

**Marymount Manhattan College  
Theatre Arts Department  
Student Handbook  
2008-2009**

**This handbook has been compiled to serve as a resource for information about the activities and policies of the Theatre Arts Department. The handbook should be used as a supplement to the *Marymount Manhattan College Catalogue* which is the prime authority for information about degree requirements and College policy.**

# 1) The Theatre Arts Department: Programs & Sequences

The Theatre Arts Department houses two distinctive degrees, the BA in Theatre Arts, and the BFA in Acting. Both degree programs are designed to provide professional training combined with a strong liberal arts education.

## The BA in Theatre Arts

The BA program offers students the opportunity to develop specific strengths in one or more concentrations, while acquiring a comprehensive theatre education. Because of its flexibility, the BA program is particularly well-suited to transfer students and those applying for Prior Learning Assessment credit, and for students who wish to pursue a double major or a minor.

Each of these concentrations is designed to provide progressive challenges over the course of four years. Below is a brief description of each concentration, and a recommended sequence for completing the courses. Note that you must consult the MMC Catalogue for a complete list of all degree requirements. Your academic theatre advisor can fine-tune these choices with you.

The **Theatre Studies** concentration affords students the opportunity to explore all aspects of dramatic literature, history, and criticism, while taking advantage of the unique opportunities New York City provides for encountering a wide range of traditional and emerging performance styles. The program develops the student's dramaturgical abilities through writing and direct involvement with the process of creating theatre. Theatre Studies is a composite field leading into any humanistic study, but is particularly beneficial to students interested in careers in literary management, theatre and film criticism, dramaturgy, education, journalism, historical research, and directing. For more information, contact Mark Ringer or Jill Stevenson.

<i>Year</i>	<i>Selected Required courses</i>	<i>Elective courses</i>
Freshman:	Script Analysis Stagecraft Intro to Playwriting, Management of the Arts, or Stage Management Tech Crew	Acting for Majors Exploring the Performing Arts Fine Arts Theory & Practice Exploring the Visual Arts Film History
Sophomore:	Theatre History I & II Elements of Directing Shakespeare	Dance History Art History Electives Contemporary World Cinema
Junior:	Dramatic Forms & Genres Dramatic Theory & Criticism British, American, or Classical Drama & Theatre Dramaturgy	Theatre Production Workshop Special Topics in Film & Literature Art History Electives
Senior:	The Avant-Garde in Art, Film, Theatre Advanced Studies in Drama & Theatre New York City Arts Seminar	Dramaturgy Internship Criticism Writing Workshop

The **Writing for the Stage** concentration supports and guides the student in developing an individual voice and writing technique, while grounding the student's study in the mastery of key dramatic writing skills, including action, characterization and structure. While focusing on writing for the stage, this concentration maintains interdisciplinary connections with the Communication Arts and

English departments. Through individual advisement students may be guided towards courses that speak to a particular interest in writing for film, radio, television, or the Internet. For more information, contact Mary Fleischer.

<i>Year</i>	<i>Selected Required courses</i>	<i>Elective courses</i>
Freshman:	Script Analysis Introduction to Playwriting Stagecraft Tech Crew	Acting for Majors Intro to Film & Video Intro to Creative Writing
Sophomore:	Theatre History I & II Intermediate Playwriting I & II Management of the Arts or Stage Management	Workshop in Writing Fiction Workshop in Writing Poetry Film History
Junior:	Advanced Playwriting I & II Elements of Directing Shakespeare Writing for Television or Screenplay Writing	Directing II Writing for Television Screenplay Writing Multimedia I & II
Senior:	Internship in Literary Management or Playwright/Director Workshop or Special Topics in Film & Literature	Internship in Literary Management or Playwright/Director Workshop or Special Topics in Film & Literature

Students in the **Directing** concentration study the history of directing and learn to analyze texts and make conceptual choices. Through a progressive sequence of courses from Elements of Directing through Directing III, the student acquires the ability to interpret and visualize texts, and develop an artistic voice. Experience as an assistant director for faculty and guest directed productions offer opportunities to learn various approaches to directing and to gain practical knowledge. In addition to classroom work, directing students mount short plays for the Directing Projects produced each semester, which are guided by a faculty mentor. For more information, contact David Mold.

