state students. The scholarship is available for a total of eight semesters for incoming first year students and up to six semesters for students already enrolled at ETSU. To apply: [How to Apply \(etsu.edu\)](http://etsu.edu/HowtoApply)

GETTING INVOLVED

DEPARTMENT PRODUCTIONS

Onstage: Auditions for department productions are typically held in the beginning of each semester; however, there are many opportunities for students to audition for shows throughout the year. Audition notices are posted on the Theatre and Dance website. Audition information can be found at: <https://www.etsu.edu/cas/theatre-and-dance/audition.php>

Production work: If you are interested in working on a production as a **running crew** member or working pre-production in the **costume, scene, or electrics** shop contact Zach Olsen, ETSU Theatre and Dance Department Technical Director, at olsenz@etsu.edu.

ADVANCED PRODUCTION ASSIGNMENTS

Advanced Assignments place students in leadership roles such as stage manager or assistant stage manager, designer or assistant designer, technical director or assistant technical director, assistant musical director, assistant choreographer, or dramaturg or assistant director.



Jack & the Beanstalk, Fall 2018

ADVANCED PRODUCTION ASSIGNMENTS *continued*

Production assignments are awarded based upon a variety of criteria including student experience level, complexity of the project, scheduling factors, and workload.

All student applicants must meet the **minimum 2.5 GPA** requirement for production participation.

Priority for student production assignments:

- Design/Technology concentration majors
- Other Theatre majors
- Theatre minors
- Other students

During the spring semester, students have the opportunity to apply for available production positions in the following year's season. Design & Production faculty and staff review applications and make recommendations to the Department Chairperson for the positions based on the following criteria and priorities. Input from directors and other faculty members will be solicited during this process. Final approval will be made by the Department Chair before Advanced Assignments are finalized and announced.

Please Note:

- Each student is assigned a faculty or staff mentor or supervisor for their project.
- Any openings for unassigned production roles during the current season will be filled as applications are received and after vetting by Design & Production staff and faculty.
- There are no guarantees that a student will be awarded a production position or that the student will be assigned to the project or show of preference.

Criteria for an Advanced Assignment

Student applicants for **Design positions** should meet the following criteria*:

- Successful completion of THEA 1540 Introduction to Theatre Production.
- Successful completion of THEA 2420 Theatre Design Basics.
- Successful service as an assistant to a faculty designer in the appropriate area.

Note that Juniors and Seniors may receive priority for these assignments.

Student applicants for **Assistant Design positions** should meet the following criteria*:

- Successful completion of THEA 1540 Introduction to Theatre Production.
- Successful completion of THEA 2420 Theatre Design Basics.

Student applicants for **Stage Management positions** should meet the following criteria*:

- Successful completion of THEA 2540, OR
- Successful service as an Assistant Stage Manager on a previous departmental production.

ADVANCED PRODUCTION ASSIGNMENTS **continued**

Student applicants for **Assistant Choreographer positions** should meet the following criteria*:

- Successful completion of DANC 3530 Dance Improvisation and Composition
- Ideal candidates will also have completed some (or all) of the following coursework:
 - DANC 2505 Musical Theatre Dance I
 - DANC 3505 Musical Theatre Dance II
 - DANC 4505 Musical Theatre Dance III

Student applicants for **Assistant Musical Director** should meet the following criteria*:

- piano, conducting, and aural skills and music theory knowledge
- Ideal candidates will also have completed some or all of the following coursework:
 - MUSC 1405 Intro to Aural Skills
 - MUSC 1410 Theory and Analysis I
 - MUSC 1411 Aural Skills I
 - MUSC 2410 Theory and Analysis II
 - MUSC 2411 Aural Skills II
 - MUSC 1010 Class Piano
 - MUSC 1020 Class Piano
 - MUSC 3570 Intro to Conducting

Student applicants for **Assistant Director** should meet the following criteria*:

- Successful completion of THEA 3530 Directing
- Successful completion of THEA 2530 Dramatic Structure
- Successful completion of THEA 2510 Acting I
- Ideal candidates will also have served as a Stage-Manager or Assistant Stage-Manager
- Ideal candidates will also have completed some (or all) of the following coursework:
 - THEA 1540 Introduction to Theatre Production
 - THEA 1810 Theatre Foundations
 - THEA 2420 Theatre Design Basics
 - THEA 2800 Theatre Laboratory
 - THEA 3600 Theatre History Survey

*Exceptions may be made on a case by case basis.

