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Introduction

This handbook is intended to help make your years at Coe as productive as possible. It highlights the essential information you need to understand the department’s educational and artistic philosophy, departmental expectations, academic curriculum, and production program.

Theatre classes and work related to the theatre productions at Coe are open to all Coe students. While this handbook will be of most use to majors and minors in theatre, it will be of general interest to everyone who hopes to be involved in theatre classes or productions during their undergraduate years.

The Coe Theatre Arts Department is dedicated to providing the opportunity for students to be involved in undergraduate theatre of a high quality. During your years at Coe, we seek to push your creative boundaries to maximize your potential to the fullest and not limit any possibilities of reaching educational goals.

Please note that while the handbook does answer many essential questions, members of the theatre faculty are always available to discuss with you, individually and in greater detail, either questions that are not clear or any concerns or interests you may have. Feel free to contact individual faculty at any time for particular questions.

Mission

The Coe Theatre Arts program allows the student to strike a balance between the intellectual and the artistic achievements in theatre. The aim of the program is to provide an opportunity for the student to participate in all aspects of theatre and its study, on stage and in the classroom, and to enrich the cultural and academic life of the college.

The program is designed to accommodate students who desire an emphasis in specific areas of theatre —acting, directing, design/technical theatre — as well as those who desire a general background in theatre arts supplemented by the study of dramatic literature. Furthermore, the program provides those students who desire it with a solid foundation for graduate study in theatre or with preparation to teach theatre in secondary schools.

The program is also designed to accommodate non-Theatre Arts majors who desire a general minor program or more specific ones in the areas of Acting and Technical Theatre. A staff member can help set up such a program. A specific outline of major and minor programs can be found in the current Coe College Catalog.

The Coe Theatre Arts Department, working with occasional guest artists, seeks to stage productions of the highest artistic quality. Careful consideration is given to the selection of each season, with the understanding that our community is best served when the plays chosen accomplish the following goals:
• Challenging students with experiences that offer them opportunities both to succeed and progress as artists.
• Offering a repertory that embraces the fullest range of dramatic periods, cultures, and styles.
• Striving to stage productions that stretch the boundaries both within theatre traditions and across academic disciplines.
• Representing the diversity of artistic vision through associations with guest artists and other relationships with the professional theatre community.
• Collaboration between guest artists, faculty and students.

**Academic Information**

**Core Requirements**
The Theatre Arts program offers specific majors of study comprised of 11 courses per major. All Theatre Arts majors are required to take the following core courses:

1. THE-050 Theatre Production Lab (.25 Credits for a total of 1)
2. THE-130 Technical Production I (1 Credit)
3. THE-140 Design for the Stage (1 Credit)
4. THE-150 Acting I (1 Credit)
5. THE-188 History of Theatre and Drama I (1 Credit)
6. THE-198 History of Theatre and Drama II (1 Credit)
7. THE-290 Directing I (1 Credit)
8. THE-600 Senior Seminar (1 Credit)

To complete the specific emphases offered, the additional following courses are required.

**Emphases**

**General Emphasis**
1. Eight Core Requirements
2. Three additional theatre arts courses, chosen with departmental academic advisor approval.

**Acting Emphasis**
1. Eight Core Requirements
2. THE-170 Voice and Diction
3. THE-250 Acting II
4. One of the following:
   • THE-160 Movement for the Stage
   • THE-260 Acting for the Camera
   • THE-270 Musical Theatre Acting
   • THE-350 Advanced Acting: Shakespeare
Strongly recommended:
  • Any dance course (DAN-010 through DAN-055)
  • THE-240 Stage Make-Up
  • THE-650 Advanced Projects in Acting
  • PHL-015 Introduction to Philosophy
  • PHL-135 Theories of Human Nature
  • PSY-115 Introductory Psychology

Directing Emphasis
1. Eight Core Requirements
2. THE-250 Acting II
3. THE-490 Directing II
4. One additional course in acting or directing

Strongly recommended:
  • THE-350 Advanced Acting: Shakespeare
  • THE-430 Lighting Design
  • THE-440 Scene Design
  • THE-480 Costume Design
  • THE-690 Advanced Projects in Directing
  • RHE-237 Interpersonal Communication
  • ART-288 History of Western Architecture
  • Any other art history course

Technical Theatre/Design Emphasis
1. Eight Core Requirements
2. Three of the following
   • THE-230 Technical Production II
   • THE-288 History of Dress
   • THE-330 Computer-Aided Drafting and Design
   • THE-430 Lighting Design
   • THE-440 Scene Design
   • THE-480 Costume Design

Strongly recommended:
  • THE-640 Advanced Projects in Design and Technical Production
  • ART-115 Drawing I
  • ART-145 Digital Art I
  • ART-288 History of Western Architecture
  • ART-415 Life Drawing
  • Any other art history course
  • PHY-125 Electronics
Theatre Arts Minor
The minor in Theatre Arts consists of any six full credit courses in the Theatre Arts Department.
   • Four instances of THE-050 Theatre Production Lab will be counted as one full credit.

