



EAST TENNESSEE STATE
UNIVERSITY

DEPARTMENT OF
Theatre & Dance

2022 -23 Student Handbook



East Tennessee State University
Department of Theatre and Dance
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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, life-long 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 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, Tiffany Angaran at mullinstr@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

Faculty and Staff



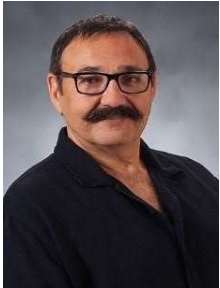
Karen Brewster
Chair of the Theatre and Dance Department
Brewster@etsu.edu
423-439-5827
201-E Campus Center Building



Tiffany Angaran
Executive Aide for Department of Theatre and Dance
Mullinstr@etsu.edu
423-439-6524
201-F Campus Center Building



Bradley Fugate
Assistant Professor of Musical Theatre
Fugatebk@etsu.edu
423-439-6523
118 Martin Center for the Arts



Bobby Funk
Professor of Acting, Directing, and Stage Combat
Funk@etsu.edu
423-439-6512
207-C Campus Center Building



Cara Harker
Associate Chair of the Theatre and Dance Department
Director of Dance Program; Professor of Dance, Acting, Movement
Harkerc@etsu.edu
423-439-5687
207-B Campus Center Building

Faculty and Staff



Zachary Olsen
Technical Director and Adjunct Instructor of Theatre Technology
Olsenz@etsu.edu
423-439-7487
111 Martin Center for the Arts



Melissa Shafer
Professor of Theatrical Design, Lighting Design
Honors in Discipline Coordinator
Shaferm@etsu.edu
423-439-5837
119 Martin Center for the Arts



Beth Skinner
Costume Shop Supervisor and Adjunct Instructor of Theatre Technology
Skinnerb@etsu.edu
423-439-8184
114 Martin Center for the Arts



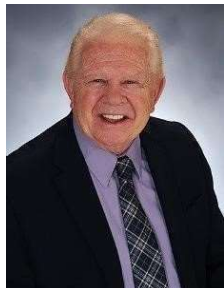
Jonathon Taylor
Assistant Professor of Theatrical Design and Stage Management
Taylorjw2@etsu.edu
423-439-6525
120 Martin Center for the Arts



Ante Ursić
Assistant Professor of Physical Theatre
Ursica@etsu.edu
423-439-6514
207-A Campus Center Building

Faculty and Staff

PROFESSOR EMERITI



Patrick Cronin
Professor Emeritus of Acting and Directing
Croninp@etsu.edu



Delbert L. Hall
Professor Emeritus of Scenic Design and Stage Rigging
Halld@etsu.edu



Herb Parker
Professor Emeritus of Acting and Voice parkerh@etsu.edu

For more information on our faculty and staff visit

WWW.ETSU.EDU/THEATRE

Curricular Requirements

Theatre Major, B.A. (Acting Concentration)

Degree Requirements: 120 credits

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

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

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)

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)

Degree Requirements: 120 credits

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)

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)

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)

Degree Requirements: 120 credits

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 \(GTHE\)](#)

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

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)

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)

Degree Requirements: 120 credits

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)

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)

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

Curricular Requirements

- 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.

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

Degree Requirements: 120 credits

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

Suggested Four-Year Program of Study: [THEA-BA \(PHTH\)](#)

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)

Physical Theatre Concentration Requirements: 18 credits

- [THEA 2410 - Physical Theatre I](#) (3 credits)
- [THEA 3410 - Physical Theatre II](#) (3 credits)
- [THEA 3412 - Physical Theatre Audition Process](#) (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

Curricular Requirements

- 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.

Dance Minor: 21 credits

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

Technical Skills and Movement Theory: 12 credits

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

- [DANC 2105 - Ballet I](#) (3 credits)
- [DANC 2125 - Jazz Dance I](#) (3 credits)
- [DANC 2130 - Modern Dance I](#) (3 credits)
- [DANC 2135 - Ballroom Dance I](#) (3 credits)
- [DANC 2140 - Aerial Dance I](#) (3 credits)
- [DANC 2150 - Tap Dance I](#) (3 credits)
- [DANC 3105 - Ballet II](#) (3 credits)
- [DANC 3125 - Jazz Dance II](#) (3 credits)
- [DANC 3130 - Modern Dance II](#) (3 credits)
- [DANC 3135 - Ballroom Dance II](#) (3 credits)
- [DANC 3140 - Aerial Dance II](#) (3 credits)
- [DANC 3150 - Tap Dance II](#) (3 credits)
- [DANC 4000 - Advanced Dance Techniques](#) (3 credits)
- Other dance technique courses approved by a Department of Theatre and Dance advisor.

