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MISSION STATEMENT

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.
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 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.

Students with less than 60 credit hours must meet with both a 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 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 been contacted by 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
Faculty & Staff

Karen Brewster
Department Chair of Theatre and Dance at East Tennessee State University
Brewster@etsu.edu
201-E Campus Center Building

William Cate
Executive Aide for Department of Theatre and Dance
cateww@etsu.edu
201-F Campus Center Building

Patrick Cronin
Professor of acting and directing for East Tennessee State University
croninp@etsu.edu
214 Campus Center Building

Bradley Fugate
Assistant Professor of musical theatre
227A Campus Center Building

Bobby Funk
Professor of acting, directing, and stage combat
funk@etsu.edu
207-C Campus Center Building

Delbert L. Hall
Professor Emeritus of theatrical design, scenic design, and stage rigging
halld@etsu.edu
201 Campus Center Building
Faculty & Staff

Cara Harker
Associate Professor of acting, movement, and dance
harkerc@etsu.edu
207-B Campus Center Building

Zachary Olsen
Technical Director and Adjunct Instructor of theatrical technology
olsenz@etsu.edu
121 Books Gym

Herb Parker
Professor of acting and voice
parkerh@etsu.edu
207-A Campus Center Building

Melissa Shafer
Professor of theatrical design, lighting design, and theatre management
shaferm@etsu.edu
116 Brooks Gym

Beth Skinner
Costume Shop Supervisor and Adjunct Instructor of theatrical technology
skinnerb@etsu.edu
106 Brooks Gym

Jonathon Taylor
Assistant Professor of theatrical design and theatre management
201-B Campus Center Building
taylorjw2@etsu.edu

For more information on our faculty and staff, visit www.etsu.edu/theatre
**THEATRE CURRICULUM**

Any student with an entry catalog dated prior to Fall 2019 will follow the curriculum outlined on page 8 for the Bachelor of Arts in Theatre, or the curriculum outlined on page 13 for the minor in Theatre.

Beginning Fall 2019, the Department of Theatre and Dance implemented a new curriculum for the Bachelor of Arts degree in Theatre and the Theatre minor. The new Bachelor of Arts in Theatre offers students majoring in Theatre the opportunity to choose between three concentrations-

- Acting
- Design/Production
- Musical Theatre

A complete overview of the new Theatre and Dance concentrations can be found on pages 9, 10, and 11.

The new curriculum for the Theatre minor is a 21 credit hour minor program with updated courses from the implementation of the new curriculum. A complete breakdown of the new Theatre minor can be found on page 14.

**Honors In Discipline Program**

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.
# Major Requirements

## Theatre Major—prior to Fall 2019

Twenty Five Credit Hours From:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>THEA 1810</td>
<td>Theatre Foundations</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
# Major Requirements

**Beginning Fall 2019**

## Acting Concentration

### Core

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>THEA 1540</td>
<td>Intro to Theatre Production</td>
<td>4</td>
</tr>
<tr>
<td>THEA 1810</td>
<td>Theatre Foundations</td>
<td>1</td>
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<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>Lab</td>
<td>1</td>
</tr>
<tr>
<td>THEA 3600</td>
<td>Theatre History Survey</td>
<td>4</td>
</tr>
<tr>
<td>THEA 4810</td>
<td>Senior Theatre Seminar</td>
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</table>

**Acting Concentration Core: 20 Credit Hours**

### Required Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 2520</td>
<td>Voice and Diction</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3415</td>
<td>Stage Combat</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3435</td>
<td>Acting for TV and Film</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3510</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3512</td>
<td>The Audition Process</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3515</td>
<td>Theatre Movement</td>
<td>3</td>
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</table>

**Acting Concentration Required Courses: 18 Credit Hours**

### Advisor Approved Electives

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 1275</td>
<td>Alexander Technique</td>
<td>2</td>
</tr>
<tr>
<td>THEA 2525</td>
<td>Stage Makeup</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2999</td>
<td>Internship/Cooperative Ed</td>
<td>1-3</td>
</tr>
<tr>
<td>THEA 3530</td>
<td>Play Direction</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4080</td>
<td>Internship</td>
<td>1-12</td>
</tr>
<tr>
<td>THEA 4/5637</td>
<td>Theatre Management</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4900</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4/5957</td>
<td>Special Topics in Theatre/Dance</td>
<td>3</td>
</tr>
</tbody>
</table>