Elementary Education Emphasis in Theatre Arts
Same as the Theatre Arts minor.

Theatre Participation
Theatre Arts majors and minors are expected and sometimes required to become involved in work related to mounting theatre productions. Because of the diverse requirements for making theatre happen, students can anticipate that this work will offer creative challenges, intellectual problem-solving, and practical tasks. **Majors, minors and theatre scholarship recipients are expected to have an active involvement in some capacity in at least one mainstage production each semester.**

Theatre Arts Scholarships
Requirements and Expectations for Scholarship Recipients
Discipline and punctuality are very important aspects of a well-functioning theatre. With this in mind, all scholarship students are required to attend designated departmental meetings, strikes, and to fulfill all rehearsal and crew commitments assigned. Students are expected to be on time.

Active involvement in the Department of Theatre Arts offerings each semester is required of all students who receive a theatre scholarship. If you received your scholarship based on an acting audition, you must audition for all mainstage productions (taking part in the audition process does not guarantee or require participation in the productions). If you interviewed as a design/tech student you are welcome, but not required to audition. Involvement includes acting or contribution to technical aspects of the production. A minimum of 30 hours each semester will be required to be considered actively involved. Students will be assigned their "involvements" by the faculty following the audition process. Additionally, all students who receive a theatre scholarship must participate in the strike (tear-down) of all three mainstage productions. Strikes are held on Sundays following the last performance from 1 p.m.-5 p.m. It is the students’ responsibility to check with the technical director/production manager to confirm their assignments to crew positions.

Failure to comply consistently with the above requirements will result in probation and ultimate loss of scholarship.
Student Advising and Evaluation

Smooth progress toward graduation is assured by following advisement procedures. Majors must select an advisor within the department. The advisor will counsel the student on fundamental concerns related to the scheduling of classes and the selection of an emphasis track within the department.

Advisement and evaluation are critical ways in which communication between student and faculty can be accomplished on a regularly scheduled basis. In addition to these formal settings, the faculty is always available to deal with student concerns. Students should feel free to call upon any member of the department for advice or guidance on questions of an academic, professional or personal nature.

Important Steps Towards Earning Your Bachelor’s Degree

Every semester
It is your responsibility to be sure that you are properly registered for required courses. You must be registered for every class in which you are participating. Check your registration printout carefully and ask your advisor to help with any discrepancies noted.

If you drop a class, discuss it first with your advisor and notify your instructor, but also officially drop it on my.coe. No one but you can officially drop a class, and if you don’t drop a class you are no longer attending by certain drop dates, your grade will be an F and you will have paid for that class. Be aware of all official college drop dates.

Be sure to keep a folder/file of all-important paperwork regarding your progress toward the degree (transfer credit evaluations, grade reports, etc.) and check with your advisor to be certain you have furnished copies of everything needed for your file. Discuss creating a resume/portfolio with your advisor as early as possible in your academic career.

End of First Year
Discuss your progress with your advisor and ask for an evaluation of your performance level in relation to your program option and long-range career goals. In addition, all faculty members are open to providing you with their opinions of your progress.

Student Review Sessions
As part of the advisement process, Theatre Arts majors (beginning in their sophomore year) are required to participate at the end of each semester in review sessions with members of the theatre faculty in order to evaluate their professional and academic progress within the Department of Theatre Arts and to address future needs and goals. An Audition/Portfolio Review will occur at the end of the fall term, and an Assessment Review will take place at the end of the spring term. The dates for these review sessions will be announced at the start of each fall semester.

Audition/Portfolio Reviews (end of fall term)
These review sessions are intended as “practice sessions” in preparation for either professional or academic auditions and/or interviews.
All majors should be prepared to bring to these sessions the appropriate supporting material, as follows.

- **Actors and Directors:**
  - an 8½” x 11” “headshot” photo—color or black & white
  - sophomores—a fully-prepared 1-minute monologue
  - juniors and seniors—two fully-prepared 2-minute monologues
- **Design and Technical Students:**
  - an up-to-date portfolio consisting of sketches, renderings, models, drafting, light plots and supporting paperwork, and design-related work from other classes or theatre work (such as summer stock design or production work)

Other materials may be required.

**Assessment Reviews (end of spring term)**

These reviews provide an end-of-year opportunity for faculty to discuss with Theatre Arts majors their overall academic and production-related progress in theatre and to recommend directions for them to take going forward; they similarly offer students the opportunity to voice concerns, make suggestions, and/or extend accolades to the department.

Each Theatre Arts major should submit to the faculty approximately two weeks prior to the Assessment Review session:

- a **Student Self-Assessment Form** (see Appendix 1)

Other materials may be required.

**Advanced Projects**

**Coe Plan Internship or Practicum Experience**

There are many ways the Internship or Practicum requirement can be fulfilled. Consult the current Coe College Catalog for information or discuss with a faculty member.

**Internship (THE-895)**

An experience in professional or community theatre under the direction of an on-site supervisor in cooperation with a departmental faculty member and the Coordinator of Internships. May be taken for one, two, or three course credits; one course credit which may be applied toward the major. A minimum of 140 hours on-site experience is required. S/U basis only. **Prerequisites:** Consent of the Department, junior standing, and a declared theatre arts major.

