SHORTER UNIVERSITY

DEPARTMENT OF
THEATRE AND MUSICAL THEATRE

Student Handbook

2019-2020 Academic Year
MISSION STATEMENTS AND EDUCATIONAL GOALS

SHORTER UNIVERSITY MISSION STATEMENT................................................................. 4
SCHOOL OF FINE AND PERFORMING ARTS STATEMENT OF PURPOSE........................... 4
DEPARTMENT OF THEATRE STATEMENT OF PURPOSE.............................................. 4
DEPARTMENT OF THEATRE EDUCATIONAL GOALS.................................................... 5

THE THEATRE FACULTY AND STAFF

FACULTY............................................................................................................................ 6

DEPARTMENTAL POLICIES AND PROCEDURES

ADMISSION....................................................................................................................... 7
JUNIOR QUALIFYING EXAMS......................................................................................... 7
ADVISING SYSTEM......................................................................................................... 7
CALLBOARDS................................................................................................................... 8
THEATRE DEPARTMENT WIDE E-MAILS................................................................. 8
CLASS ATTENDANCE................................................................................................... 8
UNIVERSITY ATTENDANCE POLICY................................................................. 10
THEATRE SEMINARS................................................................................................. 10
GRADE REQUIREMENTS............................................................................................ 10
DEPARTMENTAL PROBATION.................................................................................... 10
CHANGES IN GRADES............................................................................................... 10

THEATRE SCHOLARSHIPS/HONORS, FINANCIAL AID, AND STUDENT WORKERS

SCHOLARSHIP REQUIREMENTS................................................................................. 11
SPECIAL HONORS....................................................................................................... 11
STUDENT WORK.......................................................................................................... 12
FINANCIAL AID............................................................................................................. 12
DEGREE PROGRAMS

BACHELOR OF ARTS IN THEATRE.................................................................................................................................13
BACHELOR OF FINE ARTS IN THEATRE......................................................................................................................13
BACHELOR OF FINE ARTS IN MUSICAL THEATRE......................................................................................................13
MINOR IN MUSICAL THEATRE.....................................................................................................................................13
MINOR IN THEATRE......................................................................................................................................................13
MINOR IN DANCE.......................................................................................................................................................13

PROCEDURES FOR PROGRESSION THROUGH DEGREES

PROGRAM OF STUDY........................................................................................................................................................14
PRODUCTION ATTENDANCE.........................................................................................................................................14
THE SENIOR CAPSTONE...............................................................................................................................................15
THE SENIOR SHOWCASE...........................................................................................................................................25
GRADUATION...............................................................................................................................................................26

DEPARTMENT OF THEATRE POLICIES

AUDITIONS AND CASTING..............................................................................................................................................27
REHEARSAL AND PERFORMANCE..................................................................................................................................28

FACILITIES AND EQUIPMENT

PRIORITIES FOR SCHEDULING PERFORMANCES, REHEARSAL SPACE, AND THEATRE EQUIPMENT, PROP AND COSTUME USE..........................................................................................................................30
FACILITY DESCRIPTIONS..............................................................................................................................................30
CARE OF FACILITIES...................................................................................................................................................31
PROPS...........................................................................................................................................................................31
COSTUMES....................................................................................................................................................................31
EQUIPMENT.................................................................................................................................................................31

APPENDIX A: DEGREE REQUIREMENTS FOR THE BA IN THEATRE ........................................................................33
APPENDIX B: DEGREE REQUIREMENTS FOR THE BFA IN MUSICAL THEATRE..................................................34
APPENDIX C: DEGREE REQUIREMENTS FOR THE BFA IN THEATRE.................................................................35
APPENDIX D: DEGREE REQUIREMENTS FOR DEPARTMENTAL MINORS..........................................................36
MISSION STATEMENTS AND EDUCATIONAL GOALS

SHORTER UNIVERSITY MISSION STATEMENT

Advancing God’s Kingdom through a commitment to academic excellence, spiritual growth, Christian leadership, and global service within the context of a biblical worldview.

SCHOOL OF FINE AND PERFORMING ARTS STATEMENT OF PURPOSE

As stated in the Shorter University catalog, the purpose of the School of Fine and Performing 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 AND MUSICAL 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 and Musical 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 and Musical 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 and Musical Theatre equips its students with the ability to shape the future of theatre.