<i>Year</i>	<i>Selected Required courses</i>	<i>Elective courses</i>
Freshman:	Script Analysis Tech Crew Stagecraft Management of the Arts or Introduction to Playwriting Acting for Majors or Acting I (depending on placement) Elements of Directing	Acting for Majors Intro to Film & Video Exploring the Performing Arts Exploring the Visual Arts
Sophomore:	Acting I (if not taken 1st year) Theatre History I & II Design Course Directing II Stage Management	Film History Dance History Mixed Media Design courses Acting II
Junior:	Shakespeare Dramatic Forms & Genres	Dramatic Literature courses Special Topics in Acting (Viewpoints, etc.)
Senior:	Advanced Studies in Drama & Theatre	Directing III (by permission) Playwright/Director Workshop

The **Design & Technical Production** concentration offers students the opportunity to study with New York theatre professionals, design mainstage productions, establish professional contacts, and gain practical experience through internships with designers and theatres. In this concentration, you can study one or more of the arts of design (scenery, lighting, costume, or sound) as well as acquire the skills to become a stage manager or technical director. For more information, contact Ray Recht, Kirche Zeile, or Robert Dutiel.

<i>Year</i>	<i>Selected Required courses</i>	<i>Elective courses</i>
Freshman:	Script Analysis Tech Crew Lighting Mechanics or Scenery & Prop Technology, or Costume Construction Drafting & Model Making Management of the Arts or Intro to Playwriting	Acting for Majors Exploring the Performing Arts Exploring the Visual Arts Intro to Film & Video Digital Sound Design Theatrical Makeup
Sophomore:	Theatre History I & II Stage Management Design Sequence I	Design Assistant Practicum Scenic Painting & Treatments Special Topics in Design & Tech
Junior:	Design Sequence II or alternate Design Sequence I Shakespeare Elements of Directing	Design Assistant Practicum Audio Technology Mainstage Design Project Special Topics in Design & Tech
Senior:	Advanced Studies in Drama & Theatre	Design Assistant Practicum Mainstage Design Project

The concentration in **Producing & Management** offers students a sequence of courses that make them marketable for employment with theatres and arts organizations once they graduate. The inclusion of the internship is specifically designed to help students make the connection to a job network. Students take a full year of *Stage Management* so they will be able to manage productions in various styles. In addition, students will gain the progressive experiences of calling shows over the course of three or four years that is structured on specific goals. The *Management of the Arts* course will provide students with an overview of how arts organizations are managed and funded in the US and especially in NYC. The *Producing Performance* course is designed to give both dance and theatre majors concrete skills and knowledge of producing not-for-profit productions, from a small first-time production to establishing an incorporated company. *Theatre Production Workshop* is included to give students an on-campus opportunity to serve as a producer or stage manager of one of our mainstage productions. The Internship should be taken after all the other work for the concentration is completed, and starts the student's employment networking. For more info, see Ray Recht or Mary Fleischer.

<i>Year</i>	<i>Selected Required courses</i>	<i>Elective courses</i>
Freshman:	Script Analysis Management of the Arts II Stagecraft Tech Crew	Acting for Majors Introduction to Dance Exploring the Performing Arts Management of the Arts II
Sophomore:	Stage Management I Theatre History I & II Stage Management II	Design/Tech Theatre course Non-Profit Management Theatre Production Workshop Public Relations Marketing

Junior:	Shakespeare Elements of Directing Producing Performance	Technical Production Theatre Production Workshop Directing II Dance Production
Senior:	Advanced Studies Production Management Internship	Careers in Arts Administration Theatre Production Workshop

The concentration in **Theatre Performance** focuses on contemporary acting. The first two years provides a grounding in realistic technique which prepares the student to then choose acting electives in junior and senior years from a variety of courses including Beyond Naturalism (which explores experimental styles and self-created work), Special Topics in Acting, Acting for Camera, Advanced Improvisation, Audition Techniques, and Introduction to Acting Shakespeare, among other choices. Through these elective credits, the Theatre Performance concentration can be customized to respond to an individual student's talents and interests. Students who plan to minor in Musical Theatre should consider the Theatre Performance concentration since it offers enough elective credits to complete the minor and to perform in musicals through the Theatre Production Workshop course. For more information, contact Kevin Connell (Junior-Senior Acting Programs Coordinator) or Ellen Orenstein (Freshmen-Sophomore Acting Programs Coordinator), or your acting teacher.