Goals:

- To apply, evaluate, test and integrate academic theatre knowledge and theoretical concepts in a commercial work setting.
- To develop and expand students’ knowledge about themselves and their abilities, goals and career interests in a commercial work setting.
To reduce intellectual and geographical parochialism and to expand students’ awareness of the world beyond the campus through exposure to a variety of careers, disciplines, life styles, and environments.

To gain access to knowledge, equipment and methodologies not available on the Coe College campus.

To induce students to take greater responsibility for their education and life; develop self-reliance, personal style, values and beliefs in a manner consistent with becoming a responsible and productive individual.

To gain experience in the disciplined and discriminatory use of evidence in making decisions and solving problems in a commercial work setting.

**Independent Study in Theatre Arts (THE-8_5)**

Independent study under the direction of a member of the Theatre Arts faculty. With permission of instructor prior to registration, may be taken for an X status grade. **Prerequisite**: Permission of the instructor.

**Advanced Projects in Acting (THE-650)**

A senior acting recital designed to demonstrate the proficiency level of majors with an acting emphasis. The recital may take the form of a one-person performance or a selection of scenes, monologues, and/or musical numbers demonstrating the student’s range and versatility. The project requires conceptualization, organization and selection of performance material, and adherence to a pre-arranged rehearsal process. Written components include a detailed proposal, a comprehensive statement of concept, thorough documentation of process, and analytical self-evaluation. Prerequisites: senior standing and consent of department chair. (Offered by arrangement) **Obtain the General Guidelines for Student Project in Acting from the faculty.** Proposal forms and guidelines for all written work are included. **Proposal deadline is the Friday before spring or fall break of the preceding semester in which you would like the project to occur.**

**Advanced Projects in Design and Technical Production (THE-640)**

Individual work in a specific aspect of theatrical production: lighting design, costume design, scene design, sound design, technical direction, or stage management. A written proposal, conceptual statement, documentation of process, and self-evaluation are components of this upper-level course. May involve actual work for a departmental production. May be taken more than once, provided the emphasis varies. Prerequisite: consent of department chair. (Offered by arrangement) **Proposal deadline is the Friday before spring or fall break of the preceding semester in which you would like the project to occur.**

**Advanced Projects in Directing (THE-690)**

The faculty-supervised staging of an extended one-act or a full-length play as an advanced project. The production is staged in the Mills Experimental Theatre and may receive modest technical and design support, when appropriate. Comprehensive play text analysis and documentation of process are components of this course. Prerequisite: Directing II (THE-490), Design for the Stage (THE-140), or consent of department chair. (Offered by arrangement) **Obtain the General Guidelines for Student Project in Directing from the faculty.** Proposal forms and guidelines for all written work are included. **Proposal deadline is January 10 of the preceding school year in which you would like the project to occur.**
Department Policies

Strikes
Strikes (the dismantling of the production) take place the Sunday after the last performance and are typically scheduled from 1 p.m. to 5 p.m. However, strikes may be rescheduled as needed to suit the needs of a particular production. **Participation at all strikes is mandatory for all cast, crew and work-study.**

Keys
Undergraduate students (such as stage managers) shall be authorized to check out keys when needed for particular production assignments. Requests are submitted to the faculty technical director. It is imperative to lock all studios, rehearsal halls, theatres, and classrooms when you leave. Every effort has been made to provide good quality, functioning systems in all classrooms, but each user must be security conscious. Please report any malfunctions to the technical director immediately. Keys are to be returned at strike for the production unless other arrangements have been made with the technical director prior to strike.

Borrowing Departmental Assets
Students wishing to borrow props and/or costumes for student productions and classroom assignments must receive written permission from the technical director for props and must contact the costume shop manager and fill out the appropriate paperwork for costumes.

Productions

Mainstage Productions
The Department of Theatre Arts produces a mainstage season of three theatre productions each year in Dows Theatre. The productions in the mainstage season are directed by theatre faculty, guest directors, or students who have proven their skills in both classroom and production activities and have been deemed appropriately prepared by the theatre faculty. Students deemed appropriately prepared by the theatre faculty may be invited to design costumes, lights and sets for mainstage productions. A formal proposal, prepared by the student in conjunction with the faculty designer, is to be submitted no later than the 3rd week of the semester prior to the production for which the proposal is submitted.

Student Productions
Students are encouraged to put on productions outside of the Department of Theatre Arts normal season, provided written approval is given by the Department of Theatre Arts.

Work-Study positions in Theatre
Each year, students receiving financial aid in the form of work-study may be assigned to the Theatre Arts Department. The following duties are carried out by the work-study student:

- Scene Shop (carpentry, electrics, sound)
- Costume Shop (sewing)
- Department Secretary (typing, bookkeeping, publicity)
Any Coe student eligible for work-study who is qualified and interested in being trained for any of the above positions should contact the technical director. The salary is current minimum wage and hours are between 4-12 hours per week depending upon the award and the needs of the department.