History and Cultural Aspects of Dance: 3 credits Choose one (1)

of the following:

- [DANC 3510 - Dance History](#) (3 credits)
- [THEA 3535 - Musical Theatre History](#) (3 credits)

Creative Process: 3 credits

Choose one (1) of the following:

- [DANC 3525 - Dance Improvisation](#) (3 credits) • [DANC 3530 - Dance Composition](#) (3 credits)

Performance and Production: 3 credits

Choose one (1) of the following:

Curricular Requirements

- [DANC 3505 - Musical Theatre Dance](#) (3 credits)
- [DANC 3520 - Dance Repertory for Performance](#) (3 credits)
- [THEA 2525 - Stage Makeup](#) (3 credits)
- [THEA 3335 - Lighting Design](#) (3 credits)
- [THEA 3345 - Costume Design](#) (3 credits)

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.

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

Award: First semester freshman: \$6000 per year

Award: Transfer students: \$6000 per year

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

Diversity in Acting Scholarship

and

Diversity in Design/Tech Theatre Scholarship

Award: \$3000-\$5000 per year. Award amount based on GPA.

Henry and Flora Joy Scholarship

Award: \$3000 per year

ETSU Theatre & Dance Honors in Discipline

A program of study that requires 12 credit hours of honors enriched coursework and 6 credit hours of thesis. Scholarship dollars are not guaranteed; however, funding typically begins in the second year of the program.

Award: \$2500 per year, up to four years, stackable with APS scholarships and others.

Creative Arts Scholarship

Available to out-of-state students only.

Award: Out-of-state students are awarded in-state tuition rates

ETSU Frank Scholarship, ETSU James Norwood Scholarship, and ETSU Friends of Theatre Scholarship

Award: determined by Department of Theatre and Dance Scholarship Committee.

For further scholarship details and application instructions please visit
<https://www.etsu.edu/cas/theatre/resources/scholarships.php>

DEPARTMENT ATTENDANCE POLICY

The Department of Theatre and Dance advises attendance at all class meetings. Nearly all classes offered by the Department of Theatre and Dance require a degree of hands-on participation and engagement. The department does not distinguish between “excused” and “unexcused” absences. Although instructors may choose to institute stricter and more detailed policies, the Department of Theatre and Dance has established a maximum allowable number of absences:

Fall and Spring Attendance Policy:

- no more than six absences on MWF schedule
- no more than four absences on MW and TR schedule
- no more than two absences for classes meeting once a week
- students arriving or leaving midway through classes meeting once a week will be marked absent for 0.5 classes.

Summer/Winter Attendance Policy:

- at the discretion of the instructor

Students exceeding these limitations will receive an F.

Additionally, please note the following:

- students who are tardy when roll is taken will be counted absent
- grading within the allowable number of absences is left to the instructor’s discretion
- students must contact the instructor immediately in cases of medical emergencies
- medical emergencies will be addressed on a case-by-case basis

GETTING INVOLVED

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, on the official Theatre and Dance Callboard (located outside CCB Studio 205) or by calling the Theatre Office. Check our website or contact the Theatre Office for more detailed information on a particular audition.

Audition policies and procedures can be found on page 20 of this handbook under “Casting”.

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.

To apply for an Advanced Assignment such as stage manager or assistant stage manager, designer or assistant designer, technical director or assistant technical director, or dramaturg or assistant director, contact the faculty or staff responsible for that area and complete the Advanced Assignment Request Form found at the end of this document.

STUDENT THEATRE ORGANIZATION

The 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

STUDENT RIGHTS AND RESPONSIBILITIES

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 electric shops, classrooms and rehearsal halls.
- 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 will not be tolerated.
- Any student who arrives to 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, both on and off campus.
- Those exhibiting unacceptable disruptive, and/or disturbing behavior will be asked to leave the environment and encouraged to seek support and assistance.
Please see: <http://www.etsu.edu/students/counseling>.

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 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.

STUDENT RIGHTS AND RESPONSIBILITIES

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.
- 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 (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).

STUDENT RIGHTS AND RESPONSIBILITIES

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).

DEPARTMENT PRODUCTION POLICIES

CONTINUED

- 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 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.
- 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.

ACADEMIC PROJECT POLICIES

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 to the assignment or maintain academic good-standing, I understand that I will 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 THEA 2800/3800 - Theatre Laboratory or an Independent Study in order to receive credit for the work.

Signature _____

Date _____

Proposal Due Date: 6 Weeks Prior to Event

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: _____

Tiffany Angaran, Executive Aide: _____

Karen Brewster, Department Chair: _____

Application Date: