Student Handbook
East Tennessee State University
Department of Theatre and Dance
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The ETSU Department of Theatre and Dance offers professional training in a liberal arts setting. We prepare undergraduate students for careers in the performing arts and theatre education by providing a broad-based foundation in theatre and dance. Our diverse faculty and staff, comprised of working professional artists dedicated to advancing the discipline, offer instruction in stage and film performance, dramaturgy, design and technology, and unique areas such as Aerial Dance and Entertainment Rigging. Our program is distinct in that it focuses on addressing each student's needs whether they seek a career as performer, designer, technician, educator or other chosen profession. Through experiential hands-on learning, we strive to produce well-rounded graduates who are skilled in thinking critically and who contribute as artists and citizens to the lives of their communities, the region, and the larger society.
Advising is an integral part of student success. Advisors are assigned to every Theatre major and minor. All faculty members are available throughout the semester during posted office hours to answer any questions or concerns students may have. Specific advising events are also coordinated each semester the week before registration.

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

If a student has not chosen or been assigned an advisor please contact Department of Theatre and Dance Chair Karen Brewster at brewster@etsu.edu or Executive Aide William Cate at cateww@etsu.edu.

DegreeWorks: www.degreeworks.etsu.edu
Students should visit DegreeWorks regularly!

For students, DegreeWorks:
- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

For advisors, DegreeWorks:
- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
Supports and monitors unique program changes
**Karen Brewster**  
Department Chair of Theatre and Dance at East Tennessee State University  
Professor of theatrical design, stage makeup, and theatre history  
MFA in Costume, Makeup, and Mask Design from Michigan State University

**William Cate**  
Executive Aide for Department of Theatre and Dance  
BA in Theatre from East Tennessee State University

**Patrick Cronin**  
Professor of acting and directing for East Tennessee State University  
MS in Theatre Directing from Temple University

**Bobby Funk**  
Professor of acting, directing, and stage combat  
MFA in Acting and Directing from University of North Carolina, Greensboro

**Delbert L. Hall**  
Professor Emeritus of theatrical design, scenic design, and stage rigging  
Ph.D. in Speech from University of Florida  
MFA in Drama (Design/Technical) from University of North Carolina, Greensboro

**Cara Harker**  
Associate Professor of acting, movement, and dance  
MFA in Theatre Performance from Chicago College of Performing Arts at Roosevelt University
Zachary Olsen  
Technical Director and Adjunct Instructor of theatrical technology  
MFA in Theatre Arts– Design & Technology from Northern Illinois University

Herb Parker  
Associate Professor of acting, voice, and playwriting  
MFA in Professional Actor Training from Ohio University

Melissa Shafer  
Professor of theatrical design, lighting design, and theatre management  
MFA in Theatre Design from Southern Illinois University

Beth Skinner  
Costume Shop Supervisor and Adjunct Instructor of theatrical technology  
MFA in Costume Design and Technology from University of Nebraska at Lincoln

Jonathon Taylor  
Associate Professor of theatrical design and theatre management  
MFA in Theatrical Design and Technology from University of Oregon

For more information on our faculty and staff, visit  
www.etsu.edu/theatre
Theatre Major

Twenty Five Credit Hours From:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 1810</td>
<td>Freshman Theatre Seminar</td>
<td>1</td>
</tr>
<tr>
<td>THEA 1520</td>
<td>Stagecraft I</td>
<td>3</td>
</tr>
<tr>
<td>THEA 1530</td>
<td>Stagecraft II</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2420</td>
<td>Theatre Design Basics</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2510</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2530</td>
<td>Dramatic Structure</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2800</td>
<td>Theatre Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>THEA 3520</td>
<td>Theatre History I</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3525</td>
<td>Theatre History II</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3800</td>
<td>Theatre Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>THEA 4810</td>
<td>Senior Theatre Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

Eleven Credit Hours From:
Any THEA or DANC prefix
THEA 1030 does not count towards Theatre Major requirements

For a complete list of courses, please see ETSU Catalog

Total: 36 Credit Hours
# MINOR REQUIREMENTS

## Dance Minor

**Twelve Credit Hours From:** One must be at the 3000/4000 level

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 2105</td>
<td>Ballet</td>
<td>3</td>
</tr>
<tr>
<td>DANC 2125</td>
<td>Jazz Dance</td>
<td>3</td>
</tr>
<tr>
<td>DANC 2130</td>
<td>Modern Dance</td>
<td>3</td>
</tr>
<tr>
<td>DANC 2135</td>
<td>Ballroom Dance</td>
<td>3</td>
</tr>
<tr>
<td>DANC 2150</td>
<td>Tap Dance</td>
<td>3</td>
</tr>
<tr>
<td>DANC 3105</td>
<td>Ballet II</td>
<td>3</td>
</tr>
<tr>
<td>DANC 3125</td>
<td>Jazz Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DANC 3130</td>
<td>Modern Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DANC 3150</td>
<td>Ballroom Dance II</td>
<td>3</td>
</tr>
<tr>
<td>DANC 4000</td>
<td>Advanced Dance Techniques</td>
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</tr>
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</table>