All hired work-study students are required to attend strikes for all mainstage productions, unless exempted by their supervisor.

**Theatre Production Lab (THE-050)**
Applied skills in one of the theatre production crews. Students assist with set construction, costuming, lighting, painting, publicity, sound, or run-crew positions for productions during a term. No previous experience is required. Lab meets four hours per week. Open to all students. Theatre Arts majors are required to take four labs. (0.25 course credit)

**Student Conduct**
Students are expected to respect the rules of the College as well as the individual rules of the Theatre Arts Department. Students are expected to cooperate in keeping the buildings and rooms of the department in a safe and clean condition. Smoking is prohibited inside buildings and outside on College grounds.

**Fire and Safety Regulations**
Theatres are often dangerous places. The fire and safety regulations governing theatres are quite strict. Supervisors of various shops will have sets of safety rules, which students are expected to follow. Fire extinguishers and alarm pull stations are positioned throughout the theatre facilities. Make it a practice to know where they are located.

Falls, cuts, burns, broken legs and arms are all possible when working with power equipment or performing on stage. Caution should be exercised when putting one’s body in harm’s way.

Injuries which occur on the job to those employed as student workers are usually covered in terms of hospital costs by workers’ compensation. An accident report must completed by the faculty supervisor and the student ASAP.

**Facilities**
The Dows Fine Arts Center houses the Theatre Arts and Art Departments. The building consists of several performance spaces, classrooms, and studios. Building hours are from 6 a.m. to 12 a.m. daily. Use the Outer Lobby entrance on the campus side.

**Dows Theatre**
A 302-seat convertible thrust/arena stage with an ETC ION lighting control console, dimmer per circuit lighting system; fully equipped light grid and large equipment inventory; an eight-channel sound system with computer controlled playback, recording sources and headset communications; and, spotlight rigging and trapped stage.

The theatre is usually reserved for Theatre Arts Department use for classes, rehearsals and set construction. Occasionally, other groups may use the theatre during the year. Any other use requires the Department of Theatre Arts approval.
Mills Experimental Theatre
A 75-seat open stage space with an ETC Expression 3, 24 dimmer lighting system and full stage lighting grid. Two-channel sound system designed in the control booth for production use, and a portable boom box on the main floor for classroom use.

The Mills Theatre is in almost constant use for classes and rehearsals. Occasionally, other groups may use the theatre during the year. The theatre may be signed out when not in use, using the calendar attached to the doors of the theatre. The departmental space priority usage policy applies to all person(s) signing out the space. See Appendix 3.

Dows Outer and Inner Lobbies
These are public spaces (the Outer Lobby is also a student art gallery). When you use them for rehearsing scenes, etc., please make sure all furniture is back where it belongs. Lobby furniture is not to be removed to other locations (including the Dows and Mills Theatres) and should be set back in position when finished.

Green Room
The Green Room is open for all Theatre Arts students for a study room, a waiting room during rehearsals and performances, rehearsal space, as well as a library of internships, job offers, upcoming audits, and scripts and magazines pertaining to the theatre world. Students are expected to keep the Green Room in a clean condition. There is a refrigerator in the Green Room that students may use as a means of keeping personal food cold. It is imperative for students using the fridge to label and date their food and to make certain to remove the items they put in. Unlabeled items will be removed periodically during the semester. The room should be open to students whenever the Dows Fine Arts Building is open (except when the theatre is in use).

Scene Shop and Costume Shop
Both shops are fully equipped and provide technical support toward departmental productions. Production work and class work take priority at all times in the shops. Both shops are primarily open in the afternoons, from 1-5 p.m. for production work, and are available at other times for production and class work. For safety and liability reasons, the shops are generally not available for use in the evening hours without staff supervision.

Macintosh Computer Graphics Laboratory
This computer lab, maintained by Computer Services, serves as a resource for various computer graphics and design applications useful particularly in theatre and art. The lab is open for use from 7:30 a.m. to 2:00 a.m. daily except when used for classes.

Lockers
Students may secure a locker in which to keep extra clothing, face masks, goggles, shoes, and tools, etc. Priority is given to those working on a regular basis in the scene or costume shops (primarily work-study, scholarship and Technical Theatre Lab students). Students are encouraged to share lockers and are responsible for supplying their own lock.
Production Information

Callboards
The production callboards are for the express use of the Theatre Arts Department and its related activities. One is located in the inner lobby of the Dows Theatre and the other is just outside the costume shop door. All students are recommended to check the callboards daily as rehearsals, meetings, auditions, and other pertinent information are posted.

Commitment
We expect students to fulfill the obligations and commitments that they undertake within the department. We operate on the assumption that all individuals will complete the production and academic responsibilities to which they have agreed. Any activity taken for credit shall have priority over extra-curricular activities (i.e., Greek life events or SAC events).

Scheduling
We believe that scheduling your time responsibly is an important ingredient in gaining the most out of your four years at Coe—academically, artistically, and recreationally. Care in planning your time will enable you to make a significant and satisfying contribution to a challenging and rewarding theatre program and at the same time fulfill your academic responsibilities in and out of the department, and still have time to play.