In accomplishing this purpose, the Department of Theatre and Musical 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.

6. Provide the opportunity to see and understand theatre from a Christian worldview.
DEPARTMENT OF THEATRE AND MUSICAL THEATRE
EDUCATIONAL GOALS

The program of study offered by the Department of Theatre and Musical 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.

VIII. Demonstrate a Christian worldview and spiritual application within theatre in light of a fallen world.
THEATRE AND MUSICAL THEATRE FACULTY AND STAFF

FACULTY AND STAFF

Ms. Abigail Coleman, Costume and Prop Shop Manager
B.F.A. in Musical Theatre, Shorter University
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Ms. Sue Gaukel, Assistant Professor of Musical Theatre
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Ms. Faith Im, Assistant Professor of Dance
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Ms. Sherrie Peterson, Assistant Professor of Theatre
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Mr. Ted Thomas, Director of Technical Theatre
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Mr. Brandon Weise, Assistant Technical Theatre Director
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SCHOOL OF FINE AND PERFORMING ARTS

Dr. John Reams, Dean, School of Fine and Performing Arts, School of Fine and Performing
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Dr. Tara Warfield, Chair, Theatre and Musical Theatre, School of Fine and Performing
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Mrs. Beverly Harper, Administrative Assistant to the Dean, School of Fine and Performing
Arts, School of Fine and Performing Arts Office, Minor Fine Arts; ext. 7247;
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DEPARTMENTAL POLICIES AND PROCEDURES

ADMISSION

Students planning to major in musical theatre or theatre at Shorter University must audition for the B.F.A. or interview for the B.A. in theatre for admission to the department. Please see the Annual Theatre Audition/Interview Application for specific requirements for theatre auditions/interviews and dates on the Shorter Website. Acceptance as a theatre major does not in itself admit a student to Shorter University. Additionally, admission to the university does not assure that a student may major in theatre. Theatre and musical theatre minors must notify the Chair of Theatre and Musical Theatre to begin the program of study as a short audition or interview will be required.

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, Musical Theatre students must undergo a Junior Qualifying Exam (JQE) consisting of the following:

1. Performance of Required Repertoire: 5 songs minimum; 1 florid song, 1 Gilbert and Sullivan Style operetta aria in English, 1 art song from any period, 1 musical theatre song pre-1964 and 1 musical theatre selection post-1964 (50%)
2. Presentation on one selection from your required repertoire (25%)
3. Theoretical Analysis of one selection from your required repertoire (25%)

The JQE will be evaluated by the full faculty with one of these 3 outcomes:

- 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 the student changes his or her major, another advisor will be assigned. The student must report this new academic major to the Office of the Registrar through a change of major form, and the Registrar will assign the new advisor.
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. 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 faculty and staff. 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.

UNIVERSITY ATTENDANCE POLICY

1. By the act of enrollment:
   1. The student is responsible for all coursework.
   2. The student is expected to attend regularly and punctually all classes, laboratories, and any other academic meetings required by the university.
2. Note: Courses delivered in part or fully online have special requirements. Consult the department and/or the instructor for details.
3. The instructor will automatically drop the student from a class with a grade of “FA” (Failure for Absences) when the student has missed 25 percent of the class meetings (excluding the Final Exam Period), as listed in the instructor’s course syllabus. This includes all classes scheduled during the “drop/add” period at the beginning of the term, and any classes missed due to late registration. The examples below show the number of absences for typical classes during the fall and spring semesters. The following reflects the number of absences at which you will receive the grade of FA:

   Classes meeting three times per week 11
   Classes meeting two times per week 7
   Classes meeting one time per week 4

   An absence is defined as non-attendance for any reason, whether illness, emergency or official leave. There are no excused absences. Make-up tests and assignments will be given only upon written explanation of sickness from a physician (or other pertinent documentation related to the particular situation). Students scheduled to represent Shorter at a university sponsored/sanctioned activity (athletic event, musical program, etc.) on the date of an exam must make arrangements with the professor prior to the exam date in order to reschedule the test.
4. Three instances of tardiness are equal to one absence. Should a student arrive to class after the roll has been taken, it is the student's responsibility to inform the professor at the conclusion of the class of his or her presence. If a student arrives more than 10 minutes after the class is scheduled to start, the student will then be considered absent (and not tardy).

