

SHORTER UNIVERSITY

DEPARTMENT OF THEATRE

STUDENT HANDBOOK

SHORTER UNIVERSITY
DEPARTMENT OF THEATRE STUDENT HANDBOOK
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MISSION STATEMENTS AND EDUCATIONAL GOALS

SHORTER UNIVERSITY MISSION STATEMENT

“The Mission of Shorter University is to provide quality higher education, enabling and encouraging student commitment to active life-long learning, personal spiritual values, responsible citizenship, and community and societal leadership in a global context.

The University seeks to accomplish this Mission through quality undergraduate liberal arts distant locations provide educational opportunities to individuals who are unable to attend classes in the traditional setting. The University affirms a commitment to the Christian faith and strives to integrate Christian values within a nurturing community in its whole process of education,” (Shorter University catalog).

SCHOOL OF THE ARTS STATEMENT OF PURPOSE

As stated in the Shorter University catalog, the purpose of the School of the Arts is “...to prepare students to become facilitators for the arts, personally and in their community, whether as performers, creators, teachers or appreciators.”

DEPARTMENT OF THEATRE STATEMENT OF PURPOSE

In accordance with the Shorter University mission of providing quality undergraduate liberal arts and specialized professional programs, the Department of Theatre will provide academic and professional training for students with a desire to perpetuate and promote the art of theatre. Placing an equal importance on academic and artistic excellence -- while seeking a balance between theoretical and applied material -- the Department of Theatre presents a curriculum as well as a production season, which combine to prepare students for success in the world of professional theatre. The Shorter University Department of Theatre equips its students with the ability to shape the future of the theatre.

In accomplishing this purpose, the Department of Theatre seeks to:

1. Provide a strong base of knowledge in theatre theory, history and literature.
2. Provide opportunities for practical training in the skills needed to succeed as a professional theatre artist.
3. Provide production opportunities that demonstrate how theatre history and theory relate to and work in performance, and which present laboratory experiences for practicing and honing skills.
4. Encourage individual artistic and spiritual growth, and create opportunities for the exploration and expansion of individual creative potential.
5. Provide varied, quality theatrical performances for diverse audiences.

DEPARTMENT OF THEATRE EDUCATIONAL GOALS

The program of study offered by the Department of Theatre is solidly focused on the theoretic and practical issues required by students to create theatre art and to function in the realm of professional theatre performance.

Specifically, candidates successfully completing degrees in Theatre and Musical Theatre must be able to:

- I. Demonstrate a working knowledge of the history, technical language and literature of theatre.
- II. Demonstrate appropriate knowledge and skills to achieve their career goals.
- III. Demonstrate the ability to communicate theatre concepts, ideas and theories in writing, oral presentation and performance.
- IV. Demonstrate the ability to practice the art of theatre with skill appropriate to their levels of training.
- V. Demonstrate the ability to exercise value judgment concerning artistic merit appropriate to theatre.
- VI. Demonstrate the ability to articulate the significance of artistic works and the value of arts to society as well as to lay audiences.
- VII. Demonstrate an understanding of the collaborative nature of theatre.

THE THEATRE FACULTY AND STAFF

FACULTY

Mr. David Nisbet, Assistant Professor of Theatre-Chair
M.F.A. in Acting, Illinois State University
116 Cooper Fine Arts, ext.7311, dnisbet@shorter.edu

Mr. Ben Reigal, Assistant Professor of Theatre
M.F.A. in Theatre Performance, University of Delaware; breigel@shorter.edu

Ms. Kathy Newman, Assistant Professor of Theatre
M.F.A in Theatre Performance, University of Southern Mississippi
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Mr. Chris Crawford, Assistant Professor of Theatre
M.F.A. in Lighting Design and Theatre Technology, Indiana University
Minor Fine Arts, Callaway Hall; ext ; cbcrawford@shorter.edu

Mrs. Georgie Hall, Instructor of Dance
B.S. Ed. in Dance Education, University of Georgia
Dance Studio, Winthrop-King Center; ghall@shorter.edu

Ms. Julie Bearden, Musical Theatre Specialist
Bachelor of Music degree in piano pedagogy (voice minor), Shorter College/ Master of Music
degree in Chamber Music and Accompanying, University of Georgia
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Mr. Richard Bristow, Instructor; Scenic Designer
M.F.A. in Scene Design, Indiana University
Minor Fine Arts, Callaway Hall; ext.7438; rbristow@shorter.edu

SCHOOL OF THE ARTS

Dr. Alan Wingard, Dean, School of the Arts
School of the Arts Office, Minor Fine Arts; ext 7248; awingard@shorter.edu