A copy of the year’s schedule is provided at the end of this handbook as a guide to enable you to plan your semester and avoid conflicts that will render you unable to fulfill departmental commitments and responsibilities. Please take your time and be judicious in your personal time scheduling.

We strongly urge you to refrain from taking classes or employment that extends into the evening hours. Failure to leave your evenings clear severely limits your ability to be cast, your availability to participate in other areas of the production process, and may compromise your ability to adequately fulfill your commitment to the Theatre Arts Major and/or the Theatre Arts Scholarship since almost all of the rehearsals and performances take place during the evening hours.

Auditions and Casting
Casting in all department productions is open to the entire student body. No preferential treatment is given to students on the basis of their class rank or of their majors. Students in the casting pool for each production who are best suited for the available roles will be cast accordingly.

All Theatre Arts majors and theatre scholarship recipients are encouraged to audition for mainstage and student-directed productions. Recipients of theatre scholarships based on an acting audition are required to audition for all mainstage productions.

Scripts and information about auditions are made available to students as early as possible prior to the audition dates.

Auditions for Fall 1 are held during the previous spring semester. Auditions for Fall 2 are typically held the second or third week of classes and will be announced during the 1st week of classes. Auditions for the Spring production take place after mid-term break, typically before registration in order to allow students to decide if they will take it for credit.
Theatre Practicum (THE-060)
Practical involvement in a mainstage production as an actor (in a leading or secondary role), stage manager, assistant director, dramaturge, technical crew head (property master, master electrician, wardrobe master, etc.), or in another capacity as approved by the faculty (excluding run-crew positions). Open to all students. May be repeated. Prerequisite: consent of department chair. (0.5 course credit)

Students should inquire about the full responsibility of the positions by talking to the technical director if they are interested in enrollment for Theatre Practicum. Students are responsible for "enlisting" for production positions. They should not wait to be "assigned" a responsibility.

Production and Performance (THE-185)
A “theatre company” consisting of actors, designers, a stage manager, costume, set, and lighting crew (plus an accompanist and choreographer, if needed). The company has as its goal the mounting of the chosen production in a fully-collaborative atmosphere. In addition to fulfilling their various creative functions, company members may be asked to take on, under the supervision of a faculty member of the department, dramaturgical assignments designed to provide research and study on selected aspects of the play or musical. This material is presented to the Coe community in the form of public displays throughout the campus. Company members need to audition prior to spring registration. The basis for student evaluation is completion of assigned duties and quality of work. Open to all students. May be repeated for credit. (At most two course credits may be applied to a major or minor in theatre arts.)
(Offered Spring Term)

Rehearsals
General rehearsal schedules shall be announced at auditions for productions. Usually directors provide specific weekly schedules. Students will be excused from rehearsals only in an emergency situation unless prior arrangements are made before casting. Any unexcused absence from rehearsal will result in some sort of disciplinary action including possible removal from the cast.

A professional attitude is expected at all times during the rehearsal period. Actors are expected to arrive at rehearsals fifteen minutes early for warm-up exercises. The Stage Manager will function in the capacity of rehearsal supervisor, under the guidance of the director.

All actors are expected to check the callboard, email and/or the online production calendar at least twice a day each day, in the morning and afternoon, for announcements and necessary schedule changes. Ordinarily, visitors are not allowed at rehearsals unless permission is obtained in advance from the director. Actors are expected to bring pencils, scripts, scores, and other necessary materials to rehearsal.

For mainstage productions, rehearsals will generally be held on weeknights between the hours of 6 p.m. and 10 p.m., and will usually be scheduled in blocks of time not to exceed three hours. If weekend rehearsals are needed they will be scheduled to best fit everyone’s varying schedules. Rehearsals will not extend beyond 10 p.m. and there will be no more than 16 scheduled hours of rehearsal a week except as follows:

- During the week preceding technical rehearsals, a rehearsal block may be expanded to 4 hours, if necessary, and will not extend beyond 11 p.m.
• During the week prior to opening, more time may be required; however, no student will be held by directors past midnight at any time during the rehearsal period. Students who experience problems maintaining the published schedule for a production or who believe that these guidelines are not being observed should contact an appropriate faculty member as soon as possible.

Opening Nights
Opening nights of mainstage productions are times for the entire department to celebrate the fruition of a long rehearsal process, so it is the department’s policy that rehearsals for all other productions be suspended when a mainstage production is opening.

Student Emergencies
If there is a serious emergency that compromises a student's ability to fulfill his/her obligation (and problems do arise), it is that person's responsibility to inform the rest of the team as soon as possible. If the appropriate people are informed in time, they can help solve the problem. Don't let us discover the problem when it is too late to fix it.