5. When the instructor’s records indicate that a student’s absences have reached 25 percent, the instructor will inform the Office of the Registrar using appropriate form (Notice of Excessive Absences); the student and appropriate university departments will then receive notification regarding the “FA”.

[Note: prior to a student reaching the point of FA, the instructor should make every possible effort to assist the student. This will include notifying the Department of Student Engagement and Success when a student places himself/herself at risk by accruing an inordinate number of absences.]

6. Graduate students taking undergraduate prerequisites are subject to the above attendance policy.

7. Academic areas (such as the School of Education, the School of Nursing, Music, etc.) requiring accreditation from organizations/agencies in addition to SACS may have stricter attendance policies in order to comply with the standards demanded by those agencies.

8. In compliance with federal law, professors must notify the Department of Student Engagement and Success (SES) when a student is absent from school for fourteen (14) consecutive calendar days. The SES will in turn inform the Office of Financial Aid (and any other office requiring this information) of the situation
THEATRE EVENTS, SEMINARS, and WORKSHOPS

The Department of Theatre and Musical 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. When such events are presented, attendance is required.

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). Any academic hours from major courses with a grade less than C will not count towards graduation and the course will need to be repeated to fulfill the requirement.

An overall GPA of 2.5 in major courses and a cumulative GPA of 2.0 are required to remain a Theatre or Musical Theatre major. Failure to meet these GPA requirements will 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 and the scholarship will be removed.

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 the probation is carried out with support from the Department Chair of Theatre and Musical Theatre.

CHANGES IN GRADES

A grade in a course recorded by the Registrar can be changed only in certain specific circumstances. For University policies concerning grade changes please refer to the Appeal of Grades Procedure as described in the Shorter University’s General Catalog.
THEATRE SCHOLARSHIPS/HONORS, FINANCIAL AID, AND STUDENT WORKERS

SCHOLARSHIP REQUIREMENTS

Theatre scholarship money shall be available only to students who are majoring in Theatre or Musical Theatre. Theatre scholarship decisions for freshmen and transfer students entering the 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.

All theatre scholarships are awarded on a yearly basis. To keep a 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 re-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.

If a theatre scholarship student changes to a major other than theatre or leaves the University, 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 will be required to re-audition or re-interview for theatre scholarship consideration.

SPECIAL HONORS

Alpha Psi Omega is the international, honors, theatre fraternity. Alpha Eta Sigma is the chapter we host on our campus and in our program. As an organization, APO works to support academic excellence among theatre artists through a variety of events and programs. Any theatre or musical theatre major who satisfies the academic requirements can apply for membership. Please watch the APO callboard and social media for meeting announcements and membership details.

The School of Fine and Performing Arts sponsors the following special awards and honors to be awarded on Honors Day:
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 University 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 University 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 University 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 and Musical Theatre may offer several paid student worker positions each semester. A variety of positions may be offered.

All student work positions are governed by 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 the 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 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 the Financial Aid Office at (706) 233-7337. Stop by the office in Sheffield-Thompson, Main Floor, Room 119. Office hours are Monday – Friday from 8:30 a.m. to 5 p.m.
DEGREE PROGRAMS

BACHELOR OF ARTS IN THEATRE

With 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.

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’s assistant and contact the Chair of Theatre and Musical Theatre as well as audition for the theatre faculty.

MINOR IN MUSICAL THEATRE

A minor in Musical Theatre requires a minimum of two years of study and includes at least 18 hours of music, theatre, and dance courses. Students wishing to minor in musical theatre must file an intention with the Dean’s assistant and contact the Chair of Theatre and Musical Theatre as well as audition with the musical theatre faculty.

MINOR IN DANCE

A minor in Dance requires a minimum of two years of study and includes at least 18 hours of dance courses. Students wishing to minor in dance must file an intention with the Dean’s assistant and contact the Chair of Theatre and Musical Theatre or the Professor of Dance.
THE B.F.A./B.A. IN THEATRE
and B.F.A. in MUSICAL THEATRE

PLAN OF STUDY

All theatre and musical 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 these 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 required classes in theatre should be taken in the sequence recommended by the faculty advisor and the Chair of Theatre and Musical Theatre. Degree requirements for each degree are found in Appendix A (B.A. in Theatre), Appendix B (B.F.A. in Musical Theatre), and Appendix C (B.F.A in Theatre), of this handbook. Appendix D lists the minor course requirements for a minor in dance, musical theatre and/or theatre.