**Acting Concentration Advisor Approved Electives: Choose 3 Credit Hours**

**Acting Concentration Total Major Credit Hours: 41**
### Design/Production Concentration

**CORE**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 1540</td>
<td>Intro to Theatre Production</td>
<td>4</td>
</tr>
<tr>
<td>THEA 1810</td>
<td>Theatre Foundations</td>
<td>1</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>Lab</td>
<td>1</td>
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<tr>
<td>THEA 3600</td>
<td>Theatre History Survey</td>
<td>4</td>
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<tr>
<td>THEA 4810</td>
<td>Senior Theatre Seminar</td>
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</table>

**Design/Production Core: 20 Credit Hours**

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>THEA 2540</td>
<td>Stage Management</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3330</td>
<td>Scenic Design</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>
<tr>
<td>THEA 3540</td>
<td>Advanced Theatre Production</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3800</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>THEA 4540</td>
<td>Rendering/Drafting Techniques</td>
<td>3</td>
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</table>

**Design/Production Required Courses: 19 Credit Hours**

**ADVISOR APPROVED ELECTIVES**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 2525</td>
<td>Stage Makeup</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2999</td>
<td>Internship/Cooperative Ed</td>
<td>1-3</td>
</tr>
<tr>
<td>THEA 4080</td>
<td>Internship</td>
<td>1-12</td>
</tr>
<tr>
<td>THEA 4/5637</td>
<td>Theatre Management</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4900</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4/5957</td>
<td>Special Topics in Theatre/Dance</td>
<td>3</td>
</tr>
</tbody>
</table>

**Design/Production Advisor Approved Electives: Choose 3 Credit Hours**

**Design/Production Concentration Total Major Credit Hours: 42**
# Major Requirements

**Beginning Fall 2019**

## Musical Theatre Concentration

Dance minor is required

### Core

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA 1540</td>
<td>Intro to Theatre Production</td>
<td>4</td>
</tr>
<tr>
<td>THEA 1810</td>
<td>Theatre Foundations</td>
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<tr>
<td>THEA 2420</td>
<td>Theatre Design Basics</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2510</td>
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<tr>
<td>THEA 2530</td>
<td>Dramatic Structure</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2800</td>
<td>Lab</td>
<td>1</td>
</tr>
<tr>
<td>THEA 3600</td>
<td>Theatre History Survey</td>
<td>4</td>
</tr>
<tr>
<td>THEA 4810</td>
<td>Senior Theatre Seminar</td>
<td>1</td>
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</table>

**Musical Theatre Core: 20 Credit Hours**

### Required Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 1221</td>
<td>Choir</td>
<td>1 (Must take 2)</td>
</tr>
<tr>
<td>MUSC 1400</td>
<td>Music Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>MUSC 1841</td>
<td>Applied Voice Level I</td>
<td>1-2 (Must take 3)</td>
</tr>
<tr>
<td>THEA 2520</td>
<td>Voice and Diction</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2700</td>
<td>Singing for the Actor</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3712</td>
<td>Musical Theatre Audition Process</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4700</td>
<td>Musical Theatre Performance</td>
<td>3</td>
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</table>

**Musical Theatre Required Courses: 19 Credit Hours**

### Advisor Approved Electives

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 1275</td>
<td>Alexander Technique</td>
<td>2</td>
</tr>
<tr>
<td>THEA 2525</td>
<td>Stage Makeup</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2999</td>
<td>Internship/Cooperative Ed</td>
<td>1-3</td>
</tr>
<tr>
<td>THEA 3510</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3515</td>
<td>Theatre Management</td>
<td>3</td>
</tr>
<tr>
<td>THEA 3535</td>
<td>Musical Theatre History</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4080</td>
<td>Internship</td>
<td>1-12</td>
</tr>
<tr>
<td>THEA 4900</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>THEA 4/5957</td>
<td>Special Topics in Theatre/Dance</td>
<td>3</td>
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</tbody>
</table>