ADVANCED PRODUCTION ASSIGNMENTS *continued*

Application Process for Advanced Assignments:

The application for a specific assignment should be initiated with faculty member responsible for the particular production area:

- Karen Brewster (costume);
- Zach Olsen (technical direction, scene shop positions, running crew, sound design/mixing, lighting design, master electrician/electrics);
- Jonathon Taylor (scenic or props design and/or paint, costume crafts, costume shoppositions, costume technology, costume/hair/wig/makeup design, stage management);
- Cara Harker (choreography);
- Brad Fugate (musical direction);
- Bobby Funk (direction)

Application Deadline:

Advanced production roles are assigned late in the spring semester for the following academic year. Application forms will be emailed to all Theatre majors during the first week of the spring semester. Completed applications are due by the end of Friday prior to spring break.



Musical Theatre Dance Class, fall 2019

GETTING INVOLVED

STUDENT ORGANIZATIONS

THE STUDENT ADVISORY BOARD

Mission Statement

- Positive learning environment
- Inclusion
- Communication
- Mutual Respect

It is our mission as the theatrical student board to ensure a positive learning environment by promoting inclusion, equality, effective communication, and mutual respect between faculty and students.

The Student Advisory Board acts as a liaison between the students and faculty. Students on the Student Advisory Board must maintain a 2.5 GPA at minimum.

PATCHWORK PLAYERS STUDENT THEATRE ORGANIZATION

Patchwork Players is a student run theatre organization on campus open to all students (majors and non-majors). The students select and produce a variety of performance opportunities including published and original plays, improvisation, and cabaret. Leadership is comprised of a five-person board, (President, Vice-President, Secretary, Treasurer, and Public Relations Advisor).

EMAIL: ETSUPATCHWORKPLAYERS@GMAIL.COM

Faculty Advisor for Patchwork Players: Bobby Funk



Patchwork Players presenting *HOMEBOUND* written by student Salvatore Faccadio. Spring 2025



MOUNTAIN MOVERS DANCE COMPANY (MMDC) is an aerial / modern dance company in residence at ETSU. If you are interested in auditioning to become a company member, email Jen Kintner at kintner@etsu.edu.

AMALGAM DANCECompany (ADC) is ETSU's student & alumni dance company. If you're interested in joining the group, follow them on Instagram: [@amalgamdance_](https://www.instagram.com/amalgamdance_) and DM for details.



STUDENT RIGHTS AND RESPONSIBILITIES

CREATING A SAFE, POSITIVE, AND PRODUCTIVE WORKING ENVIRONMENT

- ❖ Everyone has the right to a safe working environment in which to practice and perfect their skills. This includes all performance, production, and academic spaces: the stage, costume, scenic, and electrics shops, classrooms and rehearsal halls. 22
- ❖ Students must adhere to all safety guidelines, protocols, and procedures in each work area and comply with instructions from area supervisors.
- ❖ Participants have a right to an environment that is free of sexual, racial, religious and personal harassment from any other participant. Disrespectful behavior is not tolerated.
- ❖ Any student who arrives at a rehearsal, performance, or work call obviously impaired may be asked to leave, be released from their role, assignment or other position, and a report may be filed with the appropriate authorities.
- ❖ Those exhibiting unacceptable disruptive, and/or disturbing behavior will be asked to leave the environment and encouraged to seek support and assistance. For help with personal issues, please visit: <http://www.etsu.edu/students/counseling>.