PRODUCTION ATTENDANCE

All Theatre and Musical Theatre majors are expected to see all 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 directing projects, musical theatre projects, dance concerts, and as much outside theatre as possible. Attendance at departmental events is a priority.

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 advisor and student will go to the Dean’s assistant to establish an available showcase date in the calendar if necessary.

Guidelines for Senior Capstone Project (THE 4300)
The senior capstone project is an opportunity for students to demonstrate what they have learned during their years as theatre majors as well as to have a focused experience in their field. When selecting a path for the project, the student should consider their areas of strength and future in the field.

Getting Started

Before beginning the research phase in THE 4300, the student must arrange for one of the theatre faculty to serve as faculty advisor. Together, the student and advisor will concur on a suitable project.

Selecting a Project

Each student should select a project, in consultation with a faculty advisor, that represents the focus of his/her work as a theatre major. For instance, if a student has not taken a class in directing,
selecting a directing project is unacceptable. Ideally, a student will have had both classes and experiences in the area he/she selects. Someone interested in designing lights will have completed classes in design and sought experience in this area (working as a master electrician or assistant designer on a main stage show or designing a student project, etc.)

**Sample Project Options**

The following are examples of project possibilities. There are many other examples, and this is not intended to be a complete list. Please see individual guidelines (below) for each area to assist in the selection process.

**Directing**
Direct a one-act play
Direct a series of scenes centered around a theme

*(Performances are to be between 20 and 25 minutes. The full faculty must approve any exceptions)*

**Acting**
Perform a one-person show
Perform a selection of scenes and/or monologues centered around a theme
Perform a one-act play

*(Performances are to be between 20 and 25 minutes. The full faculty must approve any exceptions)*

**Design (scenery, lighting, costumes, sound or props of a significant nature)**
Design a main season show (only students with extensive experience will be approved for this project)

**Scholarly Research**
Write a research paper in the area of Theatre History or Dramatic Literature/Criticism

**Stage Management**
Stage manage a main season show

**Other Areas**
A student is welcome to propose a project in an area other than those listed above (Theatre in Education, Theatre for Youth, Theatre for Young Audiences, a project integrating other arts fields, etc.)

**Getting the Project Approved: The Proposal**

Each student must write a proposal outlining the project he/she wishes to undertake. The proposal should be submitted electronically as a PDF to the department chair no later than a semester in advance of the planned performance. The chair will distribute the proposal to the theatre faculty for
approval. The full theatre faculty must approve each project proposal before work is continued. This typed, proofread proposal should include the following:

• a clear description of the project

• why this project appeals to you and why you feel it is worthwhile

• what challenges the project presents and what experience and courses you have that prepare you to face them

• when this project would be performed/completed

For performance projects also include:

• technical components requirements (sets, lights, props/furniture, sound, costumes, crew)

• the number of other people to be involved

• the length (it should be between 20 and 25 minutes)

The faculty will give final approval to each project. Once the project is approved, the student may register for THE 4300 Senior Capstone.

Budget

Students must keep projects simple and work within budget demands. For instance, acting and directing projects must not require complicated technical or design support. Costuming needs should be minimal and utilize stock whenever possible. Working within a prescribed budget is part of the project experience and the Shorter University Department of Theatre and Musical Theatre will not fund student projects.

The Process

The structure of the senior project is specifically designed to emphasize the process of developing a piece of theatre, whether that project involves performing, designing, writing, directing or researching. The process is as important as the final result. Those artists who are self-disciplined and able to work independently, who are well prepared and who apply energy to every stage of a project are the artists who will have the most success in their chosen profession. Therefore, each student will be evaluated on how well he/she completes each stage of the project as well as on the quality of the final product. A student who works day and night for two weeks before a show opens but has not rehearsed for the first dozen weeks of the semester will not have fulfilled the expectations of the senior capstone project, regardless of the brilliance of his/her performance.

During the research phase, students will arrange to meet with their faculty advisor and they will work together to set deadlines for each phase of research and production. The student is to take the lead in developing a schedule and to assume responsibility for meeting deadlines. The faculty advisor will keep a record of deadlines consistently and adequately met by the student throughout
the project. A student’s overall grade will suffer due to missed meetings, missed deadlines and/or inadequate preparation.