**Three Credit Hours From:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>DANC 3510</td>
<td>Dance History</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3535</td>
<td>Musical Theatre History</td>
<td>3</td>
</tr>
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</table>

**Three Credit Hours From:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>DANC 3525</td>
<td>Dance Improvisation</td>
<td>3</td>
</tr>
<tr>
<td>DANC 3530</td>
<td>Dance Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Three Credit Hours From:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>DANC 3505</td>
<td>Musical Theatre Dance</td>
<td>3</td>
</tr>
<tr>
<td>DANC 3520</td>
<td>Dance Repertory for Performance</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2525</td>
<td>Stage Makeup</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3335</td>
<td>Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3345</td>
<td>Costume Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 21 Credit Hours
# MINOR REQUIREMENTS

## Theatre Minor

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 2510</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2530</td>
<td>Dramatic Structure</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 1520</td>
<td>Stagecraft I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Stagecraft II</td>
<td>3</td>
</tr>
<tr>
<td>THEA 1530</td>
<td>Stagecraft II</td>
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<tr>
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<tr>
<td>THEA 3520</td>
<td>Theatre History I</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3525</td>
<td>Theatre History II</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3535</td>
<td>Musical Theatre History</td>
<td>3</td>
</tr>
</tbody>
</table>

**Nine Credit Hours From:**
Any THEA or DANC prefix
THEA 1030 does not count to Theatre Minor requirements

Total: 21 Credit Hours
GETTING INVOLVED

At ETSU, there are so many opportunities for students to audition for shows throughout the year. Audition notices are posted on the Theatre & Dance website, on the official Theatre & Dance Callboard (located outside Studio 205)- or by calling the Theatre Office. ETSU auditions typically consist of cold readings, but can vary depending on the director’s preference. Check our website or contact the Theatre Office for more detailed information on a particular auditions.

If you are interested in working backstage or for a particular production department, contact Technical Director, Zach Olsen at olsenz@etsu.edu.

STUDENT ORGANIZATIONS

The Patchwork Players
The Patchwork Players is a student run theatre organization on campus where the students pick, direct, act in the shows and a variety of other performance opportunities such as improvisation and cabaret. This organization is non-profit, but does accept donations. It is comprised of a five person board, (President, Vice-President, Secretary, Treasurer, and Public Relations Advisor). This organization is open to all students (majors and non-majors).

For more information visit:
www.facebook.com/patchworkplayers
or email: etsupatchworkplayers@gmail.com

Alpha Psi Omega
Alpha Psi Omega National Theatre Honor Society (ΑΨΩ) is an American recognition honor society recognizing participants in collegiate theatre. Membership is open to students (primarily undergraduate) who are active in collegiate/ university theatre at four-year institutions (full colleges and universities).
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**
The program focuses on recruiting exceptional theatre students, nurturing their artistic and intellectual growth through challenging curricula and hands-on experiences, and promoting their commitment to life-long, high quality artistic involvements. This scholarship is available to Theatre Majors. Awarded annually to incoming Freshmen and Transfer students.

**ETSU Theatre & Dance/Barter Theatre Internship Scholarship**
The ETSU Internship with Barter Theatre in Abingdon, VA will be 12 hours of elective credit in theatre for one intensive semester of work within the chosen Barter Theatre Department. The scholarship will be a last dollar scholarship to cover tuition and fees for 12 hours after the application of any federal or state aid and ETSU or external scholarships. This scholarship is available to Theatre Majors at the Junior and Senior level. Year round opportunities are available.

**Diversity in Acting Scholarship**
The purpose of the ETSU Theatre Diversity in Acting Scholarship is to provide supporting funds for deserving out of state students who are active theatre majors in the Department of Theatre at ETSU. This scholarship is available to Theatre Majors. Awarded annually.

**Henry and Flora Joy Scholarship**
The purpose of the ETSU Department of Theatre and Dance Henry and Flora Joy Scholarship is to provide monetary assistance for deserving students who are active Theatre majors at East Tennessee State University. Awarded annually.

