

University of Louisville

Department of Theatre Arts

A Handbook for Graduate Students

Rev. 06-10

Table of Contents

Introduction, 1

Department of Theatre Arts Overview, Diversity Mission, and
Department History

Section I: Program Requirements and Procedures, 3

Graduate Advisory Committees, 3
Committee Review, 3

Academic Requirements for Graduate Students, 4

Program Requirements and Procedures: Acting, 6
Representative Course Scheme for MFA in Performance, 7
Performance Project Requirements, 9
Thesis Projects, 10
Completion of Thesis Projects, 11
Thesis Requirements, 11
Certificate in African American Theatre, 11

Graduate Student Evaluation and Retention, 12

Semester Evaluations, 12
Attendance, 13
Performance Project Evaluations, 13
Performance Grades, 13
Grades in Academic and Other Courses, 14
Academic/Assistantship Evaluation, 14
Professional Theatre Attitude, 15
Retention/Dismissal, 15
Continuance and Probation, 16
Appeals, 17
Forced Withdrawal from Class, 17
Personal Emergencies and Leaves, 18

Graduate Teaching Assistantships, 18

Assistantship General Information, Hours and Reporting, 19
Assistantship Areas, 20

Teaching, 20
Acting (Repertory Company), 21
African American Theatre Program, 21
Box Office, 2
Costume Production, 21
Production Buyer, 21
Studio Theatre Coordinator, 22

Self-Evaluation for the Graduate Student, 22

Section II: Department Information, 23

African American Theatre Program, 23
Alumni Listserve, 23
Callboard and Bulletin Boards, 23
Casting, 24
Company and Cast Lists, 25
Costume/Scenery/Property Use, 25
Faculty and Staff, 25
First Rehearsals, 27
Food and Drink in Classrooms, 28
Graduate Record Examination, 28
Guest Artists, 28
Individual Responsibility, 29
Keys, 29
Mailboxes, 29
Matinee Meals, 30
National Association of Schools of Theatre (NAST), 30
Opening Nights, 30
Performance Spaces, 30
Photocopy Machine, 31
Production Season, 31
 Mainstage, 31
 Studio Theatre, 32
Professional Theatre Internships, 33
Program Bios (Biographies), 33

Rehearsal Process and Production Terms, 34
Rehearsal Spaces, 35
School-Year Calendar/Vacation Schedule, 36
Season Selection, 36
Smoking, 37
Staff/Department Meetings, 37
Summer Internships and Professional Opportunities, 37
Talkbacks/Post-Show Discussions, 38
Telephone Numbers, 38
Theatre History Prerequisite, 38
Theatre Opportunities in Louisville, 39
Theatre Publications, 39
Tickets to Productions, 39
Town Hall Meetings, 40

Section III: Production Policies, 40

General Information, 40
The Stage Manager, 42
Advice for Actors, 42
Advice for Technical Crews, 44
Costume Shop Policies, 46
Touring, 48

Section IV: University Information, 48

Academic Misconduct: Plagiarism and Cheating, 49
 Disciplinary Action by Instructors, 50
 Disciplinary Action by the Graduate Advisory Committee, 50
 Appeals, 50
Adding/Dropping Courses, 51
Address Changes, 51
Alcohol and Drug Policy, 51
E-Mail, 51
Open Flame Policy, 52
Registration, 52
Sexual Harassment, 53

Student Concerns Regarding Faculty Actions and Behavior, 53
Student Health Services, 54
Student ID Cards, 54
University Counseling Service, 55
Vehicle Registration/Parking, 55

Introduction

Department of Theatre Arts Overview

The department encompasses drama, dramatic performance, and production. It includes the history of the theatre and the literature of drama. Producing educated artists means training students in the fine art of theatre—voice, movement, scene study, design—and also giving students knowledge of theatre as a liberal art. The department exposes students to the richness and diversity of world theatre in both concept and practice.

The department disseminates, preserves, and develops knowledge. This knowledge includes the ability to understand and appreciate the theatre arts and the vision and skill to create art that enhances the human condition.

The department disseminates knowledge in four ways. First, we introduce students in General Education courses to the arts of theatre and to the creative opportunities in our discipline. Second, we educate undergraduate majors about theatre's place in society including its history, processes, techniques, and skills; these students graduate as broadly educated individuals prepared to enter many professions, including the theatre profession. Most of these students who continue in theatre will seek further training. Third, we educate graduate students to become creative, skilled, and knowledgeable theatre artists with refined critical ability. And fourth, we expose the community to theatrical productions of high artistic merit.

The Department of Theatre Arts is dedicated to creating and maintaining a community that recognizes and respects the unique character and achievements of all peoples. The department is committed to equity and parity in access, representation, and resources. In class work, research, and performance we encourage and support a diversity of perspectives, opinions, and experience.

The African American Theatre Program, founded in 1993 to develop theatre artists knowledgeable of and trained in the traditions of African American theatre and to contribute to the multi-cultural arts movement, is integral to the department. The AATP includes two Mainstage productions annually as well as a total of nine courses for graduate and undergraduate students. Subjects include theatre history, literature and performance, and theatre practicum. Undergraduate students can earn a minor in African American Theatre and in Cultural Performance. A Graduate Certificate in African American Theatre began in 2002. All students study African American theatre while pursuing their degree, whether graduate or undergraduate, major or minor.

Theatre Arts is part of the College of Arts and Sciences, whose essential goals include: 1) that all students undertake research so that they experience the excitement of new knowledge and change; 2) that all students are exposed to major ethical dilemmas they will face in the world; and 3) that all students look at the world through the eyes of someone different from themselves. In Theatre Arts classrooms and rehearsal rooms, we engage these lofty goals daily.

Diversity Mission

The department is a community committed to reflecting the unique character and achievements of diverse peoples. This basic principle informs our work as artists, educators, and students: in our interactions as a community, in our curriculum, and in the productions that we create.

Department History

Theatre/Speech activity began on the Belknap campus in 1925 when the university hired Boyd Martin (theatre critic for *The Courier-Journal*) to found a Little Theatre on campus and to teach speech and drama classes, which were housed in the English Department. They remained there until 1970, when the new Department of Theatre Arts and Speech was spun off from English. Later, Speech evolved into the Department of

Communication. On April 1, 2005, the National Association of Schools of Theatre (NAST) accredited the department.

Section I: Program Requirements and Procedures

Graduate Advisory Committee

Following admission, each student is assigned a major advisor. Later, if students choose to do so, they may easily change their major advisor through a simple memo of agreement among the student, the former advisor, and the new advisor. (A standard form for this purpose is available in the main department office. Other forms are available to change the Advisory Committee.)

During the first month of graduate study the student in consultation with the major advisor form an Advisory Committee composed of the major advisor and two associate advisors; normally, associate advisors are selected from faculty members in the department.

Should the major advisor go on sabbatical, the student should ask another committee member to serve that role.

Committee Review

One mandatory meeting between each graduate student and the student's Advisory Committee is scheduled at the end of each semester. It occurs after the end of classes, after the full faculty discussion of graduate students. The Advisory Committee will meet to review performance and progress in each of the student's activities (e.g. artistic projects, academic performance, program of studies, assistantship duties). (*See Graduate Evaluation and Retention*)

After the middle of each term students receive an informal review of their progress that semester.

Academic Requirements for Graduate Students

General Requirements

To attain the MFA degree in Theatre Arts, graduate students must meet all requirements of the School of Interdisciplinary and Graduate Studies and the department. These include:

- A. Six semesters in residence (internships may be substituted with the permission of the student's Graduate Advisory Committee);
- B. 72 graduate hours;
- C. All courses on the plan of study with an overall grade point average of 3.0. Only 6 credit hours of "C" will generally be counted towards a degree. Approval of the Dean of the School of Interdisciplinary and Graduate Studies must be secured to count additional hours with any grade of C in any required course. In no case may more than nine hours of "C" be used to fulfill degree requirements;
- D. Creative work of high quality according to program requirements, including a final thesis performance;
- E. A written monograph or thesis.

Acting Requirements

Graduate actors making satisfactory progress towards the degree must:

- A. Audition for **all** Mainstage productions each semester until cast and perform as cast in the first two years of study. Third year students perform a thesis role one semester and may stage manage, assistant direct, direct, or coach a show the other semester.
- B. Rehearse and perform at least one role each of five semesters of their residency. This requirement is usually fulfilled by

performance in a Mainstage production, but with permission of the student's Graduate Advisory Committee, Studio productions or outside productions may fill this requirement.