PARTICIPATION IN PRODUCTIONS

- ☐ Participants in an ETSU Theatre and Dance production must be either an ETSU student or a member of the ETSU community. Any exceptions to this policy require approval from the Theatre and Dance faculty at a called department meeting.
- ☐ Students who participate in an ETSU Theatre and Dance production as an actor, stage manager, designer, or crew, must have a 2.5 overall GPA at the start of production assignment. Directors must check GPAs through ETSU Goldlink before final casting is announced.
- ☐ Students cannot be cast or have major assignments in a Department of Theatre and Dance production that overlap in the production calendar. Any exceptions require the permission of the Department Chair.

STUDENT RIGHTS AND RESPONSIBILITIES

CASTING

- ❖ Auditions are typically held during the first week of the semester for that semester's productions.
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- ❖ Information on Audition dates, locations, and requirements is posted on the Department Website as early as possible.
- ❖ Returning majors are required and new students are encouraged to audition with a prepared monologue and song. In order to encourage participation, first semester students may audition via cold readings.
- ❖ Prior to posting the cast list, directors must have their cast cleared through a GPA check with the department chair.



The ETSU Medicine Show, Summer 2025

TICKETING POLICY

Students working on a production receive 2 COMPLIMENTARY tickets for the show's preview night (the performance held on the evening before opening night). The complimentary tickets will be distributed by the stage manager at crew view. Students then give the complimentary tickets to their 2 guests.

NOTE: Preview night is a ticketed event for the guests who received a complimentary ticket. Only those with a complimentary ticket will be given entry. Additional complimentary tickets will not be provided at the box office on the night of the preview performance.

Students: if you do not have a complimentary ticket for preview night, please purchase a ticket for a performance night. Student tickets are \$5 and can be purchased at:
<https://www.etsu.edu/cas/theatre-and-dance/upcoming-production.php>

DEPARTMENT REHEARSAL POLICIES

- ❖ No show will rehearse on the opening night of another ETSU Department of Theatre & Dance event. All efforts will be made to prevent department activities from overlapping with Mary B. Martin theatrical events. 24
- ❖ Students must not miss a class in order to attend a costume fitting or rehearsal. The only exceptions to this are dress rehearsals or performances. Directors must provide the department Executive Aide with a list of students who will require an authorization form from the Department Chair at least two weeks in advance of the class conflict.
- ❖ The ETSU Class Absence Authorization Form is the required method for excusing students from class during university sponsored events.
- ❖ Rehearsals are typically M – F for 3 hours a night maximum (accepted time frames are 6:00 to 9:00, 7:00 to 10:00 or 7:30 to 10:30). For a 6-week rehearsal period, this would mean a total of 90 hours maximum.
- ❖ Private coaching or rehearsals outside of the evening structure must also be subtracted from the 90 hours maximum rehearsal time.
- ❖ In the event of an unforeseen complication (for example, inclement weather or the last-minute replacement of a cast member) the Department Chair can grant an exception to these time limitations.
- ❖ During the weekend of tech, rehearsals may not exceed a total of 12 hours maximum. The twelve hours can be split into two 6-hour days on Saturday or Sunday or an Equity 10 of 12 on Saturday with NO rehearsal on Sunday. These 12 hours count towards the total 90 hours allotted for rehearsal. Additional time may be added for dry tech.
- ❖ Technical rehearsals are for the integration of scenery, props, sound, lighting, and stage management. Dress rehearsals are for the integration of costumes, hair, and make-up. acting and scene work. Scene work and blocking should be set prior to these rehearsals.
- ❖ Crew view will include a 15-minute company meeting before the run begins for introductions and an explanation of the expectations of the technical rehearsal process.

- ☐ Call time for actors is to be kept at 1 hour before curtain. A 7:30PM curtain means a 6:30PM call. Crew call is to be kept at 1 ½ hours before curtain. Exceptions are by permission of the department chair.
- ☐ Fight, lift, or dance calls will take place before house opens.
- ☐ Cell phone use is prohibited on/backstage during rehearsals and performances.