<i>Year</i>	<i>Selected Required courses</i>	<i>Elective courses</i>
Freshman:	Script Analysis Acting I Stagecraft	Theatre Games & Improvisation Dance for Actors & Singers Exploring the Performing Arts
Sophomore:	Acting II Theatre History I & II Voice & Speech I & II Management of the Arts or Intro to Playwriting or Stage Management	Movement for Actors Theatrical Makeup Theatre Production Workshop
Junior:	Shakespeare Elements of Directing	Beyond Naturalism/Acting Solo Introduction to Acting Shakespeare Audition Techniques Acting for Camera Dialects for the Stage Voice & Speech Practicum Special Topics in Acting Theatre Production Workshop
Senior:	Advanced Studies in Drama & Theatre	Elective courses listed above for Jr. year Senior Acting Showcase Playwright/Director Workshop

**BA Theatre Arts Audition Policy:** All BA students are encouraged to audition for Directing Projects and Theatre Production Workshops each semester. Musical Theatre minors must audition for all the mainstage musical theatre productions. Students may not be cast in a Directing Project and a Mainstage production in the same semester. Students who audition for a TPW or Directing Project must accept roles as cast. Requests for exceptions to this policy must be made in writing to the Acting Programs Coordinators (Ellen Orenstein and Kevin Connell) or the Musical Theatre Coordinator (Pat Simon) as appropriate.

### **Policy on Selection of Acting Teachers/Sections**

All BFA Acting and BA Theatre Performance students are required to choose different instructors for each *consecutive, full- year* acting course (i.e.: Acting I, II, III or IV). For example, whoever your professor is for Acting I should not be your professor for Acting II, etc. You may choose the same professor for Acting II as Acting IV because these two years of training are not consecutive. And, BA Theatre Performance students may take the same professor for Acting II as they might for *Beyond Naturalism* or other *Special Topics in Acting* because these are electives, and not full-year acting courses. Our department is comprised of full-time and adjunct professors who have strong backgrounds in the professional theatre, training from top graduate programs in acting and directing, and years of experience as teachers. The Theatre Faculty believes that when students experience different perspectives and approaches to training, they develop a wider variety of techniques to help them in their careers as actors. And, sometimes it is wonderfully useful to hear ideas and concepts articulated in different ways (just think of the many ways to approach “action”). This rule is designed to help students take full advantage of what our theatre department has to offer.

### **Extra-Curricular Performance Policy**

Any student cast in a Theatre Production Workshop, Directing Projects, the Playwright/Director Workshop, or the Senior Showcase is not permitted to perform in any production produced during that semester by an MMC student club (i.e., STAMM, Soldiers of Hip-Hop, etc.) Any student who performs for a student club during a semester in which they are cast in a Theatre Production Workshop, Directing Projects, the Playwright/Director Workshop, or the Senior Showcase may be prohibited the following semester from auditioning for Theatre Production Workshop, Directing Projects, or the Senior Showcase. A student cast in Senior Showcase who performs during the Spring semester for an MMC student club may be excluded from the final Showcase performances.

### **The BFA in Acting**

The BFA Acting program at MMC is unique in its design as a 60 credit program which combines professional theatre training with substantial work in the liberal arts. During the first two years, students acquire a grounding in realistic technique, parallel to the BA Theatre Performance concentration. During junior and senior years, the BFA student focuses on period styles of acting and Shakespeare. For more information, contact Ellen Orenstein (Freshmen-Sophomore Acting Programs Coordinator) or Kevin Connell (Junior-Senior Acting Programs Coordinator), or your acting teacher.

<i>Year</i>	<i>Selected Required courses</i>	<i>Elective courses</i>
Freshman:	Script Analysis Acting I Stagecraft Tech Crew	Theatre Games & Improvisation Dance for Actors & Singers
Sophomore:	Acting II Voice & Speech I & II Theatre History I & II Movement I & II	
Junior:	Elements of Directing Shakespeare Dramatic Literature Course (300/400 level) Acting III	Special Topics in Acting Audition Techniques Theatre Production Workshop Dialects for the Stage

Senior:	Acting IV Advanced Studies in Drama & Theatre	Voice & Speech Practicum Theatre Production Workshop Special Topics in Acting Senior Acting Showcase
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Since the BFA is an intensive four-year program, there are additional requirements and policies in place to insure that students focus on their continued growth and development. These policies include the following:

**BFA Grade Point Average:** All BFA Acting students must maintain a 3.0 average in all their major (THTR) courses, and a 2.8 cumulative grade point average in all their College course work. Students who fall below these levels will be placed on probation from the BFA program. Note that scholarships carry additional GPA requirements.

**BFA Acting Evaluations:** Freshmen, sophomore and junior BFA Acting students are assessed each year through a formal BFA Evaluation Process. The purpose of the Evaluations is to assess the student's progress in the program and to share the work of students with the faculty. The Evaluations are held once per year and consist of scene work that has been prepared within the student's acting class. Students present their work during class time and receive written evaluations from the Theatre faculty during a conference with the Acting Programs Coordinators (Kevin Connell and Ellen Orenstein) and their acting teacher. At this conference the student's progress is discussed, and suggestions made concerning areas that need improvement. Sophomore Acting Evaluations are held during the Fall term, and Freshmen and Junior Evaluations are held during the Spring term; in addition, freshmen receive a written evaluation on their progress from their acting teacher at the end of the Fall term.

If a BFA Acting student does not maintain the proper grade point average, or does not demonstrate sufficient progress during the BFA Evaluation, he/she will be placed on formal probation from the BFA program and will receive a letter to this effect. Probationary students will have until the end of the next semester to demonstrate improvement in the areas cited. At that point, a re-evaluation will take place and, if the faculty determine that the student has failed to reach a level of technique necessary for continuation as a BFA student, or if the student has failed to raise his/her GPA to the required level, the student can be asked to withdraw from the BFA program, or in some cases, to apply to the BA program. Seniors will not be allowed to graduate with a BFA degree if they have not maintained the required GPA.

**BFA Audition & Performance Policy:** Departmental productions--mainstage shows (through the Theatre Production Workshop or "TPW" class) and Directing Projects--are an integral part of the program and provide students with opportunities to develop a performance technique.

- All freshmen, sophomores and juniors in the BFA Acting program are required to audition for the Directing Projects each semester (unless they are cast in a TPW or are enrolled in the Directing III class during the same semester).
- All freshmen, sophomore, junior and senior BFA Acting students are required to audition for the mainstage shows each semester (unless they are enrolled in the Directing III class in the same semester). Students who are not singers are not expected to audition for a musical.
- Participation in TPWs and Directing Projects in past semesters does not exempt a student from auditioning in the current semester. BA Theatre Arts students are welcomed to audition for these productions, but are not required to audition, with the exception that Musical Theatre minors must audition for the mainstage musical theatre productions.
- Once they have auditioned, all students must accept roles as cast. A student who does not accept his/her casting will be placed on probation in the program and upon a second incident of not accepting a role or not auditioning as required, the student can be dismissed from the program or, if a senior, will not be able to graduate with a BFA degree. Exemptions to this audition policy due

to financial difficulty or medical issues will be considered on an individual basis. Application for exemption must be made in writing to the Acting Program coordinators (Kevin Connell and Ellen Orenstein).

In addition, all BFA Acting students and Musical Theatre minors must obtain permission from the faculty to participate in any performance activity other than MMC Theatre department productions during the academic year. This includes professional productions, film and television work, as well as non-credit projects directed by MMC alumni and current students. If a student has been offered a role in an outside project, he/she should first discuss the project with his/her academic advisor and current acting teacher. Application must then be made in writing through the Acting Programs Coordinators (Kevin Connell and David Mold). If permission is granted to participate in a non-curricular project, and the terms of that project change so that its schedule conflicts with class work or production and audition responsibilities at MMC, the permission can be withdrawn. If permission is not granted and the student continues with the outside project, the student will be placed on BFA probation.

In addition, all BFA Acting students must obtain permission from the faculty to participate in any performance activity other than MMC Theatre department productions during the academic year. This includes professional productions, film and television work, as well as non-credit projects directed by MMC alumni and current students. If a student has been offered a role in an outside project, he/she should first discuss the project with his/her academic advisor and current acting teacher. Application must then be made in writing through the Acting Programs Coordinators (Kevin Connell and Ellen Orenstein). If permission is granted to participate in a non-curricular project, and the terms of that project change so that its schedule conflicts with class work or production and audition responsibilities at MMC, the permission can be withdrawn. If permission is not granted and the student continues with the outside project, the student will be placed on BFA probation.