Mrs. Gina Hicks, Administrative Assistant to the Dean, School of the Arts
School of the Arts Office, Minor Fine Arts; ext. 7247; ghicks@shorter.edu

DEPARTMENTAL POLICIES AND PROCEDURES

ADMISSION

Students planning to major in theatre at Shorter University must audition for the B.F.A. or interview for the B.A. for admission to the department. (See Theatre Audition/Interview Application for specific requirements for theatre auditions/interviews and dates.) Acceptance as a theatre major does not in itself admit a student to Shorter University. Additionally, admission to the college does not assure that a student may major in theatre. Theatre minors must contact the Chair of the Department to begin the program of study.

All transfer students in theatre will participate in a regular audition/interview for entrance into the department. At this time, the theatre faculty will determine a student's eligibility for the degree program and will evaluate (with consultation from the Registrar) the student for placement within the course sequence.

JUNIOR QUALIFYING EXAMS

At the end of the fourth semester in the Theatre department, Theatre and Musical Theatre students must undergo Full-Faculty Barriers consisting of the following:

- Technical Theatre where applicable
- Portfolio review (including resume)
- Headshot & Audition package (for B.F.A.s)
- Additional material as determined by the faculty
- An interview

The Barrier will be evaluated by the faculty with one of the three outcomes resulting:

- Student will be allowed to continue in the current degree
- Student will be allowed to switch to another degree plan within the theatre department
- Student will not be allowed to continue with a degree in the theatre department

ADVISING SYSTEM

The Registrar's Office assigns incoming freshmen to a faculty advisor for the orientation and registration procedure. Students remain with this advisor for the first semester. In the second semester of the first year, theatre majors will be assigned a permanent advisor from the full-time Theatre faculty. The Registrar's Office will assign transfer students a Theatre advisor.

Advisors meet with advisees preceding registration each semester, and are available for individual appointments as needed during the year. Students meet with these advisors at the end of each semester to have the following semester's schedule approved.

In the event that the student changes to a major (degree), another advisor will be assigned. The student must report this new academic major to the Office of the Registrar, and the Registrar will assign the new advisor.

SCHEDULE CARDS

Each semester, all students must turn in a completed schedule card to the School of the Arts Office when all courses have been scheduled. This card should indicate classes, lessons, set lab times, and any other consistent obligations/activities so that we may contact you if necessary. Local, cell, and home telephone numbers and school box number should be included. Any schedule changes (additions or deletions, e.g. "Drop/Add" or withdrawals) during the semester should be made on the schedule card in the School of the Arts Office as well as the Registrar's Office.

Additionally, students will be asked to submit their own and their parents' contact information to the Department of Theatre for purposes of daily communication and announcements, emergency contacts, and relaying production information.

INSURANCE WAIVERS

All Theatre majors, Musical Theatre majors and any other students participating in theatre productions at Shorter College must have an Insurance Waiver on file in the School of the Arts Office. Students without an Insurance Waiver on file will be unable to participate in any Shorter College Theatre production.

CALLBOARDS

Theatre callboards are placed in strategic areas around the fine arts buildings. These callboards are used to post important announcements regarding Theatre classes, productions and special events. These callboards are also an excellent tool for quick communication between students. Theatre and Musical Theatre majors should check the Theatre callboards at least twice a day. Students are responsible for all information posted on all callboards at all times.

THEATRE DEPARTMENT WIDE E-MAIL:

Theatre and Musical Theatre students will receive e-mails regularly from the Theatre Department Production Manager and the faculty. Students should check e-mail daily to stay informed of important department information. ONLY students' official Shorter University e-mail addresses will be used. Students are responsible for all information in all e-mails at all times.

CLASS ATTENDANCE

The Department of Theatre supports the belief that prompt attendance to all classes is mandatory, and that developing the discipline and sense of responsibility to attend and be on time for classes is an integral part of theatre training. An attendance policy will be clearly stated at a majors meeting at the beginning of each year.

Departmental Fundraisers

All students are expected to participate actively in departmental fundraising projects, which usually consist of two cabaret performances.

THEATRE SEMINARS

The Department of Theatre sponsors a seminar program, which provides students an opportunity to further explore the art and craft of making theatre. Seminars could include performances by students, faculty and guest artists; class project presentations; lecture demonstrations; master classes; mock auditions; post-production discussions of shows; and workshops.

POST-PRODUCTION ASSESSMENTS

Post-production discussion and/or assessments will be up to the discretion of the director.

GRADE REQUIREMENTS

A minimum acceptable grade of “C” is required in all individual major courses within a student’s degree program (including all theatre laboratory and off-campus activities such as internships and cross-campus courses). Any academic hours from major courses with a grade less than “C” will not count towards graduation.

An overall GPA of 2.5 in major course and a cumulative GPA of 2.0 are to remain a Theatre or Musical Theatre major. Failure to meet these GPA requirements can put the student on Departmental probation, and the student will not be allowed to participate in productions for one full semester. If the student is unable to raise his or her GPA to an acceptable level during the probation period, recommendation for a change of major will occur.

DEPARTMENTAL PROBATION

Departmental probation may result from unacceptably low grades, negative attitude, and/or negligence in class attendance or rehearsals. Probation can vary depending on the individual circumstances, and the faculty has full discretion with how probation is carried out.

CHANGES IN GRADES

A grade in a course recorded by the Registrar can be changed only in certain specific circumstances. For College policies concerning grade changes please refer to the “Appeal of Grades Procedure” as described in the Shorter University’s General Catalog.

STUDENT ORGANIZATIONS AND ACTIVITIES

To provide additional performance and artistic opportunities, student-run organizations have been developed. They can include the following:

Improvisational Comedy Troupe (This, That, and The Other) – Founded by shorter students in 1998, this student directed group explores the art of improvisation and develops and presents improvisational comedy shows.

THEATRE SCHOLARSHIPS/HONORS, FINANCIAL AID, AND STUDENT WORKERS

SCHOLARSHIP REQUIREMENTS

Theatre scholarship money shall be available only to students who are majoring in Theater or Musical Theatre. Theatre scholarship decisions for freshmen and transfer students entering the Theatre Department will be based on a required performance audition (for the B.F.A.) or interview (for the B.A.) evaluated by the theatre faculty. Other information, such as previous record of academic work, standardized achievement scores, previous record of achievements in theatre, and audition/interview skills will also be considered.

New theatre scholarships or scholarship increases awarded to returning students are made by vote of the full faculty based on the following: contributions to the department, academic record, artistic achievement, progress in the department and other available information.

All theatre scholarships are awarded on a one- or two-semester basis. The theatre faculty and the Financial Aid Office evaluate scholarship students at the end of each semester, and scholarships are renewed, increased or revoked based on that evaluation. To keep their theatre scholarships, recipients must maintain an overall average of “B” (3.0) in all major courses, and an overall average of “C” (2.0) in all course work completed at Shorter. If students fall below the required GPA—either overall, or in major coursework—any of the following situations are possible at the discretion of the faculty:

- Loss of scholarship for the following semester with possible reinstatement pending evaluation by the faculty
- Probationary semester with no loss of scholarship to bring up grades with possible loss of scholarship pending evaluation
- Exclusion from departmental productions until grades are restored

When making the decision for probation or reinstatement, evaluations by the faculty will include consideration of past academic achievement, as well contributions to productions and the department in general. Students will be allowed one (1) “C” in their major courses before they lose their scholarship.

If a theatre scholarship student changes to a major other than theatre or leaves the college, the student’s scholarship will be automatically revoked. Should the same student wish to return to the major, there would be no guarantee that the scholarship would be re-instated, and he or she may be asked to re-audition or re-interview for theatre scholarship consideration.

SPECIAL HONORS

The Department of Theatre and Friends of Theatre sponsor the following special awards and honors to be awarded on Honors Day:

“Silver Bowl” – Presented in memory of Walter R. Thomas (Atlanta Businessman and Shorter Trustee, Chairman of the Board of Trustees), this award is given to the senior Theatre or Music Theatre major(s) voted by the faculty as outstanding in their class.

Rising Senior Award – A special award presented annually to the junior Theatre or Musical Theatre major(s) who have demonstrated an exceptional dedication to the art of theatre and who contribute greatly to the success of the Shorter College Department of Theatre.

Rising Junior Award – A special award presented annually to the sophomore Theatre or Musical Theatre major(s) who have demonstrated an exceptional dedication to the art of theatre and who contribute greatly to the success of the Shorter College Department of Theatre.

Rising Sophomore Award -- A special award presented annually to the freshmen Theatre or Musical Theatre major(s) who have demonstrated an exceptional dedication to the art of theatre and who contribute greatly to the success of the Shorter College Department of Theatre.

Academic Theatre Award – A special award presented annually to a Theatre or Musical Theatre major(s) who has exhibited academic excellence in scholarly Theatre classes and co-curricular activities.

Technical Theatre Award – A special award presented annually to a Theatre or Musical Theatre major(s) who has demonstrated technical/design excellence and assistance in Theatre classes and co-curricular activities.

STUDENT WORK

In cooperation with the Financial Aid Office, the Department of Theatre offers several paid student work positions each semester. A variety of positions may be offered.

All student work positions are governed by all the rules and regulations of the university student work program (contact the Financial Aid Office for more information). In addition, student workers in the Department of Theatre must sign a Letter of Agreement stating the requirements of each job. If a student worker fails to uphold the terms of the Letter of Agreement, the department will request that Financial Aid Office allow for a replacement.

Student workers are generally allowed a maximum of ten hours per week each semester. Student work assignments will range from 2-10 hours a week. However, due to the nature of the work needed in the Department of Theatre, workloads are heavier during production times, and therefore student workers may put in an excess of 10 hours some weeks during production, and considerably less during “dark” periods. Students should be aware of this, and plan their schedules accordingly. All student workers will be informed of the total number of hours they are allotted for each semester, and it is the responsibility of the student to keep track of total hours. Students are also responsible for completing and turning in time cards to their supervisors. Failure to submit time cards in a timely manner may result in non-payment.

FINANCIAL AID

For information concerning financial aid matters not mentioned in this handbook, students should speak with their advisor, consult the Shorter University General Catalog or contact Financial Aid Office at extension 7227.

DEGREE PROGRAMS

BACHELOR OF ARTS IN THEATRE

With at least two different areas of concentration—design/technical theatre and academia/scholarship—the B.A. provides a specific avenue for future designers and theatre technicians, and those interested in the teaching profession. With the option to take more electives than the B.F.A. degrees, the B.A. offers a well-rounded, broad based education in theatre.

BACHELOR OF FINE ARTS IN THEATRE

This degree is an intensive, four-year training program designed specifically for the student desiring a future in professional theatre. Acting, movement and voice classes combine with classes in theatre history, theory and production and a liberal arts core to encourage, develop and challenge the student interested in a performing arts career. In addition to the academic training, the four-production annual Main Stage season, and the Second Stage season maintained by the Theatre Department give a student ample opportunity for performance experience during all four years of training.

BACHELOR OF FINE ARTS IN MUSICAL THEATRE

A demanding course of study offered jointly with the Music Department that offers a four-year training program challenging students to develop their gifts in music, dance and acting. The liberal arts core, combined with the performing arts curriculum, creates a unique opportunity for the “triple threat” artist to excel. The opportunities for extracurricular performance are a constant, and valued part of the training program. For further information regarding the B.F.A. in Musical Theatre, please consult *The Shorter University Department of Music Student Handbook*.

MINOR IN THEATRE

A Minor in Theatre requires a minimum of two years of study and includes at least 18 hours of Theatre courses. Students wishing to minor in theatre must file an intention with the Dean of the School of the Arts and contact the Chair of Theatre.

PROCEDURES FOR PROGRESSION THROUGH THE B.F.A. IN THEATRE

PROGRAM OF STUDY

All theatre majors progress through a four-year program, which includes liberal arts core class requirements and specific theatre and theatre-related course requirements. For details on the core class requirements for Theatre and Musical Theatre degrees, please see the appropriate pages in the Shorter University General Catalog in effect during your first year of attendance at Shorter University.

Major classes in theatre should be taken in the sequence recommended by the Theatre Department, and found in Appendix A (B.A. in Theatre), Appendix B (B.F.A. in Musical Theatre), Appendix C (B.F.A. Musical Theatre Direction), and Appendix D (B.F.A. in Theatre), of this handbook.

PRODUCTION ATTENDANCE

All Theatre and Musical Theatre majors are expected to see all mainstage shows in full production (not just a dress rehearsal) and all senior shows and senior capstone projects. Additionally, majors are strongly encouraged to see all second stage shows, directing projects, Acting IV projects, and much outside theatre as possible. Attendance at departmental events is a priority.

INTERNSHIP

All Theatre and Musical Theatre majors are strongly encouraged to take part in a theatre internship at some point during their four years at Shorter. An internship must be completed off the Shorter campus and could include performing in a professional company, working as a designer or technician with a reputable theatre company, or working in a literary or business capacity with a reputable theatre company. Internships should be of an extended length (one to three months), and students must present a written report of the internship. Three (3) hours credit may be received for an internship under the course number THE 4050. Faculty approval is required before the internship begins when sought for course credit.

THE SENIOR CAPSTONE

In order to qualify for graduation, all B.A. and B.F.A. Theatre majors must develop and complete a capstone project. The capstone is created, planned, and executed with the assistance of a capstone advisor, who may or may not be your academic advisor. The guidelines and specific requirements will be discussed and decided with the guidance of the capstone advisor.

Note for Musical Theatre majors: The capstone experience requirement for Music Theatre majors is fulfilled in a Senior Show. For more information, consult the “Shorter University Music Handbook”, and check with your advisor.

GRADUATION

When students become seniors, they must formally apply for graduation in the Registrar's office. Prior to this application, the Registrar and the student's departmental advisor will check the student's records, and determine if the requirements for graduation have been met. It is possible for program requirements to change between the time a student begins and completes his/her program. Students are responsible for meeting those requirements in effect and stated in the college catalog at the time they first enroll. Specific Theatre Department Requirements described in Department of Theatre Student Handbook are subject to change, and individual faculty members will discuss changes with advisees. For more information concerning graduation, see the Shorter University General Catalog and/or contact the Office of the Registrar.

For further information on graduation requirements, refer to the appropriate pages of the Shorter University Catalog in effect your first year of enrollment.

PRODUCTION OPPORTUNITIES AT SHORTER UNIVERSITY

At Shorter University, our annual production seasons reflect our commitment to training exceptional thespians prepared to meet the challenges of working in the professional theatre world. To this end, we provide numerous performance opportunities in a wide variety of theatrical styles. In creating these varied seasons, Shorter University Theatre is also able to fulfill another, equally important goal: providing Northwest Georgia audiences with an exciting array of theatrical experiences.

MAIN STAGE SEASON

Each Academic year, Shorter University presents a multi-show mainstage season. The variety of theatre styles represented in our production seasons allows students to apply the concepts and skills learned in the classroom, while simultaneously exploring and expanding creative potential.

The Theatre faculty chooses the Main Stage season with input from students for the Main Stage Season are open to Shorter University and surrounding community, with priority audition times going to Shorter University Theatre and Musical Theatre majors and minors. Audition notices are always posted on all Theatre and Musical Theatre callboards. For more information on the specific annual season and/or auditions, contact the Chair of Theatre, David Nisbet.

STUDENT PRODUCTIONS

In addition to the Main Stage Season, Shorter University also sponsors a Second Stage play series, which showcases experimental works, new plays, and new productions of established works. Students wishing to initiate a Second Stage production (any production outside of the five mainstage shows) must apply in writing to the faculty. Students must fill out the department's second stage proposal for full faculty approval to receive one of these spots. Audition needs and requirements for Second Stage production are dependent upon each individual project. Each second stage project receives some faculty mentorship. For more information on initiating a Second Stage production, please contact the Chair of Theatre, David Nisbet.

DEPARTMENT OF THEATRE POLICIES

AUDITIONS AND CASTING

1. To further facilitate the training process, all B.F.A. Theatre and Musical Theatre majors are expected to audition for all mainstage shows. If there are roles you do not wish to take, you may indicate so along with your resume, headshot, and audition.
2. If you accept a role, you should understand that once casting is set, you are expected to fulfill your commitment. You risk damaging your reputation by backing out later.
3. The faculty encourages participation in outside shows. If you have been cast in a role outside the department, you must discuss the matter with your advisor. We would advise you also to discuss your intention to audition outside the department with your advisor or another faculty member.
4. Auditions for all Shorter University Main Stage Season productions are open to all interested Shorter University students. Theatre and Musical Theatre majors are always given first priority to audition times.
5. The Chair of Theatre and the individual production directors will determine audition dates and times. Audition dates, times, formats and locations will be posted on all Theatre callboards. The format and requirements for the auditions will be determined by the directors, and will vary in order to provide students with a maximum of audition experiences. The stage managers for each production will assist in coordinating the auditions.
6. The individual director will schedule callback auditions as needed.
7. The individual directors determine casting, with priorities given to Main Stage productions. If possible, directors will collaborate before casting to resolve conflicts and arrive at casts that best serve both the needs of the productions and the educational needs of the students.
8. At the time of auditioning, it is the student's responsibility to make the director(s) aware of any commitments that would conflict with rehearsals or performances. Demands made by the director as to time, place and rehearsal schedule may restrict an actor from being in any other performances or activities. A director may forfeit this right at his/her own discretion. It is the student's responsibility to resolve, to the director's satisfaction, any conflicts with rehearsals and/or performances that might occur after casting. Conflict sheets must be submitted, and this should be viewed as a contract.

REHEARSAL AND PERFORMANCE

1. Length and dates of rehearsal period, assignment and scheduling of space, number and dates of performances, budgets and position of the production in order of the season are determined by the theatre faculty in consultation with the School of the Arts and the Shorter University calendar.

2. All cast and crew members must adhere to the policies of the Department and be prepared to report to rehearsals and crew calls when individually scheduled.
3. Any student forced to miss a rehearsal or crew call must notify the Stage Manager or person in charge of the rehearsal or call before the time scheduled.
4. Actors and crewmembers must check in with the stage manager or person in charge upon arriving for a rehearsal, a crew call or performance, and check out before leaving the stage area or rehearsal/work place. There is generally a sign in sheet for the actors and crew members. This is an acceptable way of notifying the stage manager that you have arrived on time.
5. Cast and crew members must be on time for all rehearsals and calls.
6. All actors and crew members must complete assignments such as memorization of lines and blocking, character analysis and technical projects on or before the scheduled deadlines.
7. Theatre is a collaborative art. This collaboration requires that every artist involved in the process respect the intellect and emotions of every other artist involved. Therefore, any language or behavior considered by the director and/or stage manager as negative, rude, disrespectful, dangerous or otherwise detrimental to the collaborative process is strictly prohibited during rehearsals and performances.
8. All Shorter University buildings are smoke-free environments. No smoking is allowed in any rehearsal, class or performance space unless part of the specific blocking of a show. Rules regarding eating and drinking in the rehearsal space are at the discretion of individual directors and stage managers. However, eating and drinking will be prohibited if the spaces are not kept clean and litter free.
9. During rehearsal or performance, the use of or being under the influence of any controlled substance such as alcohol or illegal drugs is strictly forbidden. Any student violating this rule will be immediately dismissed from their production position, and prohibited from participation in any other Shorter University Theatre production for the period of one year. The student will also be reported to the Vice President of Student Activities at Shorter University, and therefore subject any further disciplinary action the Vice President finds appropriate.
10. No smoking, eating or drinking is allowed in or around costumes (the student's own or others) or on finished sets unless it is part of the production. No food or drink (except water) is allowed in the makeup room, dressing rooms, green room, hallway or other spaces where actors are in costume.
11. Production costumes and props should never be removed from the theatre unless the director, technical director and designer have given the actor specific permission to do so.
12. With the exception of out-of-the-ordinary requirements (determined by the director and costumer), actors will furnish their own basic make-up supplies. A commercial student

make-up kit is recommended. It is also recommended that all actors own the following: Men – black character or hard-soled, dress shoes; jazz or athletic shoes; black dress pants; rehearsal jacket. Women - character shoes; ballet shoes and/or jazz shoes; athletic shoes; a floor length rehearsal skirt; a corset or long-line bra. Students with visible tattoos are required to provide their own cover up makeup at their own expense.

13. Departmental strike requirements are posted on the shop door at the beginning of each semester. You must sign up to participate in one strike during the year.
14. Students producing seminar performances must adhere to all Shorter University Theatre rehearsal and performance policies.

FACILITIES AND EQUIPMENT

PRIORITIES FOR SCHEDULING PERFORMANCES, REHEARSALS SPACE AND THEATRE EQUIPMENT, PROP AND COSTUME USE:

All performances must be scheduled by School of the Arts faculty members.

FACILITY DESCRIPTIONS

School of the Arts Office – Located on the first floor of Minor Fine Arts Building, this area houses the offices of the Dean of the School of the Arts and the School of the Arts Administrative Assistant. Faculty members in Theatre, Music, and Art have mailboxes in this office. The School of the Arts office is not available for student use other than business with the Dean or Administrative Assistant.

Callaway Theatre – The primary performance venue for Shorter College theatre. It is located at the on the first floor of Minor Fine Arts building, and is a 107 seat black box theatre set in a semi-permanent thrust configuration. The theatre contains a computer lighting system and a complete sound system. To schedule use of this facility contact the Chair of the Department of Theatre, David Nisbet.

Production Office/Greenroom- Located at the end of the make-up dressing room hall on the first floor of the Minor Fine Arts Building, this room is used for production, design & faculty meetings, as well as table rehearsals, some seminars, classes, and a green room for productions. When not scheduled for specific meetings and when a faculty member is present in the Fine Arts Building, this room is open and available for informal use by Theatre majors. To schedule use of this facility contact the Chair of the Department of Theatre and the Production Manager.

Scene Shop – Located adjacent to Callaway Theatre on the first floor of Minor Fine Arts Building, this is the primary location for the construction of all scenery for Shorter College Theatre productions. Construction equipment and tools are stored in this area. Students are not allowed to use the shop facility or equipment without proper training and without the specific permission and supervision of the Technical Director.

Costume Shop and Props – Located on the first floor of Minor Fine Arts Building, this facility serves as a storage room for all furniture and large scenery pieces. Also located in this space are a closet for the storage of hand props, a weapons closet, a ventilated painted room, and the costume shop. For access to and use of this area, contact the Costume Coordinator or Technical Director.

Dressing And Make-up Rooms – Two dressing rooms are located on the first floor of Minor Fine Arts Building directly across the hall from Callaway Theatre. Each dressing room contains a bathroom and a shower. Dressing room assignments are made for each production. Across from the dressing rooms is a make-up room equipped with make-up lights, mirrors and individual drawers for actor's make-up. This area is also used to store departmental owned

make-up. To schedule use of the make-up and dressing rooms contact the Technical Director, Chris Crawford.

Franklin Hall – A large classroom and rehearsal facility located directly above Callaway Theatre on the second floor of Minor Fine Arts Building. This room is used for classes in music and theatre and for theatre, band, music ensemble and choral rehearsals. To schedule use of this facility, contact the Production Manager.

Dance Studio – Located in the Winthrop-King Center, this is a fully operational dance studio, with mirrors, barres, sound system and a sprung, hardwood floor. Correct footwear should always be used in the dance studio. No street shoes are allowed. To schedule use of this facility contact the Production Manager.

CARE OF FACILITIES

In this department, classes, rehearsals and performances often take place in the same spaces. In addition, the Theatre Department shares many common spaces with the Music and Art departments. It is the responsibility of everyone involved in a class, project or production to keep a space clean and clear for the next group to use the space. Please remove all moveable set pieces, props, costumes, litter and personal belongings from the space, and return it to its proper stored condition when use is completed.

PROPS

Students are allowed to check out and use props and furniture pieces for Second Stage performances, seminars and class projects. The use of any props, furniture and/or set pieces must be signed out to students by the Student Head of Props. Students must agree to abide by the policies developed by the Technical Director for use of props. For more information contact the Student Head of Props.

COSTUMES

All shows requiring costumes or use of costume facilities-including dressing and make-up rooms-must have approval from the Student Head of Costumes and Costume Shop Supervisor. Costumes must be returned promptly and laundered/dry cleaned prior to return. The borrower is responsible for restocking the costume to the exact location where it was found. Costumes are not available for parties, Halloween or other personal uses.

EQUIPMENT

If students wish to operate or use any of the department's technical equipment, including power tools and lighting and sound systems, they must be trained and approved by the Technical Director. The use of any theatre equipment must be approved by the Technical Director.

APPENDIX A

**Sequence of Theatre Classes
Bachelor of Arts in Theatre**

Additional Foundation Requirements 12

Foreign Language: One of the following sequences: 12

FRE, GER, SPA, CHI, Hebrew/NT Greek

Globalization: (as elective hours below)

MAJOR: Theatre

Major Core

THE 1150 Theatre Lab I	1
THE 1160 Theatre Lab II	1
THE 2150 Theatre Lab III	1
THE 2160 Theatre Lab IV	1
THE 3150 Theatre Lab V	1
THE 3160 Theater Lab VI	1

THE 2010 Acting I	3
THE 3010 Theatrical Production I	3
THE 3020 Theatrical Production II	3
THE 3210 Development of Drama I	3
THE 3325 Theatrical Makeup	3
THE 3460 Theatre History I: Classical	3
THE 3470 Theatre History II: Modern	3
Any THE 3000/4000 Design course, as advised	3
THE 4300 Senior Capstone	3

THE Electives (Includes HPE dance courses)	9
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ENG 3030 Shakespeare I	3
ENG 3040 Shakespeare II	3

Total Semester Hours in Major 48

MINOR 18

ELECTIVE (Globalization hours) 7

MINIMUM SEMESTER HRS IN DEGREE 126

APPENDIX B**Sequence of Theatre Classes
Bachelor of Fine Arts in Musical Theatre****MAJOR: Musical Theatre**

Applied Voice	15
VOI 4003/04 Vocal Coaching	1
Applied Secondary: MUS 1051/1061 <i>(Or until Proficiency is met)</i>	2
MUS 1053-2083 Musical Theatre Lab <i>(Maximum of 8 hours allowed toward a degree)</i>	4
MUS 1001, 1002 Theory/Ear Training	6
MUS 2XXX World Music and Art	foundations
MUS 3XXX History of Musical Theatre I	3
MUS 3500 History of Musical Theatre II	3
MUA 1200 Chorus (4 semesters)	4
MUA 1700 Recitals (4 semesters)	0
THE 1150-2160 Theatre Lab <i>(Maximum of 6 hours allowed toward a degree)</i>	4
THE 1360 Stage Movement I	3
THE 2010 Acting I	3
THE 2020 Acting II	3
THE 2050 Voice for the Actor I	3
THE 3010 Theatrical Production I	3
THE 3050 Voice for the Actor II	3
THE 3xxx Survey of Dramatic Styles	3
THE 3320 Audition Techniques	3
THE 3370 Stage Movement II	3
THE 3460 Theatre History I	3
THE 4030 Acting III	3
THE 4040 Acting IV	3
HPE 1310 Ballet I	foundations
HPE 1320 Ballet II	1
HPE 1410 Jazz and Tap I	2
HPE 1420 Jazz and Tap II	2
HPE 2310 Ballet III	1
HPE 2320 Ballet IV	1
HPE 2410 Jazz and Tap III	2
HPE 2420 Jazz and Tap IV	2

Total Hours in Major 89

Minimum Semester Hrs in Degree 130

APPENDIX D

Sequence of Theatre Classes Bachelor of Fine Arts in Theatre

MAJOR: Theatre 61

THE 1150 Theatre Lab I	1
THE 1160 Theatre Lab II	1
THE 1360 Stage Movement I	3
THE 2010 Acting I	3
THE 2020 Acting II	3
THE 2050 Voice for the Actor I	3
THE 2150 Theatre Lab III	1
THE 2160 Theatre Lab IV	1
THE 3010 Theatrical Production I	3
THE 3020 Theatrical Production II	3
THE 3050 Voice for the Actor II	3
THE 3210 Development of Drama I	3
THE 3220 Development of Drama II	3
THE 3320 Audition Techniques	3
THE 3325 Theatrical Makeup	3
THE 3370 Stage Movement II	3
THE 3390 Period Styles	3
THE 3460 Theatre History I: Classical	3
THE 3470 Theatre History II: Modern	3
THE 4010 Directing	3
THE 4030 Acting III	3
THE 4040 Acting IV	3
THE 4300 Senior Capstone	3

Related courses 8

HPE 1410 Jazz & Tap	2
ENG 3030 Shakespeare I	3
ENG 3040 Shakespeare II	3

Total Semester Hours in Major 69

MINOR 18

MINIMUM SEMESTER HRS IN DEGREE 128

APPENDIX E:

**Shorter University
Department of Theatre
Mainstage Production Proposal form**
(Please fill out one per show)

Name _____

Play/Musical Title: _____

Author (s): _____

Category: _____ Musical, Pre-1960 _____ Musical, Post-1960

 _____ Play, Pre-1960 _____ Play, Post-1960

Suggested Venue: _____ Callaway Theatre _____ Rome City Auditorium (or similar)

Casting

Number of Men : _____ **Number of Women:** _____

List Roles:

Settings (List locations by Acts & Scenes)

Special Props needs:

Special Lighting needs:

Costuming needs:

Special Effects:

Plot Summary (use additional sheet if necessary):

*****On a separate sheet, please detail the reasons why Shorter University Theatre should produce your selection.*****

Season Submission Procedures:

1. Students are invited to submit play and musical titles for consideration for the next year's season selection process.
2. Students must complete a Shorter University Production Proposal Form for each play or musical they suggest. Completed forms are to be turned into the Chair of the Department.
3. For each play submitted, any special or unusual items or expenses should be listed under the appropriate section(s) of the form.
4. Proposals will be reviewed by the Season Selection Committee, which will make recommendations for a season to be submitted for final approval.

APPENDIX F

Student Production Proposal Form

Shorter University Department of Theatre

This form must be completed and copies distributed to all theatre faculty by _____.
No project is approved until all theatre faculty have signed this form.

Title of Project: _____

Performance Dates: _____

Performance Space: _____

On a separate sheet of paper, please type out a **Statement of Purpose**. Explain what you hope to accomplish with the project, why you are interested in it, your target audience, how the project will benefit the Shorter University community, etc.

Director _____

Technical Director _____

Master Carpenter _____

Scene Designer _____

Lighting Designer _____

Costume Designer _____

Stage Manager _____

House Manager _____

Box Office _____

Other _____

The following signatures are required:

Chair, Department of Theatre

Theatre Faculty

Theatre Faculty

Technical Director