**Creative Arts Scholarship**
The purpose of the ETSU Creative Arts Scholarship Endowment is to generate scholarships for deserving students who are first-time out-of-state students in the arts. This scholarship is available to Theatre Majors, Dance Minors, and Theatre Minors.
**Honors In Discipline Scholarship**

**Qualifications:** For Entering freshman a high school GPA of 3.2 and an ACT of 25 or an SAT of 1140. Current ETSU student: must enter in their freshman or sophomore year with an overall ETSU GPA of 3.2. Transfer students: must enter in their freshman or sophomore year with an overall GPA of 3.2. Students may apply to the different Honors-in-Discipline programs as entering freshmen, as transfers, or as students already enrolled at ETSU. Forms and program details may be obtained by contacting Melissa Shafer at shaferm@etsu.edu or call 423-439-5837.

**ETSU Frank Scholarship**

The ETSU Frank Scholarship Endowment was established in the East Tennessee State University Foundation by the ETSU friends and family of Bud and Daryl Frank. This scholarship is available to Theatre Majors.

**ETSU James Norwood Scholarship**

The ETSU James Norwood Scholarship Endowment was established in the East Tennessee State University Foundation by the Friends and family of James Norwood. This scholarship is available to Theatre Majors.

**Friends of Theatre Scholarship**

The ETSU Friends of Theatre Scholarship Endowment was established in the East Tennessee State University Foundation by the ETSU Friends of Theatre. This scholarship is available to Theatre Majors.

For more scholarship details, please visit www.etsu.edu/theatre
PARTICIPATION IN PRODUCTIONS

- Everyone participating in a mainstage production must be either an ETSU student or a member of the ETSU community. Any exceptions to this policy require the director to get permission from the Theatre and Dance faculty at a called department meeting.

- All students who participate on a mainstage or studio show as actor, stage manager, designer, or crew, must have a 2.5 overall GPA at the start of production. Directors must check GPAs through ETSU Goldlink before final casting is announced.

- Students are not to be cast or have major assignments in Theatre and Dance Department productions which overlap in the production calendar. Any exceptions require permission of the Department Chair. Showcases associated with a course, such as, Directing, Advanced Directing, or Dance, are exempted.

SAFE, POSITIVE, AND PRODUCTIVE WORKING ENVIRONMENT

- Everyone has the right to a physically safe work environment in which to practice and perfect their skills. This not only includes the stage, but also the costume, scenic, props, sound, and lighting studios, and classrooms.

- Students must adhere to all safety guidelines, procedures, and regulations provided by the individual work areas and immediate supervisors. Any student who arrives to a rehearsal, performance, scheduled labor assignment, or work call that is obviously impaired may be asked to leave, released from their role, assignment or any other position, and a report will be filed with the appropriate authorities, both on and off campus.

- Participants have a right to an environment that is free of sexual, racial, religious and personal harassment from any other participant.

- Behavior that is disruptive of the work of others will not be tolerated. Those indulging in unacceptable behavior (such as tantrums, excessive attention-seeking, violent crushes exposed in public, etc.) may be asked to leave the environment and seek support and assistance. Please see: http://www.etsu.edu/students/counseling.
CASTING

- Auditions are typically held during the first week of the semester. The first half hour of auditions is reserved for prepared monologues. Returning majors are required to audition with a one minute prepared monologue. After the prepared monologues, new students will join the returning students and audition via cold readings. Prior to posting the cast list, directors must have their cast cleared through a GPA check with the department chair.

PRODUCTION ASSIGNMENTS

- Students interested in running crew positions on department productions should contact the department technical director. THEA 2800/3800 Theatre Lab students are given preference in running crew positions.

- Students interested in an advanced special assignments such as: Assistant Director, Stage Manager, Assistant Stage Manager, Designer, Assistant Designer, or Dramaturg, must submit a Request for Advanced Assignment (see page 20).

- The advanced assignment request should be submitted as early as possible. Directing and design assignments are typically determined in the year prior to production. Assignments will be determined at the earliest possible faculty meeting in advance of the production period.

- Students are encouraged to enroll in an Independent Study or thesis credit when given a major assignment.

- Students must have minimally completed foundation coursework in the assigned area and served as an assistant before taking an advanced assignment in a production.
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.

Students must not miss a class in order to attend a rehearsal. The only exception to this are dress rehearsals or performances. Directors must provide the department secretary with a list of students who will require an authorization form from the chair once the production at least two weeks in advance of the class conflict.

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.

Directors must bear in mind that technical rehearsals are for the integration of scenery, props, sound, and lighting and dress rehearsals are for the integration of costumes, hair, and make-up and are not for acting and scene work.