DANCE EXPECTATIONS

- ❖ Before entering onto the dance studio floor, remove street shoes. If wearing dance shoes for class, check that the soles are clean before stepping onto the dance floor. If a student needs to leave the studio for any reason, do not walk in the hallway or bathroom in dance shoes or barefoot. It is important to maintain a clean and hygienic atmosphere for the demands of dance and to protect the dance floors. Your cooperation is much appreciated!
- ❖ Water is the only beverage permitted in the dance studios. Please consume food or other drinks outside of the studio spaces.
- ❖ The aerial dance studio and mini-dome dance studio are intended for class use with an instructor present.
- ❖ In addition to class instruction, Aerial Dance courses will also typically have “open gym time.” Time will be scheduled at the beginning of the semester by the instructor and will be the only time the aerial dance studio is available for rehearsal outside of class time. Please note: aerial dance open gym time is at the discretion of the instructor and may not be available every semester.
- ❖ Instruction does not take place during open gym time. Rather, it is an opportunity for students to practice their aerial dance skills with an instructor present. 25
- ❖ Aerial Dance cannot be rehearsed without an instructor present. Additionally, there are a number of at-home exercises to practice which will develop strength and flexibility and will be distributed at the start of each semester. Practice of these exercises in conjunction with live instruction will fulfill the demands of aerial dance coursework.

- ☐ Before requesting use of the mini-dome dance studio for rehearsal, students must attempt to rehearse in the Basler Center for Physical Activity (CPA) aerobic studio. The CPA studio is the location for student rehearsal in dance. In the unlikely event the CPA studio is unavailable; a student may request use of the mini-dome dance studio by contacting Cara Harker (harker@etsu.edu). Please include the date/time you would like to rehearse with your request.
- ☐ While the CPA is open most hours and students can use the space as and when they like, students can also make an “official reservation” of the space by submitting the following: <https://www.etsu.edu/students/campusrec/documents/crfacilities/facilityrequest-form.pdf>. Students can also find the times the CPA is in use (and perhaps take part in the activity!) here: <https://www.etsu.edu/students/campusrec/fitnessprograms/groupfitness.php>
- ☐ A tap dance floor is available for loan. To request use of the tap floor, please contact Cara Harker (harker@etsu.edu).



Eurydice Spring 2024

ACADEMIC PROJECT POLICIES

THESIS AND CAPSTONE PROJECTS

- ☐ Honors Students are encouraged to do their performance or design/production capstone thesis project within a scheduled Theatre and Dance production.
- ☐ Projects with unique demands (for example a student playwright) should seek sponsorship through Patchwork Players.

TECHNICAL SUPPORT FOR PERFORMANCE CLASS SCENE WORK

- ☐ Unless the request is made by the faculty instructor, departmental materials (props, costumes, scenery, or technical equipment) are not available for use in student scene work.
- ☐ Personal property (costumes, props, or scenery) for class scene work is not to be left in the classroom, theatre, or any support space beyond the confines of the class meeting. Any such items will be considered abandoned and will be disposed of.

SPACE REQUESTS

- ☐ The Woodruff Studio (Gilbreath 115) is the only space (through the Department of Theatre and Dance) available to be reserved for student production work.
- ☐ To reserve the Woodruff Studio, please email the department Executive Aide emerycampbel@etsu.edu at least 1 week prior to the desired date with the day and times that you would like to reserve. If not requested at least a week prior, the request will not be considered.
- ☐ The Department Chair reserves the right to cancel/reject requests as necessary.

REFERENCE NUMBERS

[ETSU Safe](#) – Download the App!

- Reporting a tip
- Requesting a friend walk
- Accessing emergency plans for such incidents as a tornado, natural disasters, active shooters, etc.
- Learning about other safety resources

In addition, with the ETSU App, a person's location will be made available when an emergency call is made. The ETSU App has become the primary notification platform.

Helpful Contacts:

BucsPress2 ETSU Mental Health Emergency and Help Line
(423) 439-4841

ETSU Environmental Health & Safety
(423) 439-6028

ETSU Public Safety
(423) 439-4480

ETSU Safe Voyage Shuttle
(423) 914-5940

ETSU Facilities Management
(423) 439-7900

ETSU Information
(423) 439-1000

ETSU Theatre and Dance
Box Office: 423-439-6524
Theatre Office: 423-439-6511

ETSU Musical Theatre Concentrator Contract

Acceptance Via Audition into the Musical Theatre Concentration

The musical theatre industry is highly competitive. Due to this fact, a student should have proficiency in a variety of specialized skill sets (e.g., singing, acting, dancing, professionalism, etc.) by the end of their degree program/concentration in musical theatre. Therefore, the Department of Theatre and Dance deems it compulsory to audition students into the Musical Theatre program as a means of assessing their aptitude for success within the concentration as well as the musical theatre industry and associated theatre careers. Students who demonstrate promise will be accepted into the musical theatre concentration based on the decision of the program director and department chair in conjunction with associated faculty members and staff.

Please review this document carefully and sign below. Should you decide not to sign then you are agreeing to pursue a different concentration within the department or a degree program outside of theatre.

Assessment and Retention in the Musical Theatre Program

Retention in the Musical Theatre program is contingent upon the students' progress in their skill development. Twice a semester, the Department of Theatre and Dance faculty will assess the development of each musical theatre concentrator. If the faculty decides that a student does not show level-appropriate performance skills (e.g., singing, dancing, acting), academic performance, or life skills (e.g., professionalism, preparedness, punctuality, respect of faculty and other students, time management, etc.), they will first be placed on a warning period (for 7 weeks) which could lead to probation for an entire semester. In both instances, the student will have meetings with the program director to discuss the specific area(s) in which the student should strive to improve. If, after the warning or probationary period, the faculty decides that the student has met the expectation(s) then the student will continue the concentration as normal. However, if the faculty decides that the student has NOT met the expectation(s) then the student will be removed from the concentration and encouraged to pursue another concentration within the department or another degree outside of the department. This policy has been enacted in order to protect the best interests of each student. Allowing a student to pursue a competitive career such as musical theatre without providing such feedback would be unethical. Our job as instructors and mentors is to be honest with our students so that they are equipped to matriculate with a sense of preparedness and confidence. In fact, the National Association of Schools of Theatre (NAST) accreditation requires that we "inform a student promptly if it is determined that the student is not acceptable as a candidate for a degree, certificate, or diploma." We genuinely care about our students and only want the absolute best for each one of you. The attached rubric will help to clarify for the student the areas in which they need to improve.

Schedule of the Two-Semester Probationary Action System

- Semester A: After Week 7 of each semester, the faculty will meet to assess the development of all MT concentrators.
- Semester A: *Warning Period* (Weeks 8-15). Students who are at risk of probation will be notified by the program director via email and in person of the expectation(s) for the remainder of the semester.
- ~~Probation~~ of Semester A, the faculty will again assess the development of the students in the MT program. The faculty will vote as to whether a student under a warning

should be placed on probation or not. If the student is to be placed on probation, the student will be informed by email no later than 1 week after the conclusion of Semester A. At that point, the student must schedule a meeting with the program director in order to discuss strategies for improvement.

- Semester B: *Probationary Period* (Weeks 1-15). During Semester B, the student should do their best to meet the expectation(s) set forth by the faculty and program director. After Week 7, the program director will provide a *Probationary Progress Report* via email and in person to the student so that they understand their progress during the probationary period.
- Semester B: *Retention or Redistribution*. After the conclusion of Semester B, the faculty will vote on whether to retain or redistribute the student in question. The result of this vote will be emailed to the student no later than 1 week after the end of Semester B.

If, at ANY time, a student has questions or concerns about their progress within the musical theatre program, they are encouraged to contact the program director and department chair to discuss.

I, _____ (print name), attest that I have carefully read and considered the contents of this contract.

Signature

Date

(Revised Fall 2024)

MT Concentration Rubric for Assessment

MT Concentration Rubric for Assessment	Does Not Meet Expectations (0-70%)	Meets Minimal Expectations (70-90%)	Meets Expectations (90-100%)	Score	Comments
Expectation					
The student demonstrates improvement and level-appropriate skill in singing					
The student demonstrates improvement and level-appropriate skill in acting					
The student demonstrates improvement and level-appropriate skill in dance					
The student demonstrates an awareness of professionalism and respect in class and rehearsal					
The student demonstrates qualities of punctuality and preparedness for classes and rehearsals					
The student maintains academic standards in all courses					