**Musical Theatre Advisor Approved Electives: Choose 3 Credit Hours**

**Musical Theatre Concentration Total Major Credit Hours: 42**
## 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>
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<tbody>
<tr>
<td>DANC 2105</td>
<td>Ballet I</td>
<td>3</td>
</tr>
<tr>
<td>DANC 2125</td>
<td>Jazz Dance I</td>
<td>3</td>
</tr>
<tr>
<td>DANC 2130</td>
<td>Modern Dance I</td>
<td>3</td>
</tr>
<tr>
<td>DANC 2135</td>
<td>Ballroom Dance I</td>
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<tr>
<td>DANC 2150</td>
<td>Tap Dance I</td>
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</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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</tbody>
</table>

Any DANC technique courses approved by a Department of Theatre and Dance advisor.

**Three Credit Hours From:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>DANC 3510</td>
<td>Dance History</td>
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<tr>
<td>THEA 3535</td>
<td>Musical Theatre History</td>
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**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>
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**Three Credit Hours From:**

<table>
<thead>
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<th>Course Title</th>
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<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>
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<tr>
<td>THEA 3345</td>
<td>Costume Design</td>
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Dance Minor Total: 21 Credit Hours
# Minor Requirements

## Theatre Minor—Prior to Catalog Fall 2019

### Six Credit Hours From:

<table>
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<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>
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### Three Credit Hours From:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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</thead>
<tbody>
<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>
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### Three Credit Hours From:

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<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>
</tbody>
</table>

### Nine Credit Hours From:

Any THEA or DANC prefix

THEA 1030 does not count to Theatre Minor requirements

## Theatre Minor Prior to Catalog Fall 2019: 21 Credit Hours
MINOR REQUIRMENTS

Theatre Minor—Beginning Fall 2019

Required Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>THEA 1540</td>
<td>Intro to Theatre Production</td>
<td>4</td>
</tr>
<tr>
<td>THEA 1810</td>
<td>Theatre Foundations</td>
<td>1</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 3600</td>
<td>Theatre History Survey</td>
<td>4</td>
</tr>
</tbody>
</table>

Theatre Minor Required Courses: 15 Credit Hours

Six Credit Hours From:
Any THEA or DANC prefix at the 3000 or 4000 level
THEA 1030 does not count to Theatre Minor requirements

Theatre Minor Beginning Catalog Fall 2019: 21 Credit Hours
GETTING INVOLVED

At ETSU, there are many opportunities for students to audition for shows throughout the year. Audition notices are posted on the Theatre and Dance website, on the official Theatre and Dance Callboard (located outside Studio 205) - or by calling the Theatre Office. Check our website or contact the Theatre Office for more detailed information on a particular audition.

More information on auditions can also be found on page 14 of this handbook under “Casting”.

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

To enroll in THEA 2800 or THEA 3800, contact Technical Director, Zach Olsen.

STUDENT ORGANIZATIONS

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:
email: etsupatchworkplayers@gmail.com

Faculty Advisor: for Patchwork Players: Bobby Funk

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).

Faculty Advisor for Alpha Psi Omega: Melissa Shafer
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**
First semester freshman: $6000 per year for 8 semesters
Transfer students: $6000 per year for 4 semesters

**ETSU Theatre & Dance/Barter Theatre Internship Scholarship**
Award: Cost of tuition for 12 credit hours plus stipends for meals and housing

**Diversity in Acting Scholarship**
Award: $3000-$5000 per year for eight semesters. Award based on GPA.

**Diversity in Design/Tech Theatre Scholarship**
Award: $3000-$5000 per year for eight semesters. Award based on GPA.

**Henry and Flora Joy Scholarship**
Award: $3000 per year for eight semesters

**Creative Arts Scholarship**
Award: Out-of-state students are awarded in-state tuition rates
No award for in-state students

**ETSU Frank Scholarship, ETSU James Norwood Scholarship, and ETSU Friends of Theatre Scholarship**
Award: determined by Department of Theatre and Dance Scholarship Committee.