Crew view should 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.
THESIS AND CAPSTONE PROJECTS

- Honors in Discipline and University Honors College 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 the 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.
Choosing Productions:

- The Patchwork Players season is intended for students to experiment with projects that are not ordinarily feasible for the Department of Theatre and Dance and who are not currently working in a Department of Theatre and Dance mainstage production.

- A Student Production Request Form (see page 21) to produce a studio show must be submitted to the Patchwork Players Faculty Supervisor, the Department Chair, and the Department Administrative Assistant for approval.

Technical Support:

- Seating riser, lighting, and sound equipment plans must be included in the Student Production Request.

- Use of any departmental materials (props, costumes, scenery, or technical equipment) by the student production must be requested at least two weeks in advance of the need. Permission is at the discretion of the production staff. Please note: the department’s needs take priority with regard to departmental resources.

- Storage of props, costumes, and set pieces must be coordinated with and approved by the Technical Director and Department Chair.

Casting:

- Participants involved in any student production must be an ETSU student and must conform to the department’s 2.5 minimum GPA requirement for participation. The student director must submit a proposed cast and crew list to the department chair for a GPA check prior to any public announcements.
Rehearsal Time:

- Normal rehearsal time for a student production is a total of 50 hours and should NEVER exceed 55 hours. This time includes group and individual rehearsal sessions. Example of Schedule: Three weeks of rehearsal, six days per week, three hours per day = 54 hours. Rehearsal schedule must be approved in advance by faculty supervisor.

Advertising:

- Student productions that are open to the public must secure the rights and pay all royalties associated with the production. No public announcements or advertising are permitted if the rights have not need secured and royalties have not been paid. Please contact the department chair for more information on securing rights and paying royalties.
Emergency Contacts

**BucPress2**  
ETSU Mental Health Emergency and Help Line  
(423) 439-4841

**Environmental Health & Safety**  
(423) 439-6028

**Public Safety**  
(423) 439-4480

**Safe Voyage Shuttle**  
(423) 914-5940

**Facilities Management**  
(423) 439-7900

**Information**  
(423) 439-1000

Theatre and Dance Information

Box Office: 423-439-6524  
Theatre Office: 423-439-6511
Request for an Advanced Assignment  
Stage Management – Design – Directing – Dramaturgy  
ETSU Department of Theatre and Dance

PLEASE PRINT CLEARLY

Name: (as you would have it appear in the program) ____________________________________________

Preferred phone number: ____________________________ E-Mail: ____________________________

Academic Status: _____ Senior       _____ Junior       _____ Sophomore       _____ Freshman

Major: ____________________________ Minor: ____________________________ GPA: ________

E# __________________________

Desired Position: ____________________________________________________________

Desired Production: _____________________________________________________________

Recommendation of Faculty/Staff Area Head __________________________________________

Signature ____________________________ Date ______________

Please list any relevant course work and production experience that makes you a desirable candidate for this position:

Submit this document, a copy of your resume, and your portfolio (if relevant) to the Department Chair. As part of this process you may be expected to complete an interview with Department Faculty and Staff.

Please read the following agreement carefully and sign below.

Submission of this form is not a guarantee of an assignment. If given an advanced assignment, I agree to treat it as a job, and as such will fulfill all duties required of me to the best of my ability. If I am unable to fulfill my responsibilities I understand that I may be removed from the assignment. I understand that I will have a faculty/staff supervisor assigned to me and that it is in my best interest to consider registering for an independent study in order to receive credit for the work.

Signature ____________________________ Date ____________________________
Please see pages 17 and 18 for Student Production Policies regarding project approval and technical support.

Submit this form to the Department Chair prior to the end of the second week of the semester.

PLEASE PRINT CLEARLY

Name of Event: ______________________________________________________________________________

Name of Project Coordinator: ___________________________ E# __________________________

E-Mail: __________________________________________ Phone #: __________________________

YES NO Is this a Patchwork Player sponsored event?

Facility Requested (circle one): Bud Frank Theatre Studio 205

Proposed date(s) of Performance:

Proposed date(s) of Audition:

Proposed dates of rehearsal period:

YES NO Are you requesting the facility for the entirety of the rehearsal period?

Title of Production: __________________________________________________________________________

Who controls the performance rights? __________________________________________________________________________

Cast size and gender breakdown:

Number of running crew required for production:

Please attach to this application:

◊ Plan for seating risers and chairs (Studio 205 only)
◊ Scenery, Costume, and Property Needs
◊ Lighting and Sound Equipment Needs