At the start of each academic year, there will be a meeting for all involved seniors, their advisors, the department chair and the technical director to coordinate the presentation of projects, requirements, and deadlines.

**Mid-Project Review**

To ensure students stay on track during the production phase, each project will undergo a review by the faculty (the faculty advisor and at least one other faculty member). Students will be informed of the review date at the beginning of their production semester. The faculty may decide to postpone or cancel outright any project not demonstrating adequate and suitable progress during the review. The grade for the mid-project review will be recorded as the midterm grade.

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**Senior Project Directing Requirements**

The student director, in consultation with his/her faculty advisor, will select a suitable directing project which may include a one-act play, an excerpt from a longer play, or a selection of scenes centered around a primary theme. Actual playing time should be 20-25 minutes.

**Directing Preparation**

The student director must schedule regular meetings with his/her faculty advisor to ensure the project stays on track. The student and faculty advisor will agree upon deadlines for completion of various research phases.

In preparation for the presentation of the piece, the student director must compile the following information which will be presented in a binder at the conclusion of the project:

- Concept statement
- Request letter and rights-granted letter for the proposed piece as envisioned by student director
- A bibliography of the playwright(s) other significant works
- Applicable biographical information as it pertains to the selected piece(s)
- Critical commentary for the selected piece(s) as well as production reviews and commentary
- Research of relevant topics necessary to understand the play (period or place in which the play is set, issues the characters face, events or ideas mentioned in the play, etc.)
- An analysis of the play being staged or the play from which the excerpts were taken. Include an explication of the theme, a breakdown of the play’s structure, and a discussion of the main
characters. Also identify other elements relevant to your project such as given circumstances, use of language, moods, tempos, tone, imagery, etc.

• A prompt script for the play, with clearly marked beats

• A ground plan for the piece

• Technical requirements (use of lighting, costumes, set and sound elements). Please remember that technical support is limited. As the director you must decide how best to utilize what is available to you.

• A rehearsal plan

• An essay reflecting on the value of your General Education and Major coursework; essay should be two pages minimum and 5 pages maximum

• Additional readings, assignments or activities as directed by your faculty advisor

**Directing Production**

• Prepare a rehearsal schedule

• Schedule regular meetings with faculty advisor to ensure that the project stays on track. Your faculty advisor will request to attend selected rehearsals.

• Hold open auditions to cast the project

• Run rehearsals

• Be prepared to present the piece mid-way through the semester (specific date to be selected at the beginning of the semester); the piece will be presented to the theatre faculty. If insufficient preparation is demonstrated, the student director will not be allowed to present the project at the end of the semester.

• Work with faculty designer/technical director regarding the requirements of the presentation; cooperate with other seniors who are also working on their respective Capstone projects

• Acquire all props and set pieces

• Prepare a program

• Perform project on scheduled performance date for the general public.

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**Senior Project Acting Requirements**
The student actor, in consultation with his/her faculty advisor, will select appropriate material with a playing time of around 20 minutes but no more than 25 minutes. Options include performing a one-person show, two person one-act, or selected scenes from one or more playwrights, linked by a relevant theme, etc. The actor will receive regular guidance from the faculty advisor, but acting projects are not faculty directed. If the senior wants to engage a fellow student to direct, this must be approved by the faculty advisor.

**Acting Preparation Phase**

The student actor must schedule regular meetings with his/her faculty advisor to ensure the project stays on track. The student and faculty advisor will agree upon deadlines for completion of various research phases. All research and analysis should be presented for final grading at the completion of THE 4300.

In preparation for the presentation of the piece the student actor must compile the following information which will be presented in a binder at the end of the preparation quarter.

- Concept statement (as applicable)
- Request letter and rights granted letter for the proposed piece as requested by the student actor
- A bibliography of the playwright(s) other significant works as well as production reviews, etc.
- Applicable biographical information as it pertains to the selected piece(s)
- A thorough character analysis for all characters to be portrayed
- A rehearsal script for the material, with beats, actions, and objectives marked
- A ground plan for the piece
- A description of necessary technical requirements (use of lighting, costumes, set and sound elements). Please remember that technical support is limited. As the actor you must decide how best to utilize what is available to you.
- An analysis of the play or the play from which the scene is excerpted. Include an explanation of the theme, a breakdown of the play’s structure, and a discussion of the main characters. Also identify other elements relevant to your project such as given circumstances, use of language, moods, tempos, tone, imagery etc.
- An essay reflecting on the value of your General Education and Major coursework, essay should be two pages minimum and 5 pages maximum
- Additional readings, assignments, or activities as directed by faculty advisor.