Production Meetings
Production meetings are usually held once a week during the weeks prior to production openings. It is imperative that all significant production personnel attend these meetings. These include, (but are not limited to): the director, the designers, the technical director, the production stage manager (PSM), the assistant stage managers (ASMs—when deemed necessary), and the props master. Production meetings for any given production are generally scheduled at the same time on the same day each week. Production meetings are held to ensure that the entire production team is working “on the same page,” as it were, when it comes to the overall look and feel of the production. Collaboration is an extremely important part of the production process, and all individuals involved—faculty, staff, and students alike—are encouraged to bring well thought out, appropriate ideas and suggestions to production meetings. Production Stage Managers (PSMs) run production meetings in consultation as needed with the technical director. Each member of the production team has an assigned role in these meetings, and it is the director’s role to ensure that production elements are unified according to the collectively accepted “world of the play.”

Crew Assignments
The Theatre Arts Department expects students to gain experience in all areas of production. During their evaluations, attention will be paid to students' efforts to gain experiences in the variety of areas available.

Students should confirm with the Technical Director and appropriate faculty their interest in working in particular capacities. Scholarship students may be required to hold crew positions in order to fulfill their “involvement” assignment. Crew positions are usually available in the following areas: construction, costuming, lighting, painting, publicity, sound, or run-crew.

Assistant Director or Assistant Designer
Depending on production needs, occasionally Assistant Director or Assistant Designer positions are available. Students interested in such positions should approach the faculty member concerned. Duties may vary depending upon the production.
Production Stage Manager (PSM)
PSMs are in charge of coordinating rehearsals and performance, managing the company of actors and the crews, and synchronizing all production cues and backstage operation. Works closely with the director, and develops the production book, assists in rehearsals, prepares schedules, and serves as liaison to all production areas. **This is the highest level of time commitment. Required to attend all production meetings.**

Assistant Stage Manager (ASM)
ASMs are responsible to the PSM who can assign them basic duties. ASM will be on headset during the rehearsals and performances. May be responsible for making sure that the stage is swept and/or mopped and anything else necessary before initial set up is done prior to rehearsals and performances. May be required to attend production meetings.

Property Master
This person needs to be resourceful and communicative. Access to a car is imperative! May need to be able to design and execute various properties. **Required to attend all production meetings, and 2nd technical rehearsal and 1st dress rehearsal.** Works with director and PSM for locating, organizing, and storing rehearsal props; and works with designers and technical director for acquiring, building, refinishing show props.

Master Electrician
Responsible to the lighting designer prior to performances and to the PSM during performances. Begins involvement prior to light hang. Assists lighting designer; helps teach students techniques of hanging and focusing instruments; needs to assist with light hangs and focusing; runs the pre-show light checks with the light board operator prior to technical rehearsals and performances; any other duties as assigned by the lighting designer.

Light Board Operator
Usually begins involvement prior to light hang, which is two weeks before opening. Runs the light board during technical rehearsals and the run of the production. Sometimes needs to assist with light hangs and focusing.

Sound Board Operator
Usually begins involvement two weeks prior to opening. Runs the Sound Board during technical rehearsals and the run of the production. Is responsible for fixing any problems related to faulty equipment.

Wardrobe Crew
Usually begins involvement one week prior to opening. Assists with costumes during technical rehearsals and during the run of the production. Does the laundry, maintains the wardrobe and assists with quick changes, as per the designer's instructions.

Make-Up/Hair
Usually begins involvement two weeks prior to opening, depending on complexity of make-up. Supervises the make-up room during technical rehearsals and the run of the production. Learns to assist with make-up and hair throughout the run.
**Stage Crew**
Usually begins involvement one week prior to opening. Runs scene and furniture changes and assists with properties during technical rehearsals and the run of the production.

**Emergencies**
If a student has an emergency that renders it impossible for him/her to assist in the run of a production, it is that person's responsibility immediately to inform the appropriate crew head, the stage manager, and the technical director. It is also that student’s responsibility to ensure that someone is found to take his/her place.

**Production Evaluations**
To better understand how all aspects of the production experience worked for students, evaluation surveys will be given to the cast and crew. The goal of these evaluations is to help the faculty better understand what part(s) of the process worked well and what needs improvement. While these evaluations will be anonymous, it is highly encouraged that students use them for constructive criticism, not a means for venting anger. Evaluations will be distributed electronically. A link will be sent out to all individuals involved in the production.

**Department Meetings**

**Student/Faculty Meetings**
In order to expedite communication and to insure that issues and concerns are addressed in a timely manner, all students and faculty involved in the work of the department meet at the end of the year at a time and place judged to be most convenient for the majority of those affected. In order to participate effectively in the life of the department, it is essential to attend the scheduled meetings.

**Faculty Meetings**
The Theatre Faculty usually hold meetings once a week. It is at these meetings that matters of departmental concern are discussed. If a student has an issue s/he wishes to bring to the faculty’s attention, s/he can request that the issue be presented and taken up at one of these meetings. The day and time for faculty meetings is usually consistent over the course of an entire semester.

**Student Organizations**

**Offstage Players (OSP)**
Off-Stage Players (OSP) is a student organization that supports theatre on Coe's campus and in the greater Cedar Rapids community.