(See Theatre Opportunities in Louisville and Performance Project Requirements)

C. Perform a thesis role in the final year of study.

Speaking with the faculty on a regular basis is essential. Training and growth as a theatre artist is enhanced when students take time outside of classes and rehearsals to communicate with as many faculty members as possible.

Satisfactory Progress

Students must make satisfactory progress toward completion of the degree requirements. Satisfactory progress is defined as maintaining:

A. A cumulative grade point average of at least 3.0, in accordance with requirements of the School of Interdisciplinary and Graduate Studies; if the average falls below 3.0 it must be raised to 3.0 by the end of the following semester;

B. Grades of at least B- in all courses in the primary area of concentration;

C. A record of approved creative work, as evaluated by the program faculty;

D. A record demonstrating that they are effective collaborators who observe professional standards and ethics appropriate to their discipline.

Students failing to make satisfactory progress are placed on departmental probation and given one semester to resolve the outstanding issues.

Program of Study

Every student's program is composed of two elements: (a) course work and (b) performance projects. Each student must successfully complete all work in these categories.

With the permission of the Graduate Advisory Committee, the course of study may vary slightly from the normal curriculum to address a student's specific needs, strengths, weaknesses, or interests.

Program Requirements and Procedures: Acting

Students pursuing the M.F.A. in acting must complete 72 semester hours of graduate work. The three-year curriculum consists of the following courses:

Academic Area (14 credits)

Graduate Seminars	2
(Introduction to Graduate Studies 1 credit; Pedagogy 1 credit)	
Playscript Interpretation	3
Performance Theory	3
Tools for a Global Theatre	3
Approaching African American Theatre	3

Performance Concentration (42 credits)

Graduate Movement I, II, III, IV	12
Graduate Voice I, II, III, IV	12
Graduate Acting I, II, III, IV, V	15
Actors Theatre of Louisville Workshop	3

Project Area (10 hours)

M.F.A. Performance Projects	7
Thesis Guidance (monograph)	3

Electives (3 credits)	3
------------------------------	----------

Community Service in the Arts (3 credits)

Independent Study

3

Graduate Movement III-IV and Graduate Voice III-IV alternate years. So do many academic classes.

Note on Theatre History: Some candidates enroll with insufficient knowledge in basic areas that are important to their future success in the program. These students will be required by their Graduate Advisory Committee to complete additional courses. Many students enter with insufficient knowledge of Theatre History and are required either to take two semesters of theatre history or demonstrate competence in theatre history by passing a proficiency test. Consult Director of Graduate Studies for further details.

Representative Course Scheme for MFA in Performance

First Semester

Introduction to Graduate Studies	1 credit
Playscript Interpretation	3
Graduate Movement I	3
Graduate Voice I	3
Graduate Acting I	3
Performance Project	<u>1</u>
Subtotal	14

Second Semester

Pedagogy	1
Graduate Movement II	3
Graduate Voice II	3
Performance Project	1
Actors Theatre Louisville Workshop	<u>3</u>
Subtotal	11

Third Semester

*Performance Theory	3
<i>or</i> Tools for a World Theatre	
*Graduate Movement <i>or</i> Voice III	3

Graduate Acting II	3
Performance Project	<u>1</u>
Subtotal	10

Fourth Semester

Graduate Movement <i>or</i> Voice IV	3
Graduate Acting III	3
Performance Project	1
* Community Service	3
* (Elective or Approaching African American Theatre)	<u>3</u>
Subtotal	13

Fifth Semester

Tools for a World Theatre <i>or</i> Performance Theory (may be offered in 3 rd semester)	3
Graduate Acting IV	3
Graduate Voice <i>or</i> Movement III	3
Thesis Performance	<u>2</u>
Subtotal	11

Sixth Semester

Graduate Acting V	3
Graduate Voice <i>or</i> Movement IV	3
Performance Project	1
Thesis Guidance (monograph)	3
* (Elective or Approaching African American Theatre)	<u>3</u>
Subtotal	13

*Notes:

--Performance Theory and Tools for a World Theatre are offered alternate years.

--Graduate Voice III and IV alternate years with Graduate Movement III and IV.

--Approaching African American Theatre is offered in the spring of every 3rd year

--Community Service may be spread out over several terms, including summers, following completion of the first year

--The Elective may be scheduled as fits the student's schedule
--Students seeking the Graduate Certificate in African American Theatre may complete its requirements within the 72 hours required for the MFA *if* they have a documented course in African American Theatre History. If not, they are required to take African American Theatre History in addition to the regular 72 hours.

Performance Project Requirements

All students are expected to be active in performance projects during each semester in which they are enrolled. They register for TA 625 (Performance Project) for assessment of the quality of the projects undertaken. The number of credits granted for TA 625 varies depending on the student's year of study.

Minimum expectations are the following:

Performance of at least one role in a Mainstage production per semester. Recognizing that casting requirements and the availability of suitable roles may significantly affect a student's ability to meet this expectation, the faculty will apply the following policies in determining a grade:

(A) A student's grade may be based on a Studio Theatre performance if the student made an effort to obtain a role in each Mainstage production.

(B) If a student obtains prior approval from the Advisory Committee to by-pass one or more Mainstage auditions, such approval will constitute the required effort.

(C) In limited situations, and with the prior approval of a student's Advisory Committee, this requirement may be fulfilled through an off-campus production.

If the requirements of (A) and (B) are met but the student does not perform in Studio Theatre, a grade of "Incomplete" will be recorded and the next performance in a Mainstage production will be used to determine a grade to replace the "Incomplete."

If the requirements of (A) and (B) are not met and an acting student does not perform in a Mainstage production, a grade of "F" will be recorded for that semester. This grade may not be replaced by subsequent work.

Thesis Projects

A thesis project is part of a student's third year in residence. The student enrolls in TA 625, MFA Performance Project, in support of the thesis role and for TA 600, Thesis Guidance, in support of the writing of a thesis (or monograph). **The department strongly urges students to complete their thesis before the end of their 3rd academic year.**

Department policy permits the pre-casting of MFA candidates in thesis roles. Second year students are welcome to discuss possible plays, roles, or artistic challenges with faculty directors. They may also submit specific scripts to specific directors for consideration. Occasionally this leads to a mutually agreed upon thesis project. However, each season must address numerous departmental needs and responsibilities, those for thesis parts only one among them.

Students may attend department meetings at which the season is discussed. It is also possible, though not recommended, simply to audition once the season is set. Students are not guaranteed any specific roles, but diligent effort can produce a desirable result.

Students must also form a Reading Committee to evaluate the completed thesis. The Reading Committee is chaired by the Thesis Director, who is most actively involved in supervising the writing of the thesis; a second member is selected from among department

faculty; and a third member is selected from among the graduate faculty outside the department. The first two might also be members of the Student's Advisory Committee, but this is not mandatory. Students should select their Thesis Advisor at the beginning of their fourth semester.

Completion of Thesis Projects

Both the final artistic project and the monograph must be completed successfully to fulfill the MFA requirements. "Successful completion" is defined as earning a grade of B- or higher. Three-hour MFA projects and/or Thesis Guidance hours with a grade of C+ or lower may not be used to fulfill degree requirements.

Thesis Requirements

An MFA thesis represents an important phase of development as an artist. The faculty expects that each MFA thesis will discuss (at least):

1. Research in a form and scope appropriate to the project;
2. The process that culminated in the project;
3. A retroactive analysis of the project.

The monograph should be a minimum of 30 pages.

Graduate Certificate in African American Theatre

(Minimum 15 credits)

History, Theory, and Literature (6 credits)

Advanced African American Theatre History 3

One of:

Approaching African American Theatre 3

Advanced African American Women in Theatre 3

Advanced Theatre of the African World 3

Performance/Design (3 credits)

One of:

Advanced Directing the Black Experience	3
Advanced Black Aesthetic on Stage	3
Performance Project in an approved play	3
Production Project on an approved production	3

Electives (3 credits)

One of:

Theatre Internship	3
Independent Study on an approved topic	3
Approved courses in Pan African Studies	3

Community Service in the Arts (3 credits) 3

Independent Study

(Community service projects must be unpaid, occur outside the department, and total at least 45 hours of service.)

Graduate Student Evaluation and Retention

In all matters relating to retention, dismissal, or evaluation, the burden of proof shall be upon the student to demonstrate that the student is making satisfactory progress toward the MFA. Standards are established by the National Association of Schools of Theatre (NAST). See separate entry for information on NAST.

Semester Evaluations

The Chair sets a date at the end of each semester when the faculty meets collectively to evaluate each student. Written evaluations follow, as does a meeting of each student with his or her Graduate Advisory Committee.

Attendance

Attendance of all classes and rehearsals as well as fulfilling assistantship responsibilities is essential for any student's development as a theatre artist. Unexcused absences and tardiness are unacceptable and put the student's success at risk. After one written warning from either the Advisory Committee or Chair, students will be put on probation upon their next absence or tardiness. In general, a student absent for any reason should notify the professor by e-mail and/or telephone before the class meeting.

Performance Project Evaluation

The faculty will consider all projects undertaken for Performance credit. The entire graduate acting faculty determines grades for projects in acting. If a faculty member did not observe the project in question, he or she will not vote.

The director and/or supervisor of the project have the first opportunity to speak if she/he wishes. These remarks should include comments on both process and product.

Faculty members eligible to determine the student's grade will immediately vote, indicating the grade they consider appropriate.

The Chair will repeat the results of the vote and announce an average of those grades. The Chair then opens the floor for discussion. Upon completion of discussion, faculty eligible to determine the student's grade may choose to vote again. The grade awarded is then averaged from that vote. TA 625 (Performance Project) is graded on a pass/fail basis.

Performance Grades

In assigning grades in TA 625, the faculty assesses only the performance projects under consideration and do not use the grade

to assess the student's overall progress toward completion of the degree. However, the faculty assesses the projects in the context of the student's level of training in the MFA program, judging them against standards appropriate to that level.

Grades in Academic and Other Courses

The grade of "A" will be awarded for work that is clearly above the standards of accomplishment normally considered appropriate to the student's level of training.

The grade of "B" will be awarded for work that matches the standards of accomplishment normally considered appropriate to the student's level of training.

The grade of "C" will be awarded for work that is below the standards of accomplishment normally considered appropriate to the student's level of training.

The grade of "D" will be awarded for work that is seriously deficient.

The grade of "F" will be awarded for null performance.

Grades should not have the same meaning for a graduate student in a professional program as they did when that student was an undergraduate. Instead of focusing on grades per se, graduate students are encouraged to concentrate on their artistic growth and their development of skills at a professional level—with a professional attitude to match. This will enhance their chances of success in the theatre and also serve them in other spheres of life.

Academic/Assistantship Evaluation

After the project grade is recorded, the faculty discusses the student's performance in classes (academic and performance),

assistantship duties, and any other departmental activities. The observations of faculty members who have direct contact through production supervision, supervision of assistantship duties, and/or classroom contact shall be discussed.

The student's major advisor then composes a written "Summary Evaluation" concisely expressing the opinions of the faculty. Prior to each mandatory meeting at the end of the semester, the student is presented the "Summary Evaluation" and given the opportunity to respond. The Committee shall consider whether it wants to restate its evaluation and, if the evaluation is revised, shall present a copy of its final draft of its "Summary Evaluation" to the student. A copy of the "Summary Evaluation" is placed in the student's permanent file.

The department generally has too few assistantships to award one to each deserving student. Students awarded assistantships are expected to distinguish themselves artistically and academically each semester in order to maintain this financial support.

Professional Theatre Attitude

How we make theatre is important. Attitude counts—both in the department and in the working world that lies ahead. The poor attitude of a single individual pollutes a classroom and a rehearsal. Whether directed to another student, faculty, or staff, an unprofessional attitude is unacceptable and is reason alone for probation and expulsion.

Retention/Dismissal

At each Advisory Committee meeting, the committee may revise the student's proposed program of studies and shall inform the student whether it intends to recommend retention or dismissal. At that time, the student has the opportunity to respond to the committee's opinion.

Within two weeks of receiving the Advisory Committee recommendation, the department shall make its final decision on retention or dismissal. The student has a right to submit any evidence or commentary.

All recommendations shall be written and include sufficient support. A copy of all recommendations will be given to the student.

Continuance and Probation

All students are considered to be on probation their first year.

This means they may be dismissed at the end of either the Fall or Spring semester if they are not making satisfactory progress. If a 2nd or 3rd year student in good standing ceases to make satisfactory progress, he/she will be placed on probation for one semester before being considered for dismissal.

At approximately the midpoint in each semester, the faculty reviews the progress of each graduate student. The Director of Graduate Studies conveys the results to each student.

Satisfactory progress is required for a student to be in good standing. Under exceptional circumstances, the faculty may grant continuance even when satisfactory progress has been interrupted.

Among the reasons students may be placed on probation are: (1) not making satisfactory progress towards the degree; (2) not completing creative and/or production work satisfactorily; (3) not progressing toward the degree at the appropriate rate; (4) not sustaining satisfactory progress in courses and creative work; (5) unprofessional behavior or attitude.

When placed on probation, students are informed in writing what they must do to re-establish good standing. Normally, they have one semester to comply. If they do not, they will be dismissed.

Students placed on probation may lose their assistantship or other departmental support as a consequence of probation even when assistantship duties themselves are in good standing.

Appeals

Students dismissed from the program may appeal in writing to the Chair, who will rule on the case.

Students who wish to appeal the decision of the Chair may do so according to the "Academic Grievance Procedures" of the School of Interdisciplinary and Graduate Studies.

Dismissed students who are supported by assistantships lose that support. They *may* regain it if they are formally reinstated into the program.

Students placed on probation may follow the same appeal process.

Forced Withdrawal from Class

If a student's work in a performance or production class proves deficient to an extent that seriously impedes the work of others, the department reserves the right to require the student to withdraw from the class. The instructor of the class directing the student to withdraw initiates this process. Students wishing to appeal the instructor's decision shall write the Head of their Advisory Committee explaining the basis of their appeal. They shall give a copy of this communication to the instructor. The Advisory Committee will meet with the instructor, and then make a recommendation. If either the instructor or student disagrees with this recommendation, they may appeal to the Chair.

Personal Emergencies and Leaves

Students who encounter an emergency due to health, family, or personal circumstances should first contact their major advisor. If unable to do so, they should contact the Chair. The Graduate Advisory Committee will then consider such options as a short term leave or withdrawal.

Graduate Teaching Assistantships

The Department of Theatre Arts views Graduate Teaching Assistants (gtas) principally as a means of supporting some highly qualified graduate students in the pursuit of their degrees. The department determines the initial assignment of assistantship duties on the basis of promise for successful graduate work and in consideration of the department's budget and needs. The department determines merit increases of stipends (when available), reassignment of duties, and/or reductions of stipends principally on the basis of a graduate student's performance. However, inadequate performance of assistantship duties may also lead to the discontinuation of assistantship support.

In addition to Graduate Teaching Assistantships, Graduate Research Assistants are sometimes available. These may include a combination of the Assistantship Areas listed below *except* teaching.

Outside commitments for graduate assistants are not routinely permitted. Exceptions are rare and must include prior written approval of the student's Graduate Committee. Conflicts arising from any such commitments will not be accepted as an excuse for failure to fulfill academic or assistantship responsibilities. Any outside commitments, whether paid or not, must be approved in advance and in writing by a student's Advisory Committee.

Graduate assistantships are coveted. Both the university and the department treat these awards seriously and assume that recipients will do the same. Graduate assistants are expected to fulfill all their responsibilities. In the case of illness, graduate assistants may be required to cover each other's classes or sections.

General Information, Hours, Reporting, and Demands

The assistantship stipend (paid on a 10-month basis, August-May) should enable students to pay for rent and food without taking focus away from their studies at the University. If the stipend is not enough to support a student's lifestyle, Student Loans and/or Financial Aid are a recommended recourse.

All U of L students receiving graduate assistantships are expected to work 20 hours each week, on average, fulfilling assistantship responsibilities. First-year students complete an online report of graduate assistant activities and hours worked each week that they submit to the individual supervisor of each assistantship activity. The form must be submitted by the Tuesday after the week being reported. Supervisors then acknowledge their approval by forwarding these forms to the Chair. Access to the forms is only possible through the student's university email. The form is at <http://louisville.edu/theatrearts/academics/graduate-teaching-and-research-assistant-report-of-hours>

Graduate studies are demanding. Graduate assistantships diminish—and often eliminate—the financial burden of graduate school, but also add to the demands on students. **Careful planning to manage this workload is essential.** This planning is especially important when production and assistantship responsibilities are most demanding. Classes, production work, and assistantship responsibilities are equally important.

In managing their work, students who accept assistantships should remember that assistantship responsibilities cannot earn academic credit. Moreover, the extensive demands of theatre production are not part of an assistantship.

Graduate assistant responsibilities begin the week before the first day of classes in August and continue the week after the last class in May. Travel plans at the beginning and end of the school year, and at the beginning and end of the fall, winter, and spring vacation breaks must not encroach on any duty.

Graduate teaching assistants may request one personal day/semester by submitting a request in writing to the Chair at least two weeks in advance.

The value of a Graduate Teaching Assistantship exceeds \$30,000 per year, including stipend, medical insurance, and out-of-state tuition. This translates into more than \$50/hour!

Assistantship Areas

The following is a list of assistantship areas and general duties for each. This list is by no means inclusive. Other types of assistantships may be created to cater to a student's strengths or to the department's needs. Students will generally have responsibilities in at least two areas annually.

Teaching

Normally, every first-year graduate assistant is given teaching duties in TA 207, Enjoyment of Theatre. These duties may include leading weekly discussion groups, grading student work, and monitoring exams. In their second semester, first-year acting students enroll in TA 611 “Acting Pedagogy” to prepare for second-year teaching duties with beginning acting classes (TA 324, Acting for Non-majors).

Gtas often include other duties, such as the following:

Acting (Repertory Company)

The University of Louisville Repertory Company offers graduate assistantships in acting. Ordinarily, only second- and third-year students are eligible. The "Rep Company" rehearses its two shows during the first weeks of fall classes, then performs daily (with occasional days off) for schools and civic organizations throughout the Louisville area. Performances are generally scheduled in the morning and never interfere with MFA classes.

African American Theatre Program

This position is largely clerical and requires excellent telephone etiquette, a diligent work ethic, and highly skilled organizational abilities. This position helps with mass mailings for the AATP and other responsibilities.

Box Office

Box Office Assistants help staff the Box Office during normal weekday hours (10 AM - 4 PM) and before performances. They also assist with other front-of-house responsibilities such as house management, preparing theatre programs, and distributing publicity materials.

Costume Production

Duties may include sewing, fitting, and general maintenance in the costume shop. Students may also be required to shop for costume supplies. Students are reimbursed for any mileage incurred.

Production Buyer

Duties assisting the Production Manager can include gathering information, ordering tools and scenic materials, driving to

supplier locations, and purchasing production materials. Students are reimbursed for the mileage incurred.

Studio Theatre Coordinator

Duties of this position include organizing the theatre program for Studio Productions as well as acting as House Manager for all Studio Productions.

Self-Evaluation for the Graduate Student

(A recent graduate student prepared the following for classmates.)

Process:

Was I prepared to execute my role fully and on time throughout the entire production period?

Did I challenge myself to do the best work possible?

Did I work with peers collaboratively in a way that stimulated creativity?

Was I able to sustain excellence in other areas of the program (such as classes and assistantship) while successfully completing required production work?

Product:

Does the product indicate that I am a promising artist or craftsperson, whose vision and skills are appropriate for someone at my level of training?

Does the product indicate that I am growing as an artist or craftsperson?

Does the product indicate that I am able to apply successfully the lessons learned in class?

Does the product indicate promise that I will be able to work successfully as a professional upon completing this program?

Section II: Department Information

African American Theatre Program

From its formation in 1993, the African American Theatre Program has been a significant part of the Department of Theatre Arts. It maintains a wide array of culturally diverse functions, from a full curriculum of both academic and performance-oriented classes to presenting two Mainstage productions each season.

Alumni Listserve

Shortly before graduation, students may join the University of Louisville Theatre Faculty and Alumni Listserve, an on-line service established to foster connections among alumni of the department. Members working across the United States and abroad share information about job opportunities, artistic activities, and current productions. This service can facilitate networking into the theatre world.

To join, send an email from the address you intend to use for the listserv. The email should be addressed to listserv@listserv.louisville.edu. The message should read: SUB Theatre, Your First name, Your last name.

Callboard and Bulletin Boards

Located in the main hallway of the H.P.E.S./Studio Arts Building, these boards are the central communications system for department and production information. They include: audition opportunities, Studio Theatre production information, cast lists, rehearsal schedules, costume fittings, departmental events, production postings, announcements, undergraduate information, and other

matters of interest including jobs, internships, and material about theatres throughout the country and around the world. When posting any information, please respect other postings. Do not cover postings or remove them until they become out of date. If you are involved in a production, you must check the Call Board daily.

A copy of all information to be posted should first be given to the Departmental Main Office since many inquiries are directed there.

Casting

Auditions for the department productions are open to all members of the academic community and to Louisville residents. On occasion, guest actors may be employed. Roles in Mainstage productions are not pre-cast except for contracted faculty assignments or thesis projects. Coordinated auditions are often held for all productions in a given semester at the very beginning of the term. (The opening fall production may conduct some of its casting the previous spring.) Casting individuals from outside the department and university must be discussed with the Department Chair and approved in advance.

The educational mission of the Department of Theatre Arts is to provide equal training opportunities for all students. All roles will be open to all persons unless a script requires specific casting choices.

"Non-traditional" casting is the norm for all directors in all productions. Casting is "non-traditional" when all roles in a script are open to casting without bias in terms of race, gender, handicap, or age, so long as an actor can fulfill the artistic requirements of the role. The director of each production has full authority and responsibility for casting. The only exceptions occur when (1) casting would conflict with another production's performance or rehearsal time, or when (2) students facing academic difficulty or

probation are assumed to need extra time to improve their standing. In both cases, the final arbitrator is the student's Graduate Advisory Committee.

If a student is to be cast twice in one semester, prior approval must come from the Department Chair.

Company and Cast Lists

Cast lists for productions are posted on the Call Board. Cast lists include the names of all characters and the student assigned to each role. Cast members acknowledge role assignments by initialing the cast list. When cast lists are posted, a copy is provided to the main office.

Costume/Scenery/Property Use

Department costumes, scenery, and properties may **not** be borrowed for classroom projects or outside activities. For information on Studio Theatre productions, see that heading. Rehearsal blocks: Gray blocks are designated for Room 133 and white blocks for Room 131; only black blocks may be moved into the Thrust Theatre (or elsewhere) for Studio productions or rehearsals. Gray and white blocks are reserved for classroom activities. Classroom and departmental furniture (i.e., rehearsal blocks, tables, classroom chairs, and lobby furniture) are not to be used for productions and must not be removed from their assigned classrooms or hallways.

Faculty and Staff

Full time

Garry Brown (Playhouse, 852-8688): Design Faculty, Production Manager, Technical Director, and Director of Undergraduate

Studies; classes in stagecraft, lighting, sound;
grr.brown@louisville.edu

Nefertiti Burton (Room 127A, 852-8576): Acting Faculty, Director of Community Service, and Associate Dean for International, Diversity and Outreach Programs; classes in acting, directing, African American theatre; nefertiti@louisville.edu

Dr. Rinda Frye (Room 113, 852-8445): Acting Faculty and Director of Graduate Studies; classes in voice, acting, theatre history; frinda@bellsouth.net

Zhanna Goldentul (Room 127, 852-8579): Design Faculty and Costume Designer; classes in costume design, costume history, makeup; z0gure01@louisville.edu

Dr. Bert Harris (Emeritus)

Melanie Henry (Room 117, 852-7682): Program Assistant Senior and Box Office Manager; mahenr04@louisville.edu

Michael Hottois (Playhouse, 852-8683): Design Faculty, Production Designer, and Ombudsperson; classes in scenic design, scene painting, sketching and rendering; mfh@louisville.edu

Debbie Hudson (Room 118, 852-5922): Unit Business Manager; dmhuds02@louisville.edu

Amy Steiger (Room 120, 852-8446): Acting Faculty; classes in theatre history, performance theory, acting, and Enjoyment of Theatre; alstei02@louisville.edu

Melissa Kenney Shepherd (Room 128, 852-8441): Costume Shop Coordinator, Rep Costume Designer, Part Time Faculty; mjkenn01@louisville.edu

Charles Nasby (Playhouse, 852-8748): Scenery Shop Foreman;
canasb01@louisville.edu

Dr. Deana Thomas (Room 111, 852-8442): Acting Faculty and Director of African American Theatre Program; classes in acting and African American theatre; deanat@louisville.edu

Jim Tompkins (Room 112, 852-8447): Acting Faculty; classes in movement and acting; jrtomp01@louisville.edu

Dr. Russell Vandembroucke (Room 116, 852-8444): Department Chair; classes in script analysis, Enjoyment of Theatre, and playwriting; rjvand01@louisville.edu

Part Time

Laura Early: Enjoyment of Theatre; laura.early@louisville.edu

Kirk Fisher: Acting for Non-Majors; sailmystic@hotmail.com

Georgette Kleier: Voice; georgette.kleier@jefferson.kyschools.us

Leslie Oberhausen: Stage Management;
lesliestagemanager@juno.com

Raven Railey: Black Dramatic Literature; ravenjrailey@gmail.com

Zan Sawyer-Dailey: Actors Theatre of Louisville Workshop, graduate acting; zsawyer-dailey@actorstheatre.org

First Rehearsals

The first rehearsal of any production is a special occasion. The company joins together for the first time, designers often make presentations, and the director may offer specific comments to

guide the entire rehearsal process. First rehearsals provide a unique window on the creative process of any show.

As in many professional theatres, first rehearsals in our department are often open to our community including students, faculty, and staff including those who are not working directly on the particular show. The date and time of first rehearsals will be announced in advance. Students are encouraged to attend all first rehearsals to broaden their education and also to support the work of colleagues throughout the department.

Food and Drink in Classrooms

All food is prohibited in department classrooms, studio, and theatres. Bottled water may be drunk in these spaces.

Graduate Record Examination

Students must take the GRE before enrolling for the MFA. Results should be reported to the School of Interdisciplinary and Graduate Studies, which will share them with the department.

Guest Artists

Periodically, guest artists visit the department to meet with students, lead workshops, and answer questions. Such visits sometimes occur as a Town Hall meeting, sometimes in connection with a regularly scheduled class, and sometimes outside of normal class hours. They are always announced in advance. These individuals are an important link between the university and the profession. Dedicated students should seize such opportunities to learn from the experiences of our guests.

Individual Responsibility

Theatre is a demanding art that many people hope to pursue as a career. Success is often the result of an individual's initiative and ambition as much as any other factor. The Department of Theatre Arts is committed to training and developing the craft of students, but they must assume primary responsibility for their own education. What students gain from graduate training is largely the result of their own commitment and effort. This is *your* education, *your* training, and *your* chance to learn and develop.

Keys

Gtas are given keys to their office and to any rooms for which they need access for assistantship duties. In the 2nd year, gtas are issued a copy room key. This gives them access to the paper cutter and photocopy machine. The department does not keep extra keys and must make extras if a student loses her/his keys. The student will be charged \$15.

Note: Be careful leaving the HPES/Studio Arts building at night as the doors automatically lock after hours, over weekends, and during holidays.

Mailboxes

Each graduate student is assigned a mailbox slot their first year. This is not an official U.S. box and cannot be used as a mailing address. However, it is used by professors, peers, and students needing to leave notes or other information. Faculty and staff members also have boxes, as do adjunct faculty, Stage Managers, and the Studio Coordinators. Additional boxes may be created for special needs. Please check your box daily and keep it clean so others may leave things for you easily.

Matinee Meals

Most productions have both a matinee and evening performance on Sunday. Because of limited time between the end of one performance and the beginning of the next making it difficult for cast and crew to eat off campus, the department provides a simple backstage meal for those involved with the productions that day. Actors must remove their costumes before eating or drinking. Everyone should be thoughtful of crew members who may be preparing for the evening show while others are eating so that food remains for them. Friends and family members are not invited to take part in these simple meals, which are for those working on a production only.

National Association of Schools of Theatre (NAST)

Founded in 1969, NAST is an organization of schools, conservatories, colleges and universities. It has approximately 140 accredited institutional members, including UofL. It establishes national standards for undergraduate and graduate degrees and other credentials. Institutional Membership is gained only through the peer review process of accreditation. For further information visit <http://nast.arts-accredit.org>

Opening Nights

Graduate students are expected to see every department production. Should they attend on opening night, they are welcome to remain afterwards for light refreshments and to honor the company.

Performance Spaces

The University of Louisville has two theatres: The Playhouse and the Thrust Theatre.

The Playhouse is a 348-seat proscenium theatre that serves Mainstage productions primarily. Originally located on the site currently occupied by the Ekstrom Library, it was disassembled in 1977 and reconstructed in 1980 at its present location between 2nd Street and 3rd Street at Cardinal Boulevard.

The Thrust Theatre is a 164-seat facility that opened in 1992. This stage serves both Mainstage and Studio Theatre productions.

Photocopy Machine

Starting their 2nd year, gtas are given a key and an individual access code to the department photocopy machine. **Copies are to be made for departmental purposes only, such as a class a gta is teaching.** Copy limits are set each semester according to a student's anticipated need (assistantship duties factor into this). If a student reaches her/his maximum before the end of the semester, he/she may not be allotted any more copies until the following semester.

Recycling: If students need to make Xeroxes to fulfill their responsibilities as a graduate assistant, please conserve paper. A recycling bin is located in the Xerox room and all members of the department are encouraged to recycle paper by using the clean side whenever possible. Double-sided Xeroxing also helps.

Production Season

Mainstage

Season productions are fully funded with technical, design, and publicity support. Directed by faculty or guest artists, Mainstage productions usually receive six performances. Runs usually last for one week.

Studio Theatre

Studio Theatre produces two to four slots each semester with two or three shows per slot. Plays are proposed, directed, acted, designed, and sometimes written by students. Students who have taken a course in directing—or have otherwise demonstrated requisite ability and maturity—are eligible to propose a Studio Theatre production. Faculty and staff sometimes direct in Studio as well. Proposals can be discussed with the Studio Coordinators. This is your chance to experiment, to show that play you've written and hidden, to find out if you really want to direct, to act a role you might never be cast in, or to get your first shot at realizing a scenic or lighting design. It's your chance to have your work seen onstage by your peers, the faculty, and the public without the expectations of a big-budget show. And it's free.

Studio Theatre Mission Statement

The mission of Studio Theatre is to provide University of Louisville students with an outlet that allows them to explore their creative energies in a performance setting. Through the production of performance art, generally theatrical pieces, Studio Theatre hopes to provide every willing student with the opportunity to work on, participate in, and enjoy the theatrical process. With the support of the Theatre Arts faculty and staff, we also aim to provide weekends of theatrical art and entertainment of the highest quality. Studio Theatre has and always will provide this service free to the general public, making the arts accessible to all.

Other Information about Studio Theatre

Studio Theatre productions may, upon demonstrating a specific need, borrow a limited number of props and costumes from stock. Some lighting and sound support is available. Members of the production staff are also available as advisors. All costume, furniture, and properties loaned for Studio Theatre are subject to approval by the Studio Theatre Coordinators, the Technical Director, and the Costume Shop Manager. Loans are set up with

the technical director specifically during normal production shop hours. Students may be required to post a small deposit and they are responsible for anything borrowed. This includes keeping the items locked in a secure place when not in use. Costumes have to be laundered or dry cleaned before being returned, as directed by the Costume Shop Manager. Any necessary cleaning will be done at the expense of the production or individual. Alteration of borrowed pieces is not allowed without specific prior permission from the Technical Director or Costume Shop Manager. All items must be returned to the scene or costume shop and checked in by the Technical Director or the Costume Shop Manager.

Failure to abide by these rules will result in individual student directors being prohibited from borrowing stock again.

Publicity is the responsibility of the production team in concert with the Studio Coordinators.

The Chair and the Production Manager schedule production dates. Performances are generally held in the Thrust Theatre and run three or four nights of a single week.

Professional Theatre Internships

The Department of Theatre Arts reviews professional internship opportunities for graduate students on a case-by-case basis. (Also see “Summer Internships and Professional Opportunities.”)

Program Bios (Biographies)

Theatre programs for Mainstage productions generally include space for brief bios of key personnel, including actors and designers. Bios must conform to professional standards by focusing on theatre credits and educational objectives. All bios are subject to editing and to conforming to university and department guidelines. Purely personal statements, dedications, and attempts

at humor will not be printed. Program bios sometimes appear on-line only.

