

**CMU THEATRE ARTS
DEPARTMENT**
[HANDBOOK]

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COLORADO MESA UNIVERSITY

CMU THEATRE ARTS DEPARTMENT

MISSION AND VALUES

We are committed to an educational experience that focuses on techniques of self-expression, while asking thought provoking questions and creating engaging art.

Rigor

the quality or condition of being highly detailed, accurate,
and thorough

Collaboration

the act of working with others to produce
or create

Diversity

the inclusion of divergent ideas and individuals

Integrity

the condition of being unimpaired and uncorrupted, whole,
and lacking no parts

Passion

an intense and driving devotion or
conviction

Communication

the free imparting and exchanging of information
and ideas

PRIORITIES OF THE DEPARTMENT

1. Coursework
2. Academic progress that sufficiently allows the student to graduate with Bachelor of Arts Degree in five years.
3. CMU Mainstage Productions (two musicals, two plays, and two dance concerts).
4. Experimental Theatre Productions
5. Student Society/Dance Society productions, student recitals and faculty approved work, etc.
6. Extracurricular activities such as music events, non-departmental sponsored clubs and organizations, and student government positions.
7. Community and off-campus theatre work

ACADEMICS — GENERAL INFORMATION

COURSE CATALOG LINK

<https://catalog.coloradomesa.edu/>

APPLICATION TO THE PROGRAMS

All incoming freshmen or transfer students must audition to be considered for scholarships and to gain admission into the Bachelor of Arts and Bachelor of Fine Arts programs in Acting/Directing, Music Theatre, and Dance. Although it is not required, Design/Technology students are strongly encouraged to interview for admission and scholarship consideration. Specific audition requirements are detailed under that program area.

ACADEMIC ADVISORS

We pride ourselves on our ability to provide individual attention. Each member of the faculty invites students to discuss matters pertinent to course content, grades, performance and any other matters concerning this program. Upon entrance to CMU and declaration of a major, the student will be assigned an advisor to offer assistance in formulating a plan of study and to help answer questions. Should the student desire a specific faculty member as an advisor, he or she may request a transfer of advisor within their discipline (see departmental administrative assistant). All interdisciplinary major students must also consult with the area coordinators of each discipline.

All students should:

- Consult with their advisor each semester prior to registration to select the appropriate courses in which to enroll.
- Take courses designated in their program sheets as they are offered and in sequence.

DECLARING A MAJOR OR MINOR

It is important to officially declare a major within the Department of Theatre Arts within one of the following concentrations: BFA Acting/Directing, BFA Music Theatre, BFA Dance, BA Design/Technology or BA Theatre Arts) since departmental funding and scholarships are based upon the number of official majors.

Eligibility for departmental scholarships is dependent upon a student being OFFICIALLY listed as a major or minor within the department, and faculty make nominations for scholarships award and additional outside scholarships only from the major/minors list.

ATTENDANCE POLICY

According to departmental policy, professors may allow no more than one week's worth of unexcused absences per semester. Specific stricter attendance policies per course are at the discretion of the professor.

STUDENT REVIEW POLICIES AND PRACTICES

In order to meet Colorado state policy to evaluate and document student learning potential; in order to help prepare students for the professional fields; and in order that the faculty and students can both be held accountable to each other, the program has instituted the Student Review. Annually each concentration holds a review process for certain of its majors (to be determined by faculty). For Individual review requirements and processes consult that Program's information section.

PLAGIARISM AND ACADEMIC HONESTY

Academic dishonesty is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another or uses unauthorized material or fabricated information in any academic exercise. Academic dishonesty also includes, but is not limited to: (1) Forgery/fabrication/falsification/plagiarism of academic documents; (2) Intentionally impeding or damaging the academic work of others; (3) Assisting others in acts of academic dishonesty; Cheating in the classroom; (5) Unauthorized attendance; (6) Multiple submissions; and (7) Unauthorized collaboration. Any academic misconduct may be reported to the Department Head and Office of Academic Affairs and may result in a failing grade, suspension, or dismissal. These policies are outlined at: Student Code of Conduct and Conduct System.

GRADING PROCEDURES

Each instructor establishes grading and attendance policies for each course per both the CMU Student Handbook and the CMU Professional Staff Handbook.

STUDENT EVALUATIONS OF FACULTY

Student evaluation of faculty takes place once each semester. The faculty member delivers the evaluation forms to the classes and, after they have been filled out, an elected student representative from the class returns them to the main office. These evaluations are very important to the faculty member, as they affect contract, tenure and promotion decisions, and serve

as feedback for the professor regarding his/her teaching effectiveness. It is the policy of the Department of Theatre Arts that the instructor being evaluated remains in the space where the students are completing the written evaluation.

GRADUATION REQUIREMENTS

Students are responsible for completing academic requirements as outlined in the catalog in effect at the time of your enrollment. It is in the student's interest to take the courses in the sequence given in the catalog. Should the student change his or her major or areas of concentration, it is the student's responsibility to confirm that he or she can complete the requirements. Not all courses are taught every year. Faculty cannot change sequence or offer independent studies to suit the needs of those who miss the sequence, change majors, or transfer. The ultimate responsibility for progress towards graduation is the student's.

PETITION TO GRADUATE

Students should note that the Petition to Graduate forms must be completed and filed with the CMU Records Office no later than the semester prior to anticipated graduation. Check the deadline date with the registrar's office or the department head. Click on this link for Graduation Information from the Registrar's Office.

GRADUATION WITH HONORS

As a member of the National Collegiate Honors Council, the Academic Honors Program offers highly motivated undergraduates enriched studies in their academic major. Completion of honors requirements includes opportunities for students to actively engage in more advanced study through coursework and a capstone project that can include research or creative work presented in a scholarly venue. Students completing a program's academic honors requirements are recognized at CMU's Commencement Ceremony. For further information on qualifications and requirements, go to <http://www.coloradomesa.edu/theatre/current->

students/honors.html.

ACADEMICS — PROGRAM-SPECIFIC

BFA Theatre Arts: Acting/Directing

Program Description

CMU's Acting/Directing Bachelor of Fine Arts program offers rigorous conservatory style training within a well-rounded liberal arts education at an affordable public school price.

The program is designed to prepare young theatre artists for the fast-paced, challenging, and ever-changing world of stage, television, film, and more.

The program is led by a dynamic faculty composed of current and former Artistic Directors, Actors, Singers, Designers, and Dancers with deep connections to top industry professionals from coast to coast.

Acting/Directing students at CMU can expect a full sequence of Stanislavski-based acting classes, in addition to training in Shakespeare, voice, speech, acting for the camera, script analysis, movement, stage combat, make-up, dance, and more. Unlike many other undergraduate programs, CMU also offers students the opportunity to not only take directing classes, but also direct full productions as part of the performance season. The program is large enough to tackle ambitious projects, and yet small and flexible enough to tailor to students' particular needs. Classes are intimate, with a small student to faculty ratio, allowing for significant individual attention, and each season's productions are picked specifically for the current class of students.

Opportunities to perform begin immediately in the freshman year in any of the dozens of annual productions.

Upon completion of the program, students with a BFA from CMU will have the skills, knowledge, and confidence necessary to either gain admittance to top graduate programs, or to directly enter the profession.

Auditioning for the Program

Written Requirements

****Please do not staple or bind these documents.****

- AUDITION APPLICATION—Completed application must be received by the Department of Theatre Arts within one week of your audition date.
- The audition application form can be completed online:
<http://www.coloradomesa.edu/theatre/auditions.html>
- RESUME— Applicants must submit a resume which details any training and experience you have in theatre, music, and/or dance. Please attach as a PDF file. Examples of resume formats can be found here: <http://www.ace-your-audition.com/acting-resume-samples.html>
- HEADSHOT—Please attach a recent headshot. A senior photo or any clear portrait photograph is acceptable. Please also bring one HARD COPY of the headshot and resume to the audition. These will not be returned.
- TRANSCRIPT— An official high school transcript is required by the Department of Theatre Arts for all incoming students. (This is in addition to one required by the CMU Admissions Office.) Transfer students must provide transcripts from all colleges attended. Bring copies with you to the morning meeting before your audition. Please do not staple or bind these documents. These materials will not be returned.

Performance Requirements

- ACTING—Prepare two contrasting monologues not exceed 3 minutes in combined length. The monologues must be memorized and can be from any source, although plays are preferred. Tip—the best audition monologues are not "stories". Look for monologues in which a person is speaking to another specific person with the intent of changing them or getting something from them.

Program Sheets

2018-2019

<https://www.coloradomesa.edu/academic-program-sheets/documents/1819/bfa-theatre-arts-acting-directing-1819.pdf>

Older Program Sheets

See <https://www.coloradomesa.edu/academic-program-sheets/index.html>

Sophomore Review

All students in the BFA-A/D program will present a sophomore review. This review will take place at the approximate half-way point in a

student's time in the program. For students who begin their training at CMU, this will happen toward the end of the Spring semester of the sophomore year. For transfer students, this will happen toward the end of the Spring semester of their first year in the program.

These reviews are approximately twenty minutes in length and are conducted by the entire performance faculty. BFA-A/D students must prepare five monologues for performance, and submit an up-to-date headshot and resume. The student will choose one monologue and the faculty will choose the second monologue for the student to perform. The faculty will then offer critiques of the students demonstrated work and feedback on progress towards the BFA.

Audition and Performance Requirements

All Acting/Directing majors MUST audition for every departmental production and accept the role if cast. This includes both mainstage and student directed productions. All freshman, sophomore, and 1st year transfer students are also required to audition for directing class one acts.

Students wishing to be excused from consideration for a particular show must make their request in writing to their area head prior to the audition date. A request does not guarantee an exemption.

A/D students not cast in mainstage productions are required to participate in technical positions as assigned.

Failure to comply by these requirements will result in ineligibility the following semester.

Senior Capstone

The completion of the BFA-A/D degree is marked by a Senior Capstone project to be performed during the "Senior Capstone Festival" at the end of the Spring semester of the senior year. The capstone is unique to each student, and can include combinations of monologues and scenes (acted or directed) of scripted or original work.

Probation

If a BFA student earns a GPA of less than 2.8 in any semester, that student will be placed on probation for the entirety of the following semester. If the student earns higher than a 2.8 in the probationary semester, their probation will be lifted. If the student fails to earn a 2.8 or better during the probationary semester, the student will forfeit their BFA status as well as any departmental scholarships.

A student placed on probation 3 times will forfeit BFA status and any departmental scholarships.

BFA Theatre Arts: Music Theatre

Program Description

The BFA-Music Theatre program focuses on providing strong, balanced technical foundations in dance, music, and theatre. This approach is to develop "triple threats" to enhance the young performer's potential for an exciting career in musical theatre. Students begin training with music theory, ear training, and private voice instruction; Acting I and Contemporary Scenework; and dance courses in jazz, tap, and ballet. After completing these important foundational courses, students move on to the "music theatre track", a collection of courses intended to bring the multiple disciplines into cooperation with each other.

To complement technique courses, students also participate in a wide variety of performance related assignments which include the "Theatre and Dance Season" (2 musicals, 2 plays, 2 dance concerts) as well as experimental theatre productions, student-directed theatrical and dance performances, two yearly one-act festivals, and technical crew assignments. The Music Theatre concentration offers highly personalized instruction from skilled professors who are seasoned performers, coaches, directors, teachers, and technicians; working graduates cite this as the prime reason for their success in gaining employment in both local and national venues. Music Theatre graduates work on Broadway, Off-Broadway, in National Broadway tours, Regional Theatres, dinner theatres, cruise ships, CCM-related professions, and with Disney and Universal Studios.

Auditioning for the Program

Training and Preparation Requirements

Students wishing to study Musical Theatre at Colorado Mesa University should have training and experience in musical theatre techniques and production including (but not limited to) skills in music sight-reading, dance training, singing experience, and dramatic training.

Written Requirements

- **AUDITION APPLICATION**—Prospective students wishing to attend one of our on-campus audition dates or to submit an audition video must complete our on-line audition application. When submitted, the application must include an attached headshot and resume. If

auditioning via video, a link to the video must be included on the form. Follow this link for the application:

www.coloradomesa.edu/theatre/auditions.html

- **RESUME and HEADSHOT**—Applicants must submit a resume which details any training and experience you have in theatre, music, and/or **dance. Resume and headshots should be submitted with the on-line audition application.**
- **TRANSCRIPT**— An official high school transcript is required by the Department of Theatre Arts for all incoming students. (This is in addition to one required by the Admission Office.) Transfer students must provide transcripts from all colleges attended. **Bring copies with you to the morning check-in on the day of your audition.** Please do not staple or bind these documents. These materials will not be returned.

Performance Requirements

- **MUSIC** — Prepare two 16-bar selections from the musical theatre repertoire. One selection must be from the Golden Age or earlier (written before 1965). Both songs must be memorized. The songs should be contrasting in style; we recommend one up- beat and one ballad. Auditioners must bring their own sheet music; an accompanist will be provided. Auditioners may not sing a *capella* or with recorded accompanist.
- **ACTING** — Prepare one monologue from a play (not from a movie or a book of monologues). The monologue may not exceed 1/ minutes in length. The monologue must be memorized.
- **DANCE** — Most on-campus audition days will include a dance audition. Auditioners will dress in appropriate movement attire and learn a combination from one of our dance faculty. The dance call portion of the audition is for class placement; acceptance into the BFA-MT program will not be based on the results of the dance call.

Program Sheets

2018-2019

<https://www.coloradomesa.edu/academic-program-sheets/documents/1819/bfa-theatre-arts-music-theatre-1819.pdf>

Older Program Sheets

See <https://www.coloradomesa.edu/academic-program-sheets/index.html>

Sophomore Review

All students in the BFA-MT program will present a sophomore review. This review will take place approximately at the half-way point in a student's time in the program. For students who begin their training at CMU, this will happen toward the end of the Spring semester of the sophomore year. For transfer students, this will happen toward the end of the Spring semester of their first year in the program.

Sophomore reviews are approximately twenty minutes in length and are with the A/D and MT faculty. BFA-MT students must prepare one song and five monologues for performance.

Students must bring one copy of a typed repertoire sheet that includes titles, show of origin, and playwright/composer/lyricist for all prepared selections. The student will perform their song selection at the beginning of the review, and then the faculty will choose one or two of the monologues for performance. The remainder of the review time will be spent receiving critiques from each of the present faculty members.

Audition and Performance Requirements

BFA-Music Theatre majors MUST audition for every departmental production and accept the role if cast. This includes both the "Theatre and Dance Season" (mainstage musicals, plays, and dance concerts) and student-directed experimental theatre productions. All freshman, sophomore, and 1st year transfer students are required to audition for the directing class' one-acts.

Failure to audition will result in the student being ineligible for roles the following semester. If not cast in the mainstage productions, Acting/ Directing and Musical Theatre majors are required to participate in technical positions as assigned. Failure to complete any type of production assignment will result in the student being ineligible for roles the following semester.

Senior Capstone

To complete the BFA-MT degree, all students must create and perform a one-person cabaret to be performed during the "Senior Capstone Festival" at the end of the Spring semester of the senior year. The process of creating cabarets begins in THEA 355: Music Theatre Repertoire and concludes in THEA 494: Performance Seminar. The cabaret must include the following elements:

- Six solo songs. These solo songs must represent at least three of the four major eras of the music theatre repertoire — Operetta, Musical Comedy, Golden Age, Contemporary. The songs may also include selections from CCM styles.
- One ensemble song. Each student must perform in at least one ensemble (duet, trio, or larger) during the cabaret semester. This song may be performed as part of another student's cabaret.
- The cabaret must include original segues where the performer speaks directly to the audience. The theme of the cabaret must answer the question "Who am I as an artist right now?"

Probation

If a BFA student earns a GPA of less than 2.8 in any semester, that student will be placed on probation for the entirety of the following semester. If the student earns higher than a 2.8 in the probationary semester, their probation will be lifted. If the student fails to earn a 2.8 or better during the probationary semester, the student will forfeit their BFA status as well as any departmental scholarships.

A student placed on probation 3 times will forfeit BFA status and any departmental scholarships.

BFA Dance

Program Description

The Department of Theatre Arts offers one of the most successful training degree programs in Colorado. The Bachelor of Fine Arts in Dance is focused on helping students acquire a sound understanding of the performing arts.

Dance at CMU is thriving, with an array of dance styles, performance opportunities and travel. Equal emphasis is placed on Modern, Jazz, Ballet and Tap with course offerings from beginner to advanced levels. Other courses include Hip Hop, Ballroom, Dance Composition, Improvisation, Pedagogy, Dance History and Philosophy, Music Analysis, Healthy Dancer and Repertory Performance. Dance at Colorado Mesa University features courses with an emphasis on physical inquiry and cultural relevance in diverse dance forms with faculty that value and teach methods of embodied awareness, strong technical foundation, and performance as a practice.

The faculty members have professional backgrounds across multiple forms of dance. With four dance concerts a year, Colorado Mesa University faculty and students choreograph and invite visiting guest artists from the professional dance world. Students annually travel to American College Dance Association conferences, and engage in local and state outreach.

The BFA in Dance is constructed to help students meet the rigorous demands of a professional dance career and provide a strong foundation and practical experience for future dance artists. With smaller class sizes, students are given the personal attention and mentorship that will better prepare them for careers in the field of dance.

Auditioning for the Program

Training and Preparation Requirements

Students wishing to study Dance at Colorado Mesa University should have training and experience in dance techniques and production including (but not limited to) skills in ballet, jazz, modern, tap, hip hop, improvisation, choreography and composition.

Audition and Performance Requirements

- Dance majors must audition for every Faculty produced dance concert. Auditions take place the weekend before each semester begins.
- If not cast in the Faculty produced dance concert, dance majors are required to participate by offering another service (i.e. tech crew, strike, concessions, publicity, costume, and any additional duties as needed).
- Dance majors are required to meet for Company Class every Friday from 3:30-5:30pm throughout the academic year.
- Dance majors must be enrolled in at least one dance technique class every semester.
- In order to receive performance opportunities within Fall and/or Spring semester, dance majors must be enrolled in at least one dance technique class during that semester.

Program Sheets

2018-2019

<https://www.coloradomesa.edu/academic-program-sheets/documents/1819/bfa-dance-1819.pdf>

Older Program Sheets

See <https://www.coloradomesa.edu/academic-program-sheets/index.html>

Sophomore Review

All students in the BFA-Dance program will present a sophomore review. This review will take place approximately at the half-way point in a student's time in the program. For students who begin their training at CMU, this will happen toward the end of the Spring semester of the sophomore year. For transfer students, this will happen toward the end of the Spring semester of their first year in the program. Information regarding the requirements and scheduling sophomore review will be sent by faculty before the end of the Spring semester.

Probation

If a BFA student earns a GPA of less than 2.8 in any semester, that student will be placed on probation for the entirety of the following semester. If the student earns higher than a 2.8 in the probationary semester, their probation will be lifted. If the student fails to

earn a 2.8 or better during the probationary semester, the students will forfeit their BFA status as well as any departmental scholarships.

A student placed on probation 3 times will forfeit BFA status and any departmental scholarships.

Dance Class Etiquette

- Students should enter properly dressed and actively participate everyday within the course with respect for the space, the art of dance, the instructor, and fellow students.
- Talking should be kept to a minimum, unless the class is working on a group assignment.
- Students are expected to maintain a positive attitude and be supportive of fellow students at-all-times.
- Students will learn how to maintain performance groups and Ensembles throughout the class.
- Sitting is not acceptable. If sitting due to an injury, students must communicate the reason to faculty immediately as well as provide detailed written documentation in regards to the injury.
- In the event a student gets injured (both on or off campus) or is unable to fully physically participate in classes, practice and rehearsals for any reason, students are to immediately notify all dance faculty.
- If a student does not physically participate in their daily technique class, they are not allowed to participate in practice, rehearsal or performances on that day.

Level Placement Requirements

Students are expected to participate in a dance placement class. The faculty will evaluate your technique, incorporation of choreographic intent, performance, acting/ communication skills, and potential for growth. Bring clothing and footwear appropriate for the respective dance technique.

Faculty Produced Dance Concerts

Each semester the dance program stages one Faculty produced dance concert. Any student may audition for these concerts. Auditions take place the weekend before each semester begins. These formal dance concerts,

feature choreography by guest artists and faculty. All dance majors are required to audition for these concerts and may receive Dance Performance credit.

To be eligible to perform in the Faculty produced concert, students must:

- Be enrolled in a technique course
- Attend Company Class each Friday unless given permission by the Dance Program Director.
- Attend all production-week rehearsals and post-show strike.
- *Failure to comply with these rules may result in removal from the cast.*

Dance Society Performances

Each semester The Dance Society, a student organization, will produce an informal dance concert that is entirely student produced. The performance venue will be determined by faculty each semester. All dance students are encouraged, but not required to audition and/or choreograph.

Criteria for Student Choreographers

- Choreographers must be declared dance majors or obtain special permission from the Dance Faculty.
- Choreographers must be sophomore classification or higher.
- Transfer students must complete one full semester before they are eligible to choreograph.
- Choreographers must be enrolled in Choreography Practicum and attend regular meetings with the course faculty member.
- Choreographers must attend the dance concert auditions.
- Choreographers must uphold all casting and rehearsal rules set by faculty.
- Choreographers must audition their piece for consideration at the specified time.
- Choreographers must submit written documentation as requested by faculty.
- Choreographers must attend all production week rehearsals and meetings.
- Choreographers must be in direct communication with the Dance Concert Faculty Director regarding all technical aspects.

BA Theatre Arts

Program Description

The BA in Theatre Arts primary goal is to encourage general study and exposure to the art form while preparing students for theatrical careers outside of performance or design/technology; such as producing, arts administration, teaching, dramaturgy, and playwriting. Beginning with the first semester, students follow a curriculum that offers a grounding in the fundamentals while allowing the flexibility to focus or move between dance, theatre, musical theatre or design/technology options. The degree is designed for the student that is interested in all facets of Theatre.

Auditioning for the Program

No Audition is required. Those interested in a BA degree should email the department head, Mo LaMee at mlamee@coloradomesa.edu to request a short interview.

Program Sheets

2018-2019

<https://www.coloradomesa.edu/academic-program-sheets/documents/1819/ba-theatrearts-1819.pdf>

Older Program Sheets

See <https://www.coloradomesa.edu/academic-program-sheets/index.html>

Sophomore Review

BA students are not required to undergo a sophomore review. However, any BA student may request specific feedback about their progress at any time from the relevant faculty.

Audition and Performance Requirements

BA students are expected to be involved in the mainstage and student directed seasons in whatever capacity is appropriate to their focus. When not participating as a performer, the BA student is expected to participate in technical positions as assigned.

Failure to comply by these requirements will result in casing/work

assignment ineligibility the following semester.

Senior Capstone

The completion of the BA Theatre Arts degree is marked by a Senior Capstone project to be performed or presented during the "Senior Capstone Festival" at the end of the Spring semester of the senior year. The capstone is unique to each student, and can feature a variety of material, depending on the student's area or areas of focus.

BA Theatre Arts: Design/Technology

Program Description

The Design/Technology concentration exposes students to the visual and technical aspects of Theatre, including Costume, Lighting, Sound, Scenery and Stage Management. The first year centers on courses that develop aesthetic sensitivity and technical proficiency. Subsequent years are devoted to studio work that continues to develop a student's visual storytelling, creative problem solving and collaborative processes.

Coursework focuses on the development of the student as a whole theatre professional, whether they lean toward technology or design areas, and will include classroom and hands-on production experiences in drafting, rendering, scenic and costume construction and craft work, and other methods of communicating, collaborating and contributing to the theatrical production process. The program culminates in a final design or technology project during the fourth year.

Auditioning for the Program

Training and Preparation Requirements

Students wishing to study Design Technology at Colorado Mesa University should have training and experience in backstage/technical elements (i.e. Sound, Lighting, Costuming, Scenic Construction, Properties, Stage Management, Run Crew, or Painting, just to name a few).

Written Requirements

- AUDITION APPLICATION—Prospective students wishing to attend one of our on-campus audition dates or to submit an audition video must complete our on-line audition application. When submitted, the application must include an attached resume. Follow this link for the application: www.coloradomesa.edu/theatre/auditions.html
- RESUME—Applicants must submit a resume which details any training and experience you have in theatre design/technology. Resume should be submitted with the on-line **audition application**.

- **TRANSCRIPT**— An official high school transcript is required by the Department of Theatre Arts for all incoming students. (This is in addition to one required by the Admission Office.) Transfer students must provide transcripts from all colleges attended. **Bring copies with you to the morning check-in on the day of your audition.** Please do not staple or bind these documents. These materials will not be returned.

Portfolio Requirements

- A photographic documentation (portfolio) of your *realized or unrealized* design work. For example, photos or sketches of: a set you designed or built, costumes you designed or built, lighting you designed or hung/focused, or props you are proud of. Label each photo with the production title, date, and venue. You may also include research, thumbnail sketches, drafting of construction elevations, painters elevation, floor plans, light plots or other hard copy documentation, presentational renderings or models. Non-theatrical artwork may also be included. This is like a scrapbook of your representative body of work and may be in paper or digital format.
- and/or**
- A Stage Managers “bible”, or prompt script, with all supporting reports and forms.

Program Sheets

2018-2019

<https://www.coloradomesa.edu/academic-program-sheets/documents/1819/ba-theatre-arts-designtech-1819.pdf>

Older Program Sheets

See <https://www.coloradomesa.edu/academic-program-sheets/index.html>

Technical Performance Requirements

Students will be assigned a variety of positions throughout their tenure to ensure exposure to all facets of the theatre. Upperclassmen may wish to specialize in one area. Although the faculty will make every effort to honor these requests, they reserve the right to assign positions with educational and departmental

needs in mind.

In order to meet their academic requirements, design/technical majors must do one of the following each semester to receive one credit hour (8 required for the degree).

- Serve in a minor production role for two productions (floor or wardrobe crew, spot operator, etc.)
- Serve in one major design or management role for one credit (designer, stage manager, etc.)

Annual Review

All students in the BA —D/T program will participate in an annual review at the end of Spring Semester. Annual reviews are approximately twenty minutes in length and are with the D/T. Students must prepare and present their resume and portfolio. The remainder of the review time will be spent receiving critiques from each of the present faculty members and setting goals for the upcoming year.

Senior Capstone

To complete the BA Design/Technology degree, all students must complete a major design, technology, or substantial related research project AND present on it during the Spring Capstone Festival.

- Design/Technology Project: This project may be part of the regular University theatre or dance season or a project of their own design, subject to advisor approval. It should be challenging, substantial and representative of the student's area of interest. Work for this project takes place under one of the Tech Performance Credits or Independent Study, as applicable.
- Presentation: Student will give a 20-minute presentation on their Capstone Project to take place during the Capstone Festival. This presentation may be in the format most suited to the presenter and the project. Additionally, they will provide a display of their portfolio materials, participate in the Colorado Mesa University Student Showcase in April, and complete and report on application to 3 job/internship programs. Preparation for this aspect of the Capstone takes place during THEA 445/446 Senior Tech/Design

Capstone.

Minor in Theatre Arts

Program Description

The Minor in Theatre Arts allows students the flexibility to create an individualized theatre curriculum while also pursuing other interests. Through the Theatre Minor, students may choose from a broad range of courses including: performance, sets, lights, and costume design, theatre history and dramaturgy, stage management, and more. Students who minor in Theatre will also have the opportunity to gain hands on experience by either performing in or working behind the scenes as part of the mainstage season. The Minor requires 22 credit hours from a wide array of courses.

Program Sheets

2018-2019

<https://www.coloradomesa.edu/academic-program-sheets/documents/1819/minor-theatre-1819.pdf>

Older Program Sheets

See <https://www.coloradomesa.edu/academic-program-sheets/index.html>

Audition and Performance Requirements

Students minoring in Theatre Arts are expected to be involved in the mainstage and student directed seasons in whatever capacity is appropriate to their focus. When not participating as a performer, the Theatre Minor is expected to participate in technical positions as assigned.

Failure to comply by these requirements will result in casing/work assignment ineligibility the following semester.

Minor in Dance

Program Description

The Department of Theatre Arts offers one of the most successful training degree programs in Colorado. The Minor in Dance is focused on helping students acquire a sound understanding of the performing arts.

Dance at CMU is thriving, with an array of dance styles, performance opportunities and travel. Equal emphasis is placed on Modern, Jazz, Ballet and Tap with course offerings from beginner to advanced levels. Other courses include Hip Hop, Ballroom, Dance Composition, Improvisation, Pedagogy, Dance History and Philosophy, Music Analysis, Healthy Dancer and Repertory Performance. Dance at Colorado Mesa University features courses with an emphasis on physical inquiry and cultural relevance in diverse dance forms with faculty that value and teach methods of embodied awareness, strong technical foundation, and performance as a practice.

The faculty members have professional backgrounds across multiple forms of dance. With four dance concerts a year, Colorado Mesa University faculty and students choreograph and invite visiting guest artists from the professional dance world. Students annually travel to American College Dance Association, conferences, and engage in local and state outreach.

The Minor in Dance is constructed to help students meet the rigorous demands of a professional dance career and provide a strong foundation and practical experience for future dance artists. With smaller class sizes, students are given the personal attention and mentorship that will better prep them for careers in the field of dance.

Requirements for Dance Minors

- Dance minors must audition for at least two Faculty produced dance concerts. Auditions take place the weekend before each semester begins.
- If not cast in the Faculty produced dance concert, dance minors are required to participate by offering another service (i.e. tech crew, strike, concessions, publicity, costume, and any additional duties as needed).
- Dance minors are strongly encouraged to meet for Company Class

every Friday from 3:30- 5:30pm throughout the academic year.

- In order to receive performance opportunities within Fall and/or Spring semester, dance minors must be enrolled in at least one dance technique class during that semester.

Program Sheets

2017-2018

<https://www.coloradomesa.edu/academic-program-sheets/documents/1819/minor-dance-1819.pdf>

Older Program Sheets

See <https://www.coloradomesa.edu/academic-program-sheets/index.html>

Sophomore Review

All students in the Dance Minor program will present a sophomore review. This review will take place approximately at the half-way point in a student's time in the program. For students who begin their training at CMU, this will happen toward the end of the Spring semester of their Sophomore year. For transfer students, this will happen toward the end of the first year in the program. Information regarding the requirements and scheduling sophomore review will be sent by faculty before the end of the Spring semester.

Audition and Performance Requirements

To be eligible to perform in the Faculty produced concert, students must:

- Be enrolled in a technique course
- Attend Company Class each Friday unless given permission by the Dance Program Director.
- Attend all production week rehearsals and post-show strike.
- *Failure to comply with these rules may result in removal from the cast.*

Minor in Communication Studies

Program Description

The Communication Studies program at CMU is dedicated to providing our students with a forum to develop the analytical, argumentative, interpersonal, and delivery skills that are critical to academic and professional success. Students seeking careers in government, politics, law, education, business, broadcasting, public relations, and many others will find Speech courses an ideal supplement to their studies.

The Communication Studies Minor requires a completion of eighteen (18) credit hours. The minor has four (4) required courses (Interpersonal Communication, Speechmaking, Persuasion, Argumentation and Debate), which provide students with a foundation to the field of communication. The remaining two (2) courses are electives, which allows the student the opportunity to tailor the minor and enhance their studies and career goals.

Program Sheets

2018-2019

<https://www.coloradomesa.edu/academic-program-sheets/documents/1819/minor-commstds-1819.pdf>

Older Program Sheets

See <https://www.coloradomesa.edu/academic-program-sheets/index.html>

OTHER OPPORTUNITIES

PERFORMANCE/DIRECTION/DESIGN

MESA OUT LOUD

Mesa Out Loud! is CMU's premiere vocal ensemble focusing on Contemporary Commercial Music (CCM). Its primary responsibilities are recruitment and outreach for the Department of Theatre Arts and the University as a whole. It consists of six to eight (6-8) auditioned members who receive a scholarship for the academic year. Auditions are held every April/May. Members may be invited to remain in the group for a second year without re-auditioning; all members will be re-auditioned after their second year in the group. In addition to the singers, a sound engineer will also be chosen to travel with the group. The sound engineer will be auditioned during the same time as the singing auditions. Sound engineers also receive a scholarship for the academic year. All members are responsible for preparation of music and staging, extensive travel, and day-time performances from August through May of the academic year. For more information, contact MOL director Jeremy Franklin at jefrankl@coloradomesa.edu.

MAVETTES

The Mavettes Dance Team is a Division II varsity team that performs in jazz, jazz funk, hip hop, and pom styles of dance. The Mavettes are housed in the dance department. They perform at athletic sports events, community events, and national competitions. For further information, contact Director Gabrielle Cahill at gcahill@coloradomesa.edu.

LUNCHBAG

Lunchbag is a mandatory department-wide meeting held the second and fourth Wednesdays of the month in the Mesa Experimental Theatre. It is an opportunity for all students and faculty to meet face to face for announcements. It is also an opportunity for anyone in the department to show off and practice their work before a friendly and supportive audience. Lunchbag performances and presentations can include: dances, speeches, monologues, songs, improvised scenes, designs, and anything else applicable.

All department majors and minors who do not have class at that time are expected to attend. Lunches may of course be brought and eaten during

these meetings.

Requests to perform should be made to the Lunchbag coordinator at least one week in advance.

STUDENT SHOWCASE

The Student Showcase event highlights student accomplishments completed over the past year under the guidance of a faculty member. While all students are strongly encouraged to take advantage of this opportunity to share their work, Capstone students are required to participate. For further information, go to <http://www.coloradomesa.edu/showcase/index.html>.

STUDENT ORGANIZATIONS

DANCE SOCIETY

Any CMU student may become a member of the club. The purpose of the club is to encourage interest in artistic and creative dance by fostering standards of performance, appreciation and understanding of dance as an art form within higher education. The club sponsors trips to professional dance performances, festivals, master classes and other artistic activities.

MESA THEATRE TECH SOCIETY

The Mesa Theatre Tech Society's mission is to organize theatre technicians and designers, prepare for education and design opportunities, and support fellow students as technicians and artists. We are happy to accept everyone, theatre majors or not.

THESPIAN SOCIETY

Any CMU Student may become a member of this club. The purpose of the club is to stimulate interest in Theatre activity primarily at the college level, but also provide students with an appreciation of what is transpiring within their local community and around the country.

The club sponsors several events each year which may include: Thespian trips, Conference attendance, movie nights, Guest Artist appearances, carnival participation, Improv Sessions/presentations, Community appreciation events, and other artistic endeavors.

THE TALK

The Talk is a club for all CMU students!!! As a Communication Studies club, The Talk focuses on helping fellow students enhance their communication skills, from presentation assistance to mock interviews, and everything in between, The opportunities for the club are endless and go beyond CMU and into the Grand Valley by helping local high schools and organizations. Club events include: regular meetings, adjudication opportunities, recruitment activities, and pizza parties.

FINANCIAL

SCHOLARSHIPS

All Theatre, Dance, and Communication Studies majors and minors are eligible to apply for Departmental and Institutional Scholarships. Students wishing to apply for Departmental Scholarships should check the website upon arrival at CMU at <http://www.coloradomesa.edu> Financial Aid Office. Students wishing to apply for Institutional Scholarships should fill out applications either before they arrive (based on their High School GPA) or after (based on their University GPA). Follow same website to find information.

WORK/STUDY AND MAVWORKS

As most of the rehearsal and performance work is done at night, and as theatre, music theatre, dance and speech are ensemble arts, night jobs are difficult to schedule. All performance students are therefore advised to seek on campus job appointments (if eligible). For additional information for on campus work: <http://www.coloradomesa.edu/financial-aid/student-employment/index.html>

STUDENT ASSIST

A limited amount of paid non-work study appointments are available each semester in administrative, costume, and scene shop areas. Consult area supervisors for requirements and availability.

AMBASSADOR PROGRAM

The Colorado Mesa University Ambassador Program is comprised of 30 top student leaders that provide prospective students with a firsthand account of college life. This highly competitive program provides full tuition and fees to CMU. For application information, go to:
<http://www.coloradomesa.edu/admissions/ambassadors/index.html>

INTERNSHIPS

Students from all disciplines are encouraged to seek out professional internships. The department will offer guidance and support as appropriate. Some internships may offer the opportunity for college credit. Interested students should speak to their advisor or the department head for more information. Helpful links and forms are found below:

https://www.coloradomesa.edu/academic-affairs/documents/forms/internship-agreement_6.7.18.pdf

https://www.coloradomesa.edu/academic-affairs/documents/forms/internship-agreement_6.7.18.pdf

<https://www.coloradomesa.edu/academic-affairs/documents/forms/internshipstudentexperienceeval.pdf>

<https://www.coloradomesa.edu/academic-affairs/documents/forms/internshipsupervisorevaluation.pdf>

GENERAL DEPARTMENTAL POLICIES

ATTENDING DEPARTMENT PRODUCTIONS

The theatre arts faculty expects that all majors in theatre arts degree programs will make it their professional responsibility to attend all

mainstage and studio productions produced by the department.

OUTSIDE EMPLOYMENT POLICY

It is the expectation of the faculty that the students' first priority is to their work in the department and progress towards completion of their degree requirements. Please bear this in mind when considering work commitments outside the department.

PARTICIPATING IN EXTRA-DEPARTMENTAL PRODUCTIONS

Before any full-time student accepts any role or technical position outside the jurisdiction of the program, he or she must secure written permission from the faculty. Specifically, students must secure the authorization of the department head, advisor and technical faculty of any CMU productions impacted by the student's absence. Because it is important to the student's academic and artistic success, failure to secure written permission, as stated above, may result in a loss of any and all theatre, music theatre, or dance scholarship monies; and severance of any production responsibilities for the year and possibly other sanctions. The Community Outreach Approval form must be submitted to the department head within at least two weeks prior to the commencement of any outside commitment.

COMMUNITY OUTREACH APPROVAL FORM

<https://www.coloradomesa.edu/theatre/current-students/student-resources.html>

If there are any questions regarding this process, or how to communicate when an opportunity arises, consult your Advisor or Department Head.

COMPLIMENTARY TICKET POLICY

You are now able to order comps online by logging in to University Tickets using your MAVzone login.

Bookmark URL: <http://tickets.coloradomesa.edu>
Log in as Students/Faculty/Staff and use your MAVzone log in details.

The director and technical director of each production will provide the Box Office with a list of those persons eligible for complimentary tickets. Only those whose names appear on the list may receive tickets under these policies.

Your total pool of tickets for the season is 14. Tickets are good for any theatre performance except for cabarets and Mesa Lab. You should be able to see how many of those 14 you have remaining when you log in and once you choose an event to attend. You will only have access to 2 of those tickets for any given performance in Robinson, and 1 for any MET and for Macbeth, however. You are also able to order extra tickets and pay for them on the same order now.

You may request these tickets be held at will call or you can download them to your phone or computer as e-tickets for you to print yourself or just show at the door on your phone.

As always, comps are not available to you the night of the show (if you are in it) as you are not supposed to be in the lobby so please do this online ahead of time. If you have trouble, you can go to the UC to have them print tickets.

For cabarets, please wait until a couple minutes before curtain and you will be told if there are any remaining seats for you to sit in.

COMMUNICATION PRACTICES

MAVS E-MAIL

Every student is assigned an e-mail address when they enroll at CMU. Please use this e-mail address for all University-related communication. Vital information from both the department and the University is sent via this account. It is the student's responsibility to be aware of any information sent to this e-mail account, and respond in an appropriate and timely manner.

CALL BOARDS

Hard Copies of General Departmental communications as well as production communications will be posted on the two callboards. The West Hallway call

board hosts society, production, and general information notices. The East Hallway callboard host s Design/Tech specific information. Students should make it a practice to check the callboard twice daily.

ONLINE CALLBOARDS

All department productions will collaborate via the online private callboard app, BAND.com. This will include other vital information and updates. All personnel involved in a production will receive an invitation and be required to join and communicate via the show group page.

TECHNOLOGY AND SOCIAL MEDIA GUIDELINES

For guidance on proper use of technology and social media, refer to the Section “Netiquette” found in all CMU syllabi and/or all class pages on D2L.

WELLNESS, HEALTH, & SAFETY

INTRODUCTION

The Department of Theatre Arts intends to provide the safest possible environment for our staff and students.

All program majors must complete a Waiver and Warning of Risk form annually.

WAIVER OF LIABILITY

https://www.coloradomesa.edu/academic-affairs/documents/forms/cmu-course-liability-waiver_9.20.17.pdf

WELLNESS AND HEALTH

Good physical and emotional health is important for a successful college experience. The Department of Theatre Arts looks at health holistically; mental and emotional health are as critical to success in our program as physical health.

All students should familiarize themselves with Colorado Mesa Universities Student Wellness Center:

<http://www.coloradomesa.edu/student-services/health-safety/health-center.html>

If you have concerns about a fellow student, please submit a Student of Concern form at the following link:

<http://www.coloradomesa.edu/safety/report.html>

ALCOHOL AND DRUG POLICIES

The use of alcohol or drugs by production personnel will not be tolerated in and around any class, department sanctioned production, before or during rehearsals, cast and crew calls, production or strike. Students found to be under the influence of drugs or alcohol during any CMU production or academic activity will immediately be subjected to consequences up to and including removal from the production/class, prohibition from subsequent productions, loss of departmental scholarships, or expulsion from the College.

For further information on CMU Campus Alcohol and Drug Policy, see the Maverick Guide.

SMOKING POLICY

Under Colorado law, no smoking is permitted within any campus building. The Trustees prohibit the use of any tobacco product within forty feet (40') of any Colorado Mesa University leased, owned, operated and controlled buildings. Smokers should also be sensitive to colleagues' needs and maintain appropriate hygienic practices during rehearsals and performances.

For further information as to what constitutes a 'tobacco product' see the Maverick Guide.

ACCOMMODATIONS FOR DISABILITIES

See <https://www.coloradomesa.edu/educational-access/links.html>

SEXUAL ASSAULT/SEXUAL HARASSMENT

See <https://www.coloradomesa.edu/safety/awareness/sexual-assault-prevention.html>

SAFETY

See <https://www.coloradomesa.edu/safety/index.html>

EMERGENCY PROCEDURES

See <https://www.coloradomesa.edu/safety/response-guide.html>

DEPARTMENT FACILITY (AND SHOP) POLICIES

SCHEDULING ROOMS, REHEARSAL, AND PERFORMANCE SPACE

A schedule of room usage will be posted outside each available Theatre Arts space by Friday of each week for the week following. Students may sign up FOR THAT WEEK on that space's schedule. If they wish to reserve a space further than one week in advance (e.g., for the entirety of their one-act rehearsal process), requests are processed through Melinda Scott MPAC 128G via completion of forms available outside her office. Dance studio requests are processed through Meredith Lyons (see pg. ?? of handbook).

Dance majors and minors wishing to use the 3rd floor Dance Studio must email Meredith Lyons, Assistant Professor of Dance at: mlyons@coloradomesa.edu

THEATRE AND SHOP

SCENE SHOP PROCEDURES FOR STUDENT SUPERVISORS

- Scene shop keys are made available to only the Student Shop Foreman at the beginning of the year. Keys may not be given to other students and must be returned at the end of the semester, or upon termination of the student's employment.
- The shop must be tidied at the end of each day's work hours. All lumber must be stored, tools put away, tool and goods cabinets closed, and shop doors closed and locked.
- Tools and shop materials may not be loaned to individuals outside the student workforce unless given approval by the Technical Director.
- Student workers who have inappropriate footwear or clothing for work

may be sent away from the shop by the Technical Director, or by Professor Schleif, to replace these items. Student workers who conduct themselves in a manner that may lead to harm to themselves or other individuals may be sent away from the scene shop for the day.

SOUND AND LIGHTING PROCEDURES

- Sound and lighting equipment is only to be made available to students if they are part of a production's design crew. Sound and lighting equipment is not to be loaned to anyone without prior authorization by the Technical Director. Work on personal projects may be allowed if arranged with the Technical Director.
- Control booths and storage areas should remain locked outside of normal working hours, and at all times unless approved by the Technical Director. Access to these areas outside of working hours may be arranged with the Technical Director.
- At least two persons must be on site during any scenic, lighting, sound, or related work. At least three persons must be on site during rigging. The Technical Director or Student Shop Foreman or another Faculty Member must be on site if ladders or Genie Lifts are to be used, or any electrical work done. Setting lighting or sound cues without a second person on site is permissible.

ROBINSON THEATRE PROCEDURES

- Theatre hours of operation end at 10:30pm each day. Work after hours is permitted with faculty approval.
- Operation of the counterweight system is not permitted without prior training.
- Use of ladders or the Genie Lift may be used upon approval by the Technical Director. At least two people must be present.
- Student use of the theatre is permitted unless reserved by an individual, class-related or otherwise, or presenting group. Theatre productions, during the pre-production period (typically six weeks before show) assume the Robinson theatre space for production use only. Student use unrelated to the production may be able to use the theatre with theatre faculty approval.

MET PROCEDURES

- Theatre hours of operation end at 10:30pm each day. Work after hours is permitted with faculty approval.
- Ladders or the Genie Lift may be used—if the user is trained—upon

- approval by the Technical Director.
- Student use of the theatre is permitted unless reserved by an individual, class-related or otherwise, or presenting group. Classes held in the MET assume the theatre space for classroom use only. Students may use the theatre with theatre faculty approval. Please refer to the “Scheduling Rooms” section, above, for the proper procedure.
- Students involved in any use of the MET are responsible for cleaning up the stage and seating area, including storing props, sweeping, and throwing away garbage, as well as closing and locking all appropriate doors.

PROP AND SCENERY LENDING PROCEDURES

- Props and Scenic elements may be gathered upon request of the director for productions. Props must be stored and locked up inside the props cabinet at the end of every rehearsal. Both actions require the approval of (1) Professor Schleif, via (2) the Technical Director.
- Props and scenic elements may be gathered and used for classroom functions upon approval by the Technical Director. Broken items should be reported to the Technical Director. Students are responsible for lost items. Students are responsible for returning all props and scenic elements to their original location.
- Props and scenic elements may be loaned to individuals outside the department at the Technical Director’s discretion.