**Acting Production Phase**

- Prepare a rehearsal schedule and hold rehearsals
• Schedule regular meetings with faculty advisor to ensure that the project stays on track. The faculty advisor will request to attend selected rehearsals.

• Be prepared to present piece mid-way through the semester for the theatre faculty (specific date to be determined at the beginning of the semester); if insufficient preparation is demonstrated, the student actor will not be allowed to present the project at the end of the semester.

• Prepare a program

• Perform project on scheduled performance date for the general public.

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Senior Project Design Requirements

The student designer, in consultation with his/her faculty advisor, will select a suitable design project which may include designing costumes, lighting, scenery, sound or props for another senior’s acting or directing project, or possibly for a main stage production. Student designers will work closely with faculty advisor to determine an appropriate design project.

Design Preparation Phase

The student designer must schedule regular meetings with his/her faculty advisor to ensure the project stays on track. The student and faculty advisor will agree upon deadlines for completion of various research phases. All research and analysis should be presented for final grading at the completion of THE 4300.

In preparation for the realization of the chosen design, the student designer must compile the following information which will be presented in a binder at the conclusion of the project.

• An analysis of the play being staged. Include an explanation of the theme, a breakdown of the play’s structure, and a discussion of the main characters. Also identify other elements relevant to your project such as given circumstances, use of language, moods, tempos, tone, imagery etc.

• A brief overview of the production history of the piece

• If applicable, the director’s or producer’s concept statement

• A clear and concise written statement of the designer’s concept

• A written description of specific techniques the designer intends to employ to make the final project reflect the ideas in the concept statement

• Appropriate pre-production graphic presentations, schedules, and paperwork as described below

• Research materials including artwork or photographs
• An essay reflecting on the value of your General Education and Major coursework essay should be two pages minimum and 5 pages maximum

• Additional readings, assignments or activities as directed by your faculty advisor. See below breakdown for each discipline.

**Scene Design**

• Thumbnail sketches

• Preliminary ground plan sketches

**Lighting Design**

• Color rendering of at least two moments from the production

• Gel samples

**Costume Design**

• Color renderings of each major costume (at least 11 inches high)

**Properties Design**

• Thumbnail sketches of all built props

• Prop list

**Design Production Phase**

• Prepare a work schedule

• Schedule regular meetings with faculty advisor to ensure that the project stays on track.

• Complete project on scheduled due date

**Scene Design**

• Ground plan

• Section

• Drop point perspective
• Color rendering
• Working plates
• Shift schedule

Lighting Design
• Light plot
• Hanging plot
• Instrument schedule
• Dimmer schedule
• Magic sheet
• Color list

Costume Design
• Swatches of fabric to be used
• Costume Plot
• Quick change schedule (if applicable)
• At least one hand drawn or draped pattern

Properties Design
• Working drawings of all built props
• Shift schedule (broken down by scenes)

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Senior Project Scholarly Research Requirements

The scholarly research project consists of the development of an original thesis and research plan, in-depth scholarly research and the writing, revision and presentation of a final academic paper of at least 20 pages. The topic of the paper, developed in consultation with the faculty advisor, may be in the area of theatre history or dramatic literature/criticism, depending on the student’s primary academic interest and strengths.

Research Process
The student researcher must schedule regular meetings with his/her faculty advisor to ensure the project stays on track. The student and faculty advisor will agree upon deadlines for completion of various research phases.

Preliminary research and analysis, as designated by the faculty advisor, should be presented for grading at the completion of THE 4300. The student researcher is expected to compile the following information:

- Original thesis statement
- Compiled research and bibliography
- Outline and preliminary organization of research material
- A survey of research that has been done on the topic
- Rough draft of introduction and thesis statement
- An analysis of a play being studied (or a play by the playwright or within the period or style being studied). Include an explication of the theme, a breakdown of the play’s structure, and a discussion of the main characters, given circumstances, use of language, moods, tempos, tone, imagery etc.
- An essay reflecting on the value of your General Education and Major coursework; essay should be two pages minimum and 5 pages maximum
- Additional readings, assignments or activities as directed by your faculty advisor
- Writing research paper
- Revision of research paper
- Regularly schedule meetings with faculty advisor to ensure that the project stays on track.
- A ten to fifteen minute oral summary of research findings presented to theatre faculty and Theatre Company students on scheduled presentation date.