Rehearsal Process and Production Terms:

Mainstage productions are usually mounted with 4-6 weeks of rehearsal before technical rehearsals begin. Because the department does not intend to overburden students in productions, it has established guidelines governing rehearsals. Prior to technical rehearsals, rehearsals will end by 11:00 PM, including note sessions. Actors will be scheduled to ensure that they have at least one day off per week. Once a production is on-stage and in technical rehearsals, the cut-off time for rehearsals is 12:00 AM, including notes. If a rehearsal is not finished at that time, the company may expect to be called in before the next technical rehearsal to complete the work from the previous evening.

Dress Parade: Scheduled one to two weeks before dress rehearsal, dress parade occurs when the director and costume designer first see actors in costume as a group and under stage lights. Notes for finishing costumes are taken at this time.

Load-In: Beginning the week before opening, scenery is moved into the theatre, assembled, and finished on-stage; lights are hung, cabled, focused, and cued. The costume shop often has load in at the same time as the scene shop. Costume items should not be used until dress rehearsal unless the designer gives prior permission.

Dry Tech: Lighting and sound cues are set with the director, designers, and stage manager without actors being present.

Technical Rehearsal: Usually the Saturday before opening, actors, technical elements (scenery, props, lights, sound), and crews are brought together for the first time. Technical rehearsals are intended to coordinate these elements and work out exact

procedures and timing for cues, props, scene changes, and so on. These rehearsals are usually stop-and-start and can sometimes be tedious. Patience and good humor make them more pleasant for everyone.

Dress Rehearsal: On the Sunday before opening, costumes are added. The look of the actor (in full costume, hair, and makeup) and of the production is completed. Quick costume changes and any final problems are worked out at this time.

Performance: Mainstage productions generally run Wednesday through Sunday evenings, with an additional Sunday afternoon matinee performance. Productions usually run one week. On selected productions, there may also be a Thursday morning matinee for local high schools.

Strike: After the last performance, the production is disassembled. **All members of a company (running crew, shop crew, and actors) are expected to participate in strike.** Actors should remove their costumes and makeup before beginning strike. The Production Manager strives to complete strike within one hour, but this is not always possible. Procedures for strike should be announced to cast at first tech, but include:

- Helping costume crew get costume items together and checking with wardrobe master;
- Getting dressing room in order.

Before leaving strike, actors must check with Production Manager or his representative.

Rehearsal Spaces

Because of the shortage of space, rehearsal rooms must be reserved in advance. Reservations for space are made in the Department Main Office. First choice for rehearsal times may not be available. Classes have priority over productions. Mainstage productions have priority over all other productions. Mainstage productions

going up first have priority over subsequent Mainstage productions.

Spaces available for reservation include: Room 133, Room 131, Room 115, and the Thrust Theatre. Use of the Thrust requires prior permission of the Chair.

Other spaces not in the reservation book may be available, but disturbing a class will force an end to any rehearsal. Potential rehearsal spaces at the Playhouse include the basement under the stage, the lobby, and the green room. Contact the technical director about the availability of space and access to the Playhouse after hours.

School-Year Calendar and Vacation Schedules

The calendar for each year is posted on the U of L website: www.louisville.edu. However, graduate student responsibilities—especially for those holding assistantships—begin the week before the first day of classes in August and continue the week after the last class in May. Travel plans at the beginning and end of the school year, and at the beginning and end of the fall, winter, and spring vacation breaks must not encroach on any class, performance, or assistantship duties. If in doubt, check with the Chair of your Advisory Committee before making travel plans or reservations.

Season Selection

Through its Mainstage season, the department produces works of high quality in a wide variety of styles and forms. The season provides for the artistic development of students and presents a varied theatrical season for the community at large.

Committed to developing the relationship between the Mainstage season and the needs of students, the department tries to reflect the

variety and multi-cultural focus of its curriculum by producing work from different countries, periods, and theatrical styles by authors of diverse race, nationality, creed, gender, sexual orientation, and age. As many of these variables as possible will be covered in season selection over a four-year cycle. This provides students with exposure to a variety of theatrical forms.

Smoking

Smoking is not permitted in any building of the university. This includes dressing rooms and the Playhouse Green Room. The university has specified smoking areas on campus that must be adhered to. Actors must never smoke (or eat) in costume.

Staff/Department Meetings

Department meetings are generally held monthly on the first Tuesdays from 12:45-2:15 PM. Academic and production issues, season selection, and the general business of the department are discussed.

2nd year graduate students planning upcoming thesis projects should attend meetings dealing with season selection so their voice may be considered. (See “Thesis Projects.”)

Summer Internships and Professional Opportunities

A bulletin board in the hallway outside Room 131 is devoted to internships at professional theatres. Many successful theatre artists first entered the profession through such internships. The department strongly recommends that students pursue these opportunities. Most are unpaid or low paid, but such internships will jumpstart your career and add credibility to your resume.

Talkbacks/Post-Show Discussions

Selected performances may be followed by a talkback discussion with the audience. The protocol is as follows:

- When show is over, actors remove costume and make up
- Crew begins post-show responsibilities as quietly and thoughtfully as possible, but they should not wait until after the talkback
- Moderator talkback begins discussion as crew work continues

Telephone Numbers

(see “Faculty and Staff” for individual numbers)

Department of Theatre Arts 852-7682

Fax 852-7235

Theatre Arts Box Office 852-6814

The Playhouse 852-7926

Costume Shop 852-8449

Public Safety 852-6111

University Information 852-5555

Theatre History Prerequisite

Students generally enter the MFA program with six hours of undergraduate credit in theatre history. Students without such preparation should see p. 8 for further information.

Theatre Opportunities in Louisville

Graduate Students in the MFA program must inform their Graduate Advisory Committee Chair before auditioning or seeking jobs outside the University. Outside work is acceptable only if it does not conflict with **any** departmental obligations. Students on probation may not audition externally. Graduate students with assistantships should refer to the section of this handbook titled “Assistantship General Information” to understand the limitation on outside work, whether paid or unpaid.

Theatre Publications and Information

Students should become familiar with publications that provide useful information about professional theatre and opportunities in it. Some of these include:

- *American Theatre*, which focuses on not-for-profit resident theatre (published ten times per year; available for read at Ekstrom Library or through discounted student subscriptions);
- *ArtSearch*, published online with information on jobs and internships (log in information is available from Melanie Henry in the front office);
- *Backstage* (www.backstage.com) for news and casting information;
- *The New York Times* (www.nytimes.org) for reviews and information on theatre in New York;
- *PerformInk* (www.performink.com), which bills itself “Chicago’s Entertainment Trade Paper.”

Tickets to Productions

All Theatre Arts graduate students are allowed one complimentary rush seat to each Mainstage production as available, at curtain time. Students should check in with the Box Office thirty minutes

before curtain time. If the performance is sold out, students will have to attend another performance.

It is department policy that all courses in acting, directing, and design shall include among their requirements mandatory attendance of all Mainstage productions.

Cast and crew of a production receive two complimentary tickets. **These must be arranged in advance through the Stage Manager and Box Office Manager. The deadline is the Friday before opening.**

Town Hall Meetings

Occasional Town Hall meetings are held to announce upcoming events and auditions, to share experiences and information, and to build a sense of community throughout the department. **Town Hall Meetings are held in response to the initiative and demonstrated interest of students.** All theatre students are encouraged to attend, as are department faculty and staff. These meetings are intended to facilitate free communication among the students and to improve communication between students and the faculty. When announced, Town Hall Meetings generally occur on Thursdays from 12:30-1:00 PM.

Section III: Production Policies

General Information

1. Food and drinks are allowed *only* in the Green Room. Never eat, drink, or smoke in a dressing room. Never do so in costume. Dispose of all food containers and trash in waste containers. Do not leave food out since it will quickly attract pests.
2. Guests are not allowed in the Green Room, dressing rooms or backstage before or during a performance. After a Playhouse

performance you should meet guests in the Green Room, not in dressing rooms or backstage. At the Thrust, guests should be met in the hallway or lobby. Theatre etiquette requires that actors remove costumes and makeup before meeting the public.

3. The Green Room and backstage areas must remain quiet before and during performance. Conversation above a whisper in the Green Room, dressing rooms, halls, and vomms can be heard in the house, especially at the Thrust Theatre. [The audience also hears backstage toilets being flushed.] If lights are off or dimmed, it means you are in a quiet area. **Do not** change the lights. If you must move backstage during performance, move carefully and quietly. Never run backstage.

4. A call sheet is posted backstage. It is important that all company members sign in upon arriving at the theatre.

5. Parking is not allowed in the Playhouse or Thrust loading dock. Park on 3rd Street, Floyd Street, or neighboring areas. During performances, the dock area is classified as a fire lane; cars will be towed.