COSTUME LENDING PROCEDURES

- Rehearsal Garments: Upon request of the director, selected rehearsal items will be made available for major productions. Be aware that stock is limited. Rehearsal clothing is a tool of your profession; it is wise to acquire your own in order to ensure availability and fit.
- Costumes for directing projects and classroom scenes are free and will be handled on an individual basis at the discretion of the costume shop manager. Anyone signing out costumes is personally responsible for their return or replacement.
- Community Loans and Rentals are available by appointment with the Costume Shop Manager. Prices are negotiable. Renters are responsible for all laundering and dry cleaning, as well as being liable for any damages incurred.

BUILDING MAINTENANCE AND SAFETY

All faculty members have the necessary keys or card access for their areas. No student will be allowed in the building at any time without faculty supervision or authorization; students in the building must be working on departmentally sanctioned projects with the full knowledge of faculty supervisors and/or the department head. After-hours security issues should be immediately addressed to the Grand Junction Police Department, 242-6707 or 911 in emergencies, as well as the department head and/or faculty supervisor as soon as possible. Any person or persons gaining unlawful access to CMU facilities (by forced entry or by unauthorized use of acquired or duplicated CMU keys, etc.) shall also be reported to the authorities. If deemed necessary by CMU administrators, campus and/or city officials, the violator shall be prosecuted to the full extent of the law.

Equipment

The removal of CMU equipment, tools, property or educational material from the premises without prior notification and approval by authorized supervisors shall be considered theft and reported as such to the authorities.

In case of emergency, call 911.

Grand Junction Police Department, 242-6707

As per Colorado Mesa University Policy: Any employee or student of the university found guilty of acts of misconduct, including but not limited to those set forth above, can further incur penalties ranging from official warning to expulsion or dismissal from the University, depending upon the seriousness of the misconduct.

THEATRE PRODUCTION POLICIES

THEATRE STUDENT GPA REQUIREMENTS

Theatre majors in all concentrations are required to maintain a minimum GPA of the following

- 2.6 to participate in a limited number of productions per semester (at the discretion of the faculty).
- GPA of 3.2 or higher to participate in multiple projects per semester (at the discretion of the faculty).
- Failure to maintain the required GPA may result in a loss of scholarships, production work and/or assignments (casting, design, etc.).

Probation

- If a BFA student earns a GPA of less than 2.8 in any semester, that student will be placed on probation for the entirety of the following semester. If the student earns higher than a 2.8 in the probationary semester, their probation will be lifted. If the student fails to earn a 2.8 or better during the probationary semester, the student will forfeit their BFA status as well as any departmental scholarships.
- A student placed on probation 3 times will forfeit BFA status and any departmental scholarships.

AUDITIONING POLICIES AND PROCEDURES

The Department of Theatre Arts and its allied student organizations sponsor up to twelve productions annually. Auditions are open to any student. All audition information is posted on the bulletin board in the southwest hall of the Moss Performing Arts Center as it is received. If directors have special requirements for auditions, that information will be included in the announcement.

Audition notices for off-campus groups, TV and radio commercials, film cattle calls, etc. are also posted on the auditions board (see Music and Theatre administrative assistant for permission to post). The departmental program takes no responsibility for outside activities listed on the auditions board beyond those officially sponsored by the department. It is the student's responsibility to find out about off-campus groups before becoming involved with them. Please note that the student's faculty advisor and department head must approve all off-campus performance opportunities during the academic school year.

Additional departmental and production notices may be posted on the auditions callboard, or on the production callboard, or in the dance studio. Students are strongly advised to read them two or three times daily.

All majors within the Department of Theatre Arts are required to audition as specified by concentration. (See Concentration Policies for specifics.)

CASTING PRIORITIES

The first priority of the mainstage theatre and dance productions is to provide performance and training opportunities for the majors and minors enrolled in the department. However, students from across campus, as well as members of the community, may also audition and be cast at the discretion of the director.

All student directors must seek prior approval from the faculty advisor or department head before casting.

GENERAL REHEARSAL SCHEDULE

Standard rehearsal times for dance productions occur Monday—Friday 5-10 pm, as well as some time on Saturdays.

Standard rehearsal times for musicals and plays are Monday—Friday 6-10 pm.

Technical and dress rehearsals for all shows include later nights and weekends.

REHEARSAL SCHEDULING POLICIES

Any rehearsals held outside the regularly scheduled evening times must be approved by the department head and should only be conducted in special circumstances. This policy extends to faculty and student directors.

REHEARSAL PROTOCOL

The CMU Department of Theatre Arts recognizes the educational importance of developing professional attitudes and work habits in aspiring theatre students. Success is determined largely by a sense of

responsibility and commitment. As such, the department encourages and expects professionalism in all phases of the production, including rehearsals. The following policies will be applied to students participating in all departmental (and program sanctioned) productions as actors, dancers, directors and production crew members.

- Be early. Always. Late plus an excuse does not equal being on time. Early is on time, on time is late, and late is inexcusable.
- Be mentally, physically, and professionally prepared for all rehearsals, photo shoots, and assignments. Arrive early to allow adequate preparation time.
- Attend all required rehearsals, as scheduled by the director and/or stage manager and/or posted on the daily callboards.
- Learn lines, choreography, blocking, and assigned duties as scheduled.
- When taking trips away from campus, plan ahead to ensure an on-time return on time for rehearsal
- Scheduling conflicts will be governed by departmental priorities.
- Stay safe! Do not engage in outside-of-rehearsal activities that may endanger your person, or in any way jeopardize your commitment to the production.
- No later than the second full-company rehearsal, the cast (outside of the presence of the director) shall elect a student production deputy. The student production deputy must be an enrolled student at CMU and will serve as liaison between the students and directors. The production stage manager/assistant director, who is not eligible for the position of production deputy, will administer the election.
- Required material and dress: If scheduled as a rehearsal need, students are to bring with them a make-up kit, appropriate shoes and clothing. In addition, women are to have a rehearsal skirt and men are to bring a jacket. (NOTE: The department will not provide these items. The department will supply only highly unusual items of make-up as may be required by the production. The department will not provide haircuts or styling, unless the role requires an unusual cut or style.)

OTHER ETIQUETTE TIPS (from ACTOR'S EQUITY ASSOC.)

- Cell phones: Turn them off when entering a rehearsal or performance space. There are appropriate times to use them, so hang up!
- Notes: Getting Them: Always be gracious, even if you disagree. Say “Thank you” after the director gives you the note, or “May we speak about this later?” if you don’t understand or disagree. The note session is not therapy for your character, but rather a session of quick fixes for many elements of the show. Find time for you and the director to solve issues that affect you or your character only.
- Notes: Giving Them: NEVER, (did you read that?) never give another actor notes and never allow yourself to receive notes from another actor. A response could be, “Thanks for your help, but I think it’s best we do this kind of thing through the stage manager or director.”
- Gossip: You know it’s wrong.
- Quiet: As you learned in the last rule, sometimes keeping your mouth shut is a good thing. We will expand on that theme—keep the noise down when you are backstage. Avoid all talking and/or whispering; some theatres actually DO have good acoustics. Keep your voice and laughter down even when in the dressing room. Also respect other peoples’ processes. You may like loud noise, music, or chaos before you perform, but many do not. Many are also too nice to ask you to keep it down.
- Tech rehearsals: You know what we’re going to say, right? That is the only time the designers get to fine tune their work with you there. So, pay attention. Don’t disrupt their rehearsal and stay close to the stage, because they’re always going to go back a few scenes when they resume.
- Backstage drama: Don’t be a stereotypical diva or demanding actor. If love should bloom while in a show, great! Keep it outside! If you have a personal struggle, sorry, but keep it outside. You were hired for your performance abilities; perform.
- Props: never play with a prop (even if it’s yours), never touch a prop that isn’t yours, and always check your props before each show. Those rules seem instantly understandable but are rarely followed. Follow them.
- Ad libs and changes to the script: NO! As the performance wears on,

you may feel that you understand the character better than the playwright. You don't, so quit making up lines.