Senior Project Stage Management Requirements

The student stage manager first must obtain approval from a faculty director and faculty designer to stage manage a main season show.

Stage Management Preparation

The student stage manager must schedule regular meetings with his/her faculty advisor (the faculty designer/technical director) to ensure the project stays on track. The student and faculty advisor will
agree upon deadlines for completion of various research phases. All research and analysis should be presented for final grading at the completion of THE 4300.

In preparation for the realization of the chosen design, the student stage manager must compile the following information which will be presented in a binder at the end of the project.

- An analysis of the play being staged. Include an explication of the theme, a breakdown of the play’s structure, and a discussion of the main characters. Also identify other elements relevant to your project such as given circumstances, use of language, moods, tempos, tone, imagery etc.

- A brief overview of the production history of the piece

- If applicable, the director’s concept statement

- A scene breakdown, character plot, cue synopsis as appropriate (scenery, lights, costumes, props, sound, effects)

- An essay reflecting on the value of your General Education and Major coursework; essay should be two pages minimum and 5 pages maximum

- Additional readings, assignments or activities as directed by your faculty advisor.

- Create an organized prompt book

- Attend all rehearsals and performances and completing stage managing duties

- Attend production meetings

- Facilitate communication between all production staff

- Schedule regular meetings with your faculty advisor to ensure that the project stays on track.

THE SENIOR SHOWCASE FOR B.F.A. IN MUSICAL THEATRE

In order to qualify for graduation, all B.F.A in Musical Theatre majors must develop and complete a showcase. The showcase is created, planned, and executed with the assistance of a faculty advisor and applied teacher. You will meet with your advisor and applied teacher to discuss dates and requirements. You will go to the Dean’s assistant to establish an available showcase date in the calendar. The Recital Request Form is found online under current students and requires signatures from your committee members, your teacher, and your pianist. Please return to the Dean’s office to reserve your date. To reserve a location for an optional reception in the Eubanks Room, contact Ms. Jeanne McDade at x7231 or jmcadade@shorter.edu. For other rooms on campus, consult with your applied teacher for details.
**Requirements**

Length: 25 minutes minimum and 30 minutes maximum

Repertoire: You must include entire songs from pre-1935, the Golden Age era, 1965-1985, 1986-2000, and post 2000. A variety of styles and tempos must be presented. Choreography must be incorporated into your program. The student needs to perform the choreography, but the song can be choreographed with assistance from another student.

Hearing: Two-three weeks before the performance date, the student and all showcase participants will present portions of the complete program at the committee’s discretion. While every detail will not be performance ready, there should not be omissions of choreography or confusion of what is taking place. The committee will then determine if the showcase is on track for a performance. At this time, a completed version of your program and program notes need to be submitted. The committee can pass the student with no reservations, require a second hearing with a possible postponement of the date, or fail the student for lack of organization or preparation. If the program and notes are incomplete, the student will automatically fail the hearing, regardless of the level of preparation of the music.

**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 to 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 University catalog at the time they first enroll. Specific Theatre and Musical Theatre Departmental Requirements described in the Department of Theatre and Musical 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.
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.

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 during the summer. If you are interested in auditioning for a role outside the department during the academic year, you must discuss your intention to do so with your advisor or another faculty member.

4. Auditions for all Shorter University productions are open to all interested Shorter University students.

5. The Chair of Theatre and Musical 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 and sent via email. 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. 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 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 Fine and Performing 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/workplace. 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, 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. 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. Departmental workdays and strike time requirements are posted and/or announced on the shop doors and callboards at the beginning of each production. You must participate in every strike during the year unless given permission to be excused by the Technical Director.

10. No 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. Apart from 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. 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 may 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.

14. Students producing capstone, showcase, or other required class 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 Fine and Performing Arts faculty members in conjunction with the Chair of Music, Chair of Theatre and Musical Theatre as well as approval by the School of Fine and Performing Arts Dean.