For more scholarship details, please visit www.etsu.edu/theatre
STUDENT RIGHTS AND EXPECTATIONS

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 requires approval from the Theatre and Dance faculty at a called department meeting.

- All students who participate in 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 cannot be cast or have major assignments in a Department of Theatre and Dance production that overlap in the production calendar.** Any exceptions require permission of the Department Chair. Showcases associated with a course.

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.

- **Disrespectful behavior will not be tolerated.**

- Those exhibiting unacceptable behavior, as defined by their supervisor, will be asked to leave the environment and encouraged to seek support and assistance. Please see: http://www.etsu.edu/students/counseling.
STUDENT RIGHTS AND EXPECTATIONS

PRODUCTION SHOP Expectations

- Cell phone use will not be permitted in the production shops.
- Student will act in a professional manner, whether in performance spaces or production shops.
- All faculty, staff, and students are to be treated with respect and proper courtesy.
- Production shop supervisors reserve the right to dismiss students that arrive unprepared for work, as well as the right to void hours worked if the quality of work is unsatisfactory.
- Student workers are expected to be present and punctual for assigned shifts.
- Student workers will not be excused without sufficient notice and permission from supervisors.
- Two unexcused absences will result in termination of student workers.
- Student workers are expected to follow all posted rules. Failure to comply will result in termination.

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.

Dance Expectations Continues →
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.

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 (harkerc@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/facility-request-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 (harkerc@etsu.edu).
**DEPARTMENT PRODUCTION POLICIES**

**CASTING**

- Auditions are typically held during the first week of the semester.
- Auditions will begin with 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).
- Advanced assignment requests in directing, design, and stage management must be submitted to the appropriate area supervisor.
- **Area supervisors must receive request by the Friday before Spring Break in the academic year prior to production.**

- Current area supervisors are: Melissa Shafer (lighting and sound), Zach Olsen (technical direction and assistant stage management), Beth Skinner (costume design, wig/hair design, makeup design, costume technology), and Jonathon Taylor (scenic design and stage management).

Production Assignments Continues →
- Students wishing to assistant direct or dramaturg a production should approach the director with whom they wish to work and submit a signed form through that faculty member.

- Students who miss the submission deadline for advanced assignments should contact the area supervisor to inquire about the availability of a production 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.
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.

- 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 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.

- Directors must bear in mind that 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 and are not for acting and scene work.

- 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.
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 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

- Studio 205 is the only space (through the Department of Theatre and Dance) available to be reserved for student productions.

- To reserve Studio 205, submit a Studio 205 Space Use Request Form to the department Executive Aide at least 6 weeks prior to the desired performance date.

- A Studio 205 Space Use Requests Form is available on page 28.

- The Department Chair reserves the right to cancel/reject requests as necessary.
STUDENT PRODUCTION POLICIES

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 to utilize students 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 Executive Aide 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 departmental 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 been secured and royalties have not been paid. Please contact the Department Chair for more information on securing rights and paying royalties.
REFERENCE NUMBERS

Emergency Contacts

BucsPress2
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 __________________________
Studio 205 Space Use Request From
Department of Theatre and Dance

Name and Contact information of person submitting: ________________________________

Faculty Sponsor/Sponsoring Organization: ________________________________________

Title and Playwright: _________________________________________________________

Proposed Date: __________________________________________________________________________

Publisher: ___________________________ Director: _________________________________

Previous Directing Experience: _______________________________________________________________________

Previous Completed THEA Courses: _________________________________________________

Statement of Intent: ____________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Technical Requirements
Basic Floor Plan (Attach with submission)
Requested Materials: _______________________________________________________________________

Personnel—names and E Numbers of everyone involved in project
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Role of person submitting this form: ________________________________________________________

Required Signatures:
Sign and Date as ordered below

Person submitting this project: ____________________________________________________________

Faculty Sponsor: _________________________________________________________________________
Zach Olsen, Technical Director: __________________________________________________________
Beth Skinner, Costume Shop Supervisor: _________________________________________________
Melissa Shafer, Lighting Designer: ________________________________________________________
William Cate, Executive Aide: __________________________________________________________
Karen Brewster, Department Chair: ______________________________________________________

Application Date: ________________________________________________________________________