6. Smoking is not allowed in any University facility. It is restricted to designated areas outside selected buildings. In addition, the University of Louisville Student Handbook defines standards of student conduct, including the possession and use of alcohol and/or controlled substances. Persons in violation of these regulations may be subject to disciplinary action, including dismissal from the production.

7. The callboard is the communication system for the Theatre Arts Department. The main callboard is located in the Studio Arts Building outside Room 131. Each show currently in production has an area on the callboard. Rehearsal calls, schedules, and information pertaining to shows will always be posted there first. Check the callboard daily!

8. Department policy dictates that rehearsals end by 11:00 PM, including notes. Technical rehearsals on the weekend must end by midnight.

The Stage Manager

Pre-production and rehearsals: The stage manager is the center of communications in the production process. As the key organizer and expediter for the director, s/he ensures that necessary information is processed and relayed to all members of the production company: director, actors, designers/artistic staff, crew heads and technical staff. The stage manager plays a key role in scheduling and managing all aspects of the production.

In the theatre: The stage manager is the field commander in the theatre, taking charge of all aspects of the production as they come together on the stage. From technical rehearsals, dress rehearsals, and opening through the end of the run, the stage manager is the final authority for cast and crew when the director or technical director is not present.

Stage management is often considered the most demanding position in a theatre company. S/he is responsible for everything that may happen in the production process. The technical skills needed are secondary to the interpersonal skills. The people in a production do not work for the stage manager; the stage manager is committed to working with all the people in a production. As a leader and motivator within the company, it is up to the stage manager to establish the standards of common courtesy and respect among the artists and craftspersons involved in a production.

Advice for Actors

* Check the callboard daily for calls, rehearsal schedules, costume fittings, and other important communications.

- * Arrive on time and ready to work for all calls (rehearsals, fittings, etc.).
- * The stage manager is your first source of information in rehearsal and in the theatre; once the show opens s/he is the final authority for all production questions. Show due respect to his/her authority.
- * Notify the stage manager immediately of possible delays or absences. Never leave the rehearsal hall or theatre without the consent of the stage manager.
- * Inform the stage manager of any unusual physical or vocal warm-up needs for performance that might disturb the audience. In the Thrust Theatre actors cannot use the halls after 7:00 without being seen by audience members.
- * The stage manager gives time calls before the show. Please respond when you receive a call. **One Hour** before curtain; **Half-Hour** before curtain (house opens); **Fifteen Minutes**; **Ten Minutes**; **Five Minutes**; **Places**. **Places** means that you are to proceed immediately to your pre-show position. If you are not in position the show will start without you. During performance, it is an actor's responsibility to be in place and on time for all cues, entrances, and exits.
- * Check personal and pre-set props and costumes before each performance. Return all props to the tables; hang all costumes and pieces properly. If you have a question, do not hesitate to ask. If something doesn't work or you are having difficulty with a prop or costume, notify the stage manager so that the problem can be fixed. Remember that scenery, costumes, and properties are the contribution of other artists to the production. Do not move or change things without approval from the stage manager.

- * Food, incense, and anything that might damage costumes may not be brought into the dressing rooms. Eating in costume is not allowed. You may drink only water (carefully) in costume.
- * Do not loiter backstage during scene changes or distract crew members while they are working.
- * On matinee days, do not leave the building between performances without checking first with the stage manager.
- * You are required to be available for photo calls. Announced by the stage manager with a minimum 24-hour notice, they start immediately after a dress rehearsal or a performance, starting at the end of the show and working backward. Photo calls are usually kept to 30 minutes. The director decides the time for photo call.
- * You are expected to participate in the strike after the final performance. After removing costumes and makeup, you should report to the technical director.
- * Treat actors, crew, and all members of the company as you wish to be treated. Common courtesy and the words “**Please**” and “**Thank you**” will take you a long way in the theatre.

Advice for Technical Crews

- * Check the callboard daily for rehearsal calls and other important information. Information can also be obtained from the stage manager and the technical director.
- * Arrive on time and ready to work for all calls.
- * Bring pencil and paper to rehearsals and keep a step-by-step list of responsibilities as they are assigned to you. A copy of this list must stay in the theatre at all times in the event you are absent because of illness.

* The stage manager is your first source of information in rehearsal and in the theatre; once the show opens he/she is the final authority for all production procedures. Carry out all instructions as given by the stage manager. Never leave the rehearsal hall or the theatre without informing the stage manager. Show due respect to his/her authority.

* The stage manager will give time calls before the show. Please respond when you receive a call. **One Hour** before curtain; **Half-Hour** before curtain (house opens); **Fifteen Minutes**; **Ten Minutes**; **Five Minutes**; **Places**. **Places** means that you are to proceed immediately to your pre-show position. If you are not in position the show will start without you. During performance, it is the technician's responsibility to be in place and on time for all cues.

* Dark or black clothing and soft-soled shoes are standard dress for all backstage crews. This will help prevent you from being seen or heard by the audience.

* Inform the stage manager of any problems or technical notes. Make repairs as needed.

* Do not loiter in dressing rooms while actors prepare; do not distract actors waiting to go on stage.

* On matinee days, do not leave the building between performances without checking first with the stage manager.

* You are expected to participate in the strike after the final performance. Report to the technical director after completing your regular post-show duties.

* Treat actors, crew, and all members of the company as you would be treated. Common courtesy and the words "**Please**" and "**Thank You**" will take you a long way in the theatre.

Costume Shop Policies

All directors are expected to present the Costume Shop's Care of Costumes policy to his/her cast at the first rehearsal when a representative of the costume area will be present to answer any questions.

The University of Louisville Costume Shop requires each actor to have the following items for use during rehearsals and performances:

1. Character Shoes
2. Rehearsal Clothing
3. Theatrical make-up kit
4. Proper under garments for performances and fittings
5. Kneepads, if desired for rehearsal or performance, are the responsibility of graduate students themselves.

Actors are responsible for the following:

1. After being cast in a show you must call the shop or come by to make an appointment to have your measurements taken. You must do this for every show, even if the shop has previous measurements. This allows designers to check for weight shifts and to determine new measurements for characters wearing body padding. Measurements must be completed no later than two days after the cast list has been posted. Please let the staff know about any allergies you have.
2. You will be required to come in for a minimum of two costume fittings for a production. Costume fittings are different and separate from your measurement appointment. You may be required to come in for more than two fittings, if needed. It is up to the designer how many fittings are needed. Please take this seriously as you may not have all costume pieces ready for tech week if you fail to make your fittings.

3. Once you have scheduled a fitting either by signing up at rehearsal through the stage manager or signing up on the callboard, you must keep your fitting and be on time. The shop manager and staff of the costume shop have made the day's schedule around your fitting. Please be prompt. At the fitting you will need to bring your character shoes and proper undergarments. No sports bras ladies, please.
4. Discuss make-up and hair for your look in a production with the costume designer. If you have a special hair requirement you need to talk with the designer to schedule an appointment early. The costume shop will provide special make-up supplies and wigs. The shop does not pay to have nails or toes painted or done.
5. Costume Parade: Each actor must bring proper shoes, stockings, undergarments and hair ties (if needed) to the costume parade. You must be on time and should not sit in your costume. Stay in the theatre quietly so that the designer and the director may do their job quickly. The personal opinion of actors about the look of their clothing is not welcome at this time and is considered inappropriate. You are wearing someone's design, which is his or her artistic contribution to the production. Please inform the designer immediately if a costume is hurting you in anyway. At the parade you will be given a make-up chart indicating how your character's face should appear.
6. Dress Rehearsals: Each actor must bring full make-up and hair supplies (hair spray, hair dryer, etc.) to the first dress rehearsal, no excuses. Special supplies will be there as part of your costume. Please be on time and bring your make-up chart. Please leave personal items at home. This includes huge jewelry boxes, good luck charms and the like. You may not burn incense of any kind or spray heavy perfume in the

dressing rooms. You may not have food of any kind or drink other than bottled water in the dressing rooms. If you have questions concerning your wardrobe, direct them to the costume designer. Your TA350 crew and the wardrobe master will be present at the first dress. Introduce yourself and let them know what your costume list is for the performance. If your costume has problems or you are missing something please record your concerns on the costume repair list in the hall. **You must hang up your costume behind your nametag and place all accessories in your container before leaving the theatre each night.** Shoes go on the floor under your station or on your chair. This may seem specific, but this gives the TA 350 students a point of reference for their inventory each night.