- Opening night: Congratulations! Have fun at the party but remember, you have a show tomorrow night.
- Marking a performance: The lone audience member today paid the same ticket price as the full house that loved your performance last night. You have a responsibility to all involved to perform the show as rehearsed and to do your best
- Respect: The staff, the crew, the directors, the designers, your cast mates, the audience, and yourself. Remember, nothing spreads faster than your reputation

PRODUCTION GRIEVANCES

Students wishing to file and/or resolve a production grievance should at all times maintain civility in their approach. Students should first attempt to resolve the conflict at its source. If this fails the student should then record all pertinent facts in writing and deliver them to the production student deputy and/or dance captain, who will then act as a liaison between student and student, or student and faculty. In any disciplinary cases, the faculty will determine the appropriate action. Both parties may appeal to the Department Head.

ACCOMMODATIONS FOR DRAMATIC CONTENT

As stated in the core values of the departmental mission, the department is "dedicated to promoting a learning environment that encourages the creative and intellectual participation of all individuals." The faculty realizes that while offering a wide range of styles of productions and classes is a key component to a successful training program, some productions or class projects will contain activities that go against a given student's religious, cultural, or moral code. In cases such as this, the student has the right to request an accommodation to production requirements or class projects.

In the case of a class assignment or project, the request must be presented to the faculty member in writing, with a copy to the department head, no later than 10 days prior to the scheduled requirement.

In the case of a production, it is the student's responsibility to read and become familiar with a script before casting or production assignments are decided. A request for an accommodation must be presented to the Department Head in writing, no later than 10 days prior to the scheduled audition. Ignorance of a show's subject matter may not be used as an excuse for a late request. If the request is approved, the department head will work with students to locate equivalent duties or assignments to replace the requirement in question. If the issue remains unresolved, the student should contact the Assistant Vice President for Academic Affairs to address the situation. In the case that an accommodation may affect the student's ability to fulfill academic obligations detailed in the program sheet, the Department Head will work with the student to achieve a reasonable accommodation which may entail the completion of additional coursework in substitution for the production credit(s).

STRIKE POLICY

All members of the company (cast and crew) must assist in the striking of the show. Striking may include the tear down, restocking or return of items borrowed and the general cleanup of stage facilities, costumes and equipment utilized in a given production and may be part of grading criteria in some cases. Failure to attend a required strike will affect a student's future participation in departmental productions. All majors and minors not directly involved in said productions are encouraged to participate in strike as ensemble support to their program.

STUDENT PRODUCTIONS

Some seniors may be given permission by the student's primary professors to present a senior recital or project. Scheduling for such events must be secured and verified with the Music and Theatre administrative assistant, the director of publicity, and the entire theatre, music theatre and dance faculty. Students applying for recital consideration should follow similar guidelines as the Organization Directing Proposal set forth by the Drama Society. Students should check with faculty advisors to ensure that proposal criteria are current, for faculty reserves the right to amend them as needed.

Student directors may not cast their production until after departmental productions are cast and in consultation with a faculty supervisor.

Auditions will be open to all students eligible for casting in accordance with the department's casting priority list.

Royalties and Materials Rental Fees — Royalties and rental fees must be examined by the student director and documented by written correspondence with publisher, writer, or his agent. In cases where the department assumes Royalty Fee the above completed information should be passed on to the instructor and approved by the department head.

Rehearsal Schedule – The student director will provide the department with a completed rehearsal schedule. This schedule will be developed, and performance dates finalized in consultation with the faculty club advisor or the instructor of record.

Rehearsal Space — Booking of rehearsal space, time and equipment may in no way conflict with the priority of departmental production demands. Should a conflict occur, priority rests with productions as follows:

1. Mainstage productions and Repertory Dance productions
2. Fully-produced laboratory productions
3. Directing class one-acts and rehearsals for informal dance productions
4. Other class assignments (scene work, etc.)

Striking — While the entire student (cast and crew) are obligated to assist in strike of the production, it is ultimately the student director's responsibility to see the completion of strike assignments, including return of props, costumes (after dry cleaning), and borrowed materials with one week.

Borrowed items that are damaged or lost must be replaced or repaired (see Liability Rental Forms).

Departmental Obligations

All persons participating in a student-directed production as director, cast, staff or technical support are expected to fulfill as their first priority the departmental requirements — class work and mainstage rehearsals.

The department cannot guarantee the availability of materials, hardware, set pieces, properties, costumes or lighting instruments. However, dependent on departmental needs and classroom usage, appropriation of the above items is negotiable. Check-out of all production materials must be accomplished through the supervisor of the appropriate technical area in consultation with the instructor and/or student director.

Final approval or disapproval of proposed the project will be determined by the theatre, music theatre and dance faculty and Department Head.

While the department may elect to aid or include student production publicity in its own format and resources it is not obligated to do so.

COSTUME AND MAKEUP PROCEDURES AND POLICIES

Providing Personal Items

Actors may be asked to provide personal items such as clothing or shoes as part of their costume. If you choose to do so, please be advised that you will be required to leave those items at the theatre in costume storage beginning at the first dress rehearsal. Wardrobe will provide cleaning as necessary. You are NOT required to use your personal wardrobe items if you do not wish to. The Costume Shop will provide for your needs.

Fittings

- Fittings are requested by the costume shop and scheduled through the stage manager and/or the show call board as per production. Should any scheduling problems occur, the actor should contact the costume shop so that accommodations can be made.
- Performers must arrive at their fittings on time, with appropriate underwear, and in a state of physical cleanliness. Performers with shoulder-length hair or longer should come prepared to arrange it up from their necks.

Production

- There is no eating, drinking, or smoking permitted in costume. Warmups should be conducted in appropriate clothing before the costume is put on. If the performer has an extended period of time between entrances, s/he might be well advised to remove the costume for this period.
- Performers should report/document any damage or problems to their dressers.
- The performers are expected to hang his/her costume(s) up neatly on the provided racks and conduct any required check-ins with their dresser. S/he is also responsible for keeping the dressing room neat, clean, and free of clutter. Specifically, each performer will pick up after him/herself each night.

Makeup

All performers are expected and required to provide their own makeup kit for productions and must have it in time for the first dress rehearsal. The kit used for classroom and production purposes is the Ben Nye Theatrical Crème Kit, available at the University bookstore or online through various sources. This kit is the standard for the industry and will serve through several years of productions. Occasionally performers will be asked to provide certain personal items such as false eyelashes, but every attempt will be made by the costume department to provide any specialty items specific to the production. If you are unsure what to purchase or are unable to purchase a kit for any reason, please speak directly to the costume designer and accommodations will be made.

STATEMENT OF UNDERSTANDING, RESPONSIBILITY, AND DISCLOSURE

Inevitably, during your academic career here in Colorado Mesa University's Theatre Arts department, students will have questions regarding policies, procedures, and penalties in accordance with departmental requirements. For this reason, and many more, the faculty of the Theatre Arts department provides the students with both a hard copy and digital copy of the Theatre Arts Student Handbook (TASH). However, should a student not find the answer/s being sought, the student will defer to a professor in their selected focus area, or the student's assigned academic advisor.

Signing in the space below affirms that the student has read, understands, and agrees to abide by the policies, procedures and penalties as detailed in the Theatre Arts Handbook regarding scholarships, participation in productions, membership in an academic society (Thespian Society, Dance Society, etc.), and more (detailed in TASH). The student is responsible for keeping up on changes to the Theatre Arts Handbook, should the faculty and administration of the Theatre Arts department choose to modify the existing Theatre Arts Student Handbook.

Print Student's Name

Sign Student's Name

Date