**United States Institute of Theatre Technology (USITT) Student Chapter**
Dedicated to the technical elements of theatre, the USITT student chapter works to help students attend the annual national conference. USITT also endeavors to bring workshops and activities to campus in order to help enrich and enlighten all students knowledge and understanding of technical theatre.
**Special Events**
Various additional activities may be scheduled throughout the year. All students are encouraged and welcome to participate.

**Fall Get-Together HOO-HAH**
Held during the first week of fall term. An informal dinner and gathering to meet faculty and staff, new students, renew old acquaintances, and find out about the upcoming year.

**Spring Picnic**
Sometime close to the end of the school year, the department usually has a gathering, which includes a cookout or buffet and recreational activities. A great time to celebrate the success of the year and to relax before the rigors of final exams and end-of-year stresses!
Coe College Department of Theatre Arts

STUDENT ASSESSMENT
SELF-EVALUATION FOR REVIEW

(Student must complete this form and turn in by the scheduled date.)

NAME: ____________________________
CLASS: ____________________________

CONCENTRATION: ____________________________ GPA: __________

PRODUCTION WORK
(List most recent first.)

SHOW CREW OR CAST ACTIVITY

OTHER ACTIVITIES
(Include non-departmental theatre activities; extra-curricular activities; etc.)
Appendix 1: Student Self-Assessment

Please answer the requests for self-assessment of your work below.

List three aspects of your work you feel good about:

1.

2.

3.

List three aspects of your work you would like to improve:

1.

2.

3.

What are your artistic, academic, and personal goals for the next 12 months?

FOR FACULTY USE ONLY

Comments: 

Date of Assessment:
Appendix 2: Department of Theatre Arts Misconduct Policy

Misconduct is defined as any behavior by a student directly involved in a department production—either during the rehearsal period or in performance—that potentially disrupts or jeopardizes the ability of directors, cast members, and/or crew members to function effectively. Examples of misconduct include (but are not limited to): chronic tardiness, arriving under the influence of drugs or alcohol, arriving while recovering from the after-effects of drugs or alcohol, or failure to attend mainstage strike.

Judgment regarding behavior that constitutes an act of misconduct will be at the discretion of the director(s) and/or the technical director in charge.

Possible consequences that may ensue after an act of misconduct has been identified include the following:

- demotion of grade—if the student is being graded for participation
- refusal on the part of faculty to provide positive letters of recommendation
- denial of casting or design-tech assignment for the entire semester following misconduct
- assigned makeup shop work in an amount to be determined by the technical director.
Appendix 3: Department of Theatre Arts Space Priority Usage Policy

Because most classroom performance projects and student-directed productions are presented in the Mills Theatre, there is a heavy demand for out-of-class use of the space. In order to ensure fairness to all who need to reserve time in the Mills, we request that everyone adhere to the following guidelines for sign-up and use of the space.

1. Advanced Projects in Directing—full-length plays (5-week maximum rehearsal period):
   a. regular rehearsal period (should not exceed 4 weeks)
      • 3-hour limit per day
      • 15-hour limit per week
   b. final week—"tech" weekend through performances
      • 4-hour limit per day

2. Advanced Projects in Acting, Design, & Playwriting (4-week maximum rehearsal period) & Directing II Projects—one-act plays (4-week maximum rehearsal period):
   a. regular rehearsal period (should not exceed 3 weeks)
      • 2-hour limit per day
      • 10-hour limit per week
   b. final week—"tech" weekend through performances
      • 3-hour limit per day

3. Scenes for Acting Classes and for Directing I for entire rehearsal period
   • 1-hour limit per day

4. Independent Performance Projects [approved by the Department of Theatre Arts]
   • 1-hour limit per day [as space is available—see priority list below]

Please use pencil only in reserving blocks of rehearsal time in the Mills.

If you have made an advance reservation for the space and find that, for whatever reason, you will not be able to rehearse during the time you reserved, please erase your name from the sign-up sheet.

PRIORITY FOR USE OF SPACE:
1. Mainstage Productions (rehearsal and warm-ups, when needed)
2. Advanced Performance Projects (coordinating schedules when more than one project is in preparation)
3. Pre-scheduled events (such as OSP "Blindspots," Guest Artist workshops, City Dionysia, etc.)
4. Classroom-related Projects (e.g., Directing II Projects, Acting Class Projects, Dance Projects, etc.)
5. Independent Performance Projects

Note: reservation sign up is intended for theatre classroom projects and department-approved productions only!

Please report any and all infractions of this policy to the Technical Director of the Department, Jonathan Allender-Zivic.

--Department of Theatre Arts Faculty
revised April 2012
Appendix 4: Spaces Care and Maintenance Policies

Maintenance and Care of the
MILLS EXPERIMENTAL THEATRE

The Mills Experimental Theatre is our primary classroom for studio classes, and we all need to make an extra effort to keep it clean and in order.

If you are using the Mills Theatre for rehearsal or performance, please be sure to adhere to the following policies regarding the space.

1. Shoes are to be removed before entering the workspace. The wearing of shoes is allowed, if required, for dance classes and for the actual performance of scenes in acting classes.