****Kindness will get you far in this business. Your back stage crew is the backbone of how well the performance runs. They are part of your team, not runners or servants.**

You may not change anything about your costume unless you have had specific instructions from the designer. This includes make-up, hair and clothing and the sequence they come in. Break-a-leg!

Touring

For the purpose of touring a department project, students may be excused up to two days/semester with approval from the Department Council, ordinarily a month in advance.

Section IV: University Information

For further information about University policies and procedures, consult the current University of Louisville catalog or the Student Handbook provided by Orientation Services to incoming students. Most regulations and guidelines are also posted online at www.louisville.edu

Academic Misconduct: Plagiarism and Cheating

Plagiarism and cheating are serious breaches in any community. In Theatre Arts, they will result in grade reduction or failure and other serious penalties including expulsion from the department or university. You are plagiarizing or cheating if you:

Present the ideas of others as your own without giving credit to the source.

Use direct quotations without quotation marks and without giving credit to the source.

Participate in a group project where the work presented is not each student's own unless the teacher assigned a group projects as part of your work for the class. Then you must give credit to the entire group for the end product.

Submit the same paper or assignment for credit in more than one course without discussing this option in advance with the instructors involved.

Submit material written by someone else as your own. This includes purchasing a term or research paper.

Submit a paper or assignment for which you received so much help that the ideas and writing are not your own.

Copy someone else's exam or graded homework.

Refer to a text, class notes, or other material during an exam without being authorized to do so.

Purposefully allow another student to copy your work or to submit work you have written as her/his own.

Collaborate with others on a take-home exam, or spend more time than that specified by the instructor on a take-home exam.

If you are unsure about the proper use of sources, the extent to which collaboration on an assignment, or exam, or direction is permissible, talk to your instructor.

A simple defense against plagiarism: When in doubt, always credit outside sources of information, ideas, or wording. This includes Internet sources. Students are not penalized for giving too much credit to the work of others.

Disciplinary Action by the Instructor

An instructor who suspects you of plagiarism or cheating must inform you as soon as possible. Instructors who detect plagiarism or cheating will decide to reduce your grade for the assignment or for the course, even to an F. A written report of the facts in the case and the action taken is given to the Graduate Advisory Committee; a copy is given to the student.

Disciplinary Action by the Graduate Advisory Committee

The Graduate Advisory Committee may uphold, as the offense may warrant, the following or other penalties: placement on disciplinary probation until graduation, suspension from the program for a semester or longer, or recommendation to the President for expulsion from the University.

Appeals

If you feel that the finding of plagiarism or cheating is in error or the penalty unjust, you may request a hearing. Check with the School for Interdisciplinary and Graduate Studies.

Adding/Dropping Courses

This can be done either with a form or over the phone (see Registration for more information).

Address Changes

To change your University address, you may do so on-line through Ulink. Please notify the Department of Theatre Arts Main Office as well. Students must also provide the office with an up-to-date address, email, and phone number for both school year and summer.

Alcohol and Drug Policy

University policy bans possession or use of alcohol or drugs on University grounds, except in the case of alcohol publicly available at officially sponsored University functions. The department specifically prohibits the use of alcohol or drugs in class, rehearsals, or performances. The safety of others and the integrity of the work process must be respected. Anyone found under the influence of drugs or alcohol to the extent that her/his performance is impaired or is affecting the performance of others, will be asked to leave the premises. If necessary, the Department of Public Safety will be called. In the case of academic classes, it is the instructor's responsibility to determine evidence of impairment. In the case of rehearsal or performance, students may be dismissed from the production with a failing grade.

E-Mail

The University provides students with an e-mail account free of charge. (First-year gtas must use this account to report their hours each week.) New students may open an account by taking their university ID card to the Help Desk in the Miller Technology

Building. Please provide the Department Office with the e-mail address you will check daily.

Open Flame Policy

The burning of candles, sparklers, incense, paper leaflets, combustible figurines or pyrotechnic devices is prohibited on university property and is subject to confiscation. Theatrical performances and ritualistic ceremonies involving the use of open flames, smoke foggers, and barbecue grills must be pre-approved by the Department Of Public Safety. For More Information contact Dept Of Public Safety/University Fire Marshal 852-3473 www.louisville.edu/admin/dps/fire/fs_main.htm

Registration

The first step in registering is to consult the Schedule of Courses at htmlaccess.louisville.edu/classSchedule/invalidPath.html. Students should use the Schedule of Courses to build their schedules in conjunction with this Handbook and with advice from their Graduate Advisory Committee.

Students may register by calling 852-2222. They should have their student ID number or social security number ready as well as the four-digit code for each class they are adding to their schedules. This system also allows students to drop classes if needed. If students need to add or drop a class after the normal registration period at the beginning of each semester, they need to fill out a form available in the Departmental Main Office and deliver it to the Registrar's office.

Remember, if you are not on tuition remission, all University fees must be paid before you can register.

Sexual Harassment

University of Louisville Policy:

Sexual Harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when:

--Submission is made an express or implied term or condition of employment or status in a class, program, or activity;

--Submission to, or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion, or grading);

--The conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance or creates an intimidating, hostile, or offensive environment for work or learning.

Theatre Arts students who feel they have been harassed should talk to the Chair. If they prefer, they may speak to another faculty member or staff member. Further information is available at: www.louisville.edu/admin/humanr/aa/harass/contact.htm

Student Concerns Regarding Faculty Actions and Behavior

The procedures described below apply to complaints about any member of the teaching staff in the College of Arts and Sciences. Complaints may concern grading grievances, inequities in assignments, inappropriate course material, inappropriate faculty contact, assignment of grades, or incompetence in oral communication. Students with complaints are responsible for the following procedures:

Ordinarily, students should first attempt to resolve the matter with the instructor.

If the complaint is not resolved and the instructor is a teaching assistant, go to the Course Supervisor.

If the instructor is a faculty member, go to the Department Chair.

If this does not resolve the issue, the student may consult the Department Ombudsperson.

The university can also call upon professional facilitation, which may be arranged through the Chair.

If the complaint cannot be resolved through these procedures, a student may file a formal complaint under the procedures established for alleged violations of the statement on "Professional Ethics and Academic Responsibility" (see U of L *Redbook*).

If your complaint involves sexual harassment, you need not follow these procedures. Please see the section on sexual harassment.

Student Health Services

All gtas receive the U of L Health Services "Broad Health Plan" during the academic year only (August-May). This plan does not provide dental or vision coverage. Please see Health Services for more information about your health plan.

Student ID Cards

The student ID card is a permanent identification to be used while you are a student. The back of the card has a unique bar code that allows you to check books out of the University libraries. It also has a special "Graduate Student" sticker that gives you a 10% discount on most merchandise (including books!) at the campus

bookstores. Several area bookstores will honor this discount as well. Your University ID allows you to be seen as a patient at Student Health Services, to make changes in your registration, to transact business with the Office of Financial Aid, and to use the recreational facilities. To receive an ID, or to report one lost or stolen, students should visit the Campus Card Office in the lower level of the Houchens building. You will be charged a fee for its replacement. Student ID cards can be activated through the Department of Public Safety to provide after-hours access to the classroom building. See Main Office for further details.

University Counseling Service

Counseling services are confidential and, in most cases, free to University students. Professionally-trained psychologists staff the University Counseling Service. Counseling topics include careers, academic and study skills, and personal and interpersonal relationships. Couples' counseling and group therapy are also available. Appointments can be made in person or by telephone (852-6585).

Vehicle Registration/Parking

Students who own or operate a motor vehicle (this includes cars, motorcycles, and scooters) and want to park in University lots are required to register their vehicle and obtain a Parking Pass.

There are several types of passes. The two of most interest to students are the Green Pass and the Blue Pass. Green Passes are intended for commuter students and allow them to park in designated lots. Blue Passes are faculty and staff passes, but Graduate Students are allowed to purchase them. Blue passes allow parking in Green Lots and Blue Lots. With Blue passes, parking spots are easier to find, but the cost is much greater than the Green pass.

Contact the Campus Parking Office (852-7275) for current prices, maps of lot locations, and other parking rules and regulations.

The university blocks students with unpaid parking tickets from graduating.

Note: It is possible for the truly determined to park on side streets or at parking meters. It is also possible to walk, carpool, or ride a bike to school. There are convenient bike racks near both theatres.