FACILITY DESCRIPTIONS

School of Fine and Performing Arts Office- Located on the first floor of the Minor Fine Arts Building, this area houses the offices of the Dean of the School of Fine and Performing Arts and the Dean’s Administrative Assistant. Faculty members in Theatre, Music, and Art have mailboxes in this office.

J. W. Tiscornia Studio Theatre- Located on the first floor of Minor Fine Arts building, J. W. Tiscornia Studio Theatre is the primary performance venue. The newly renovated theatre boasts a 100+ seat black box theatre, a computer lighting system, and a complete sound system. To schedule use of this facility, contact the Dean’s administrative assistant, Mrs. Beverly Harper and the Technical Director, Mr. Ted Thomas.

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, and a green room for productions. When not scheduled for specific meetings this room is open and available for informal use by Musical Theatre and Theatre majors. If the room is abused through leaving trash or causing damage, this room may be locked so it is inaccessible to students.

Scene Shop- Located adjacent to the J.W. Tiscornia Studio Theatre on the first floor of Minor Fine Arts Building, this is the primary location for the construction of all scenery for Shorter University 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 the 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 the J.W. Tiscornia Studio 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.
**Franklin Hall**- A large classroom and rehearsal facility located directly above the J.W. Tiscornia Studio Theatre on the second floor of Minor Fine Arts Building. This room is used for classes in music and theatre as well as serving as the primary space for the Shorter University Winds. To schedule use of this facility, contact the Director of Bands, Dr. Duane Warfield and the Dean’s administrative assistant.

**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 Director of Dance, Ms. Faith Im.

**CARE OF FACILITIES**

In this department, classes, rehearsals, and performances often take place in the same spaces. In addition, the Department of Theatre and Musical Theatre shares many common spaces with the Department of Music. 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. Return everything to its proper stored condition when use is completed. Failure to clean up may result in a loss of privileges to use certain facilities.

**PROPS**

Students can check out props and furniture pieces for seminars and class projects. The use of any props, furniture and/or set pieces must be signed out to students by the Technical Director. Students must agree to abide by the policies developed by the Technical Director for use of props.

**COSTUMES**

All shows requiring costumes or use of costume facilities, including dressing and make-up rooms, must have approval from the Costume Shop Supervisor. Costumes must be returned promptly and laundered/dry cleaned prior to return.

**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.
Appendices
### Bachelor of Arts, Theatre

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
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**Evaluation By:**

**Student's Name:**

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**Date:**
- **Hours earned:**
- **Hours applied:**
- **Hours required:**
- **Still needed:**

**Minimum Semester Hours for Degree:** 120

**Other Graduation Requirements:**
1. A cumulative 2.0 GPA.
2. The minimum acceptable grade in a course required of or applied to the major or minor is "C". ENG 1010 and 1020 must be passed with a "C" or better.

*Required for Musical Theatre major
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**Minimum Semester Hours for Degree**: 122
Minors offered in the Department of Theatre and Musical Theatre

### Dance

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
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<tr>
<td></td>
<td>DAN 1510</td>
<td>Dance Performance</td>
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<td></td>
<td>DAN 2002</td>
<td>Dance History</td>
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<td>DAN 2300</td>
<td>Ballet Technique I</td>
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<td>DAN 3300</td>
<td>Ballet Technique II</td>
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<td>DAN 3500</td>
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<td>DAN 4000</td>
<td>Modern Dance I</td>
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<td>DAN 4010</td>
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### Musical Theatre

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<tr>
<th>Semester</th>
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<th>Hours</th>
<th>Grade</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Applied Voice Secondary or Class Voice (Placement in Voice Studio/Class determined by audition)</td>
<td>2</td>
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<tr>
<td></td>
<td>MUS 1001</td>
<td>Foundations of Theory/Ear Training</td>
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<td>MUS 1053</td>
<td>Musical Theatre Lab</td>
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<td></td>
<td>THE 2010</td>
<td>Acting I</td>
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<td></td>
<td>MUS 3410</td>
<td>History of Musical Theatre</td>
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6 hours of DAN/MUS/THE electives as advised by faculty (at least 3 hours at the 3000+ level):

<table>
<thead>
<tr>
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<th>Hours</th>
<th>Grade</th>
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</table>

### Theatre

<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>THE 1010</td>
<td>Theatre Production I</td>
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<td>THE 3460</td>
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Choose 9 hours of electives (3000+ level):

<table>
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<th>Hours</th>
<th>Grade</th>
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