2. If the black curtains are moved, please restore them to their proper positions (on the front track).

3. Please **DO NOT DRAG** furniture pieces along the floor. **Lift and carry!**

4. After use, all furniture should be pushed back to original positions behind the curtain line (except the piano and the black stacking chairs).

5. All props should be stored in their designated places, either in the props cabinet behind the curtain or locked in the dressing room.

6. **Please turn off lights when leaving the space.**

7. If you have used the sound equipment, make certain that it has been turned off and its storage box has been locked.

Maintenance and Care of the
DOWS THEATRE

The Dows Theatre is our primary mainstage performance space. Taking good care of the space will ensure that all individuals attending our productions can see just how nice of a space the Dows truly is

1. Please **DO NOT DRAG** furniture pieces along the floor. **Lift and carry!**

2. After use, all furniture should be pushed back to original positions.

3. All props should be stored in their designated place, the props cabinet.

4. Please make sure you have picked up any and all personal belongings and trash that may have been left in the house.

5. Please sweep the stage to remove any dirt and debris that may have been brought in to the space by shoes and clothing.

6. If you have been given permission to use any technical elements (sound or lights), please ensure everything is taken to its off or standby state.

7. **Please turn off lights and turn on the ghost light when leaving the space.**
Appendix 5: Department of Theatre Arts Calendar 2012-2013

Following is a list of the more important dates. A copy of the full production calendar is posted on the call board by the costume shop.

Fall Term 2012
August 20  Rehearsal for Elephant in the Room Begins
August 21  New Student Orientation
August 27  Classes Begin
August 30  Fall Department Gathering (HOO-HAH)
August 31  Last Day to Alter Registration
September 3  Labor Day-No Classes, Elephant in the Room Rehearsal
September 4 & 5  Preliminary auditions for Iphigenia at Aulis
September 6  Callback audition for Iphigenia at Aulis
September 10  Rehearsal process begins for Iphigenia at Aulis
September 22  1st Technical Rehearsal for Elephant in the Room
September 23  2nd Technical Rehearsal for Elephant in the Room
September 24  1st Dress Rehearsal for Elephant in the Room
September 25  2nd Dress Rehearsal for Elephant in the Room
September 26  3rd Dress Rehearsal for Elephant in the Room
September 27  Preview for Elephant in the Room
September 28, 29  Elephant in the Room Curtain 7:30 p.m.
September 30  Elephant in the Room Curtain 2:00 p.m.
October 3  Brush-up Rehearsal Elephant in the Room
October 4-6  Elephant in the Room Curtain 7:30 p.m.
October 7  Strike Elephant in the Room 1:00-5:00 p.m.
October 12  Last Day to Withdraw
October 15-16  Fall Break
November 2, 3  Auditions for By the Bog of Cats
November 4  Callbacks for By the Bog of Cats
November 10  1st Technical Rehearsal for Iphigenia at Aulis
November 11  2nd Technical Rehearsal for Iphigenia at Aulis
November 12  1st Dress Rehearsal for Iphigenia at Aulis
November 13  2nd Dress Rehearsal for Iphigenia at Aulis
November 13-16  Registration for Spring Term
November 14  3rd Dress Rehearsal for Iphigenia at Aulis
November 15  
November 16, 17  
November 18  
November 21-25  
November 27 & 28  
November 29, 30, Dec 1  
December 2  
December 10  
December 11  
December 11  
December 12-15

Preview for *Iphigenia at Aulis*

*Iphigenia at Aulis* Curtain 7:30 p.m.

*Iphigenia at Aulis* Curtain 2:00 p.m.

Thanksgiving Recess

Brush-up Rehearsals for *Iphigenia at Aulis*

*Iphigenia at Aulis* Curtain 7:30 p.m.

Strike *Iphigenia at Aulis* 1:00 p.m.-5:00 p.m.

Last day of classes

Reading Day

Portfolio Reviews

Final Exams

**Spring Term 2013**

January 14  
January 18  
January 21  
TBD  
March 1  
March 2-10  
March 20-23  
April 2-5  
April 13  
April 14  
April 15  
April 16  
April 17  
April 18  
April 19, 20  
April 21  
April 24  
April 25-27  
April 28  
May 2

Classes Begin

Last Day to Alter Registration

MLK Jr. Day - no classes, *By the Bog of Cats* Rehearsal

Last Day to Withdraw

Spring Break

United States Institute for Theatre Technology National Convention, Milwaukee, WI

Registration for Fall Term 2013

1st Technical Rehearsal *By the Bog of Cats*

2nd Technical Rehearsal *By the Bog of Cats*

1st Dress Rehearsal *By the Bog of Cats*

2nd Dress Rehearsal *By the Bog of Cats*

3rd Dress Rehearsal *By the Bog of Cats*

Preview for *By the Bog of Cats*

*By the Bog of Cats* Curtain 7:30 p.m.

*By the Bog of Cats* Curtain 2:00 p.m.

Brush-up Rehearsal for *By the Bog of Cats*

*By the Bog of Cats* Curtain 7:30 p.m.

Strike *By the Bog of Cats* 1:00 p.m.-5:00 p.m.

Classes End

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