### **Extra-Curricular Performance Policy**

Any student cast in a Theatre Production Workshop, Directing Projects, the Playwright/Director Workshop, or the Senior Showcase is not permitted to perform in any production produced during that semester by an MMC student club (i.e., STAMM, Soldiers of Hip-Hop, etc.) Any student who performs for a student club during a semester in which they are cast in a Theatre Production Workshop, Directing Projects, the Playwright/Director Workshop, or the Senior Showcase may be prohibited the following semester from auditioning for Theatre Production Workshop, Directing Projects, or the Senior Showcase. A student cast in Senior Showcase who performs during the Spring semester for an MMC student club may be excluded from the final Showcase performances.

### **Policy on Selection of Acting Teachers/Sections:**

All BFA Acting and BA Theatre Performance students are required to choose different instructors for each *consecutive, full-* year acting course (i.e.: Acting I, II, III or IV). For example, whoever your professor is for Acting I should not be your professor for Acting II, etc. You may choose the same professor for Acting II as Acting IV because these two years of training are not consecutive. And, BA Theatre Performance students may take the same professor for Acting II as they might for *Beyond Naturalism* or other *Special Topics in Acting* because these are electives, and not full-year acting courses. Our department is comprised of full-time and adjunct professors who have strong backgrounds in the professional theatre, training from top graduate programs in acting and directing, and years of experience as teachers. The Theatre Faculty believes that when students experience different perspectives and approaches to training, they develop a wider variety of techniques to help them in their careers as actors. And, sometimes it is wonderfully useful to hear ideas and concepts articulated in different ways (just think of the many ways to approach “action”). This rule is designed to help students take full advantage of what our theatre department has to offer.

### **BFA Policy: Movement I & II: THTR 223-224**

In the BFA program, Movement for Actors is taught as a year-long course. BFA students are required to register for Movement I in the fall of their sophomore year and complete Movement II in the spring of that same academic year. The student stays with the same instructor for both semesters.

If a student earns a “D” or lower in either the first or second semester, then he/she must repeat the Movement curriculum from the first semester and cannot continue in the Acting II class. The student must wait until the following academic year to repeat both Acting II from the beginning and Movement I. If a student earns a “D” in Movement II during the spring semester, he/she will not move forward to Acting III but will repeat Acting II and Movement I & II starting in the fall. This policy mirrors the requirements for Voice and Speech I & II.

### **Theatre-related Minors:**

The Theatre department offers several minors that complement student interests and career plans:

**The Arts Management Minor** is comprised of 18 credits and is designed to train students with arts and/or business backgrounds for positions with theatre, dance and opera companies, music ensembles, museums and galleries, arts foundations, and educational institutions. The courses cover cultural institution administration as well as the theoretical concepts and practical skills needed for a career in this field. For more information, contact Mary Fleischer.

**The Drama Therapy Minor** is comprised of 18 credits and integrates study in psychology, biology and theatre to give students insight into the field of drama therapy that supports the emotional and physical wellbeing of patients. The Drama Therapy minor prepares students for post-Baccalaureate programs in Drama Therapy or to pursue NADT accredited certification programs. For more info, contact Kevin Connell.

**The Music Minor** is comprised of 18 credits and is designed to promote musical knowledge and literacy and provide framework for creative opportunities for students with musical skills already at intermediate level. The credits are distributed among three areas of study: Music Scholarship (6-9 credits), Musicianship (3-9) and Creative Production (3-6) so that students can customize the minor to complement or expand their interests and abilities. For further info see Andy Warshaw (Dance Department) or Mary Fleischer.

**The Musical Theatre Minor** is comprised of 24 credits and is designed to provide training in Song Performance Technique, Singing Technique, and Dance Technique. For more info, contact Pat Simon.

- All freshmen, sophomore, junior and senior Musical Theatre minors are required to audition for the mainstage musical theatre production each year (unless they are enrolled in the Directing III class in the same semester).
- Participation in TPWs and Directing Projects in past semesters does not exempt a student from auditioning.
- Once they have auditioned, all students must accept roles as cast. A student who does not accept his/her casting will be placed on probation in the program and upon a second incident of not accepting a role or not auditioning as required, the student can be dismissed from the program or, if a senior, will not be able to graduate with the minor.

- Given the rigor of this minor, Musical Theatre students are not be allowed to audition or work as performers outside the College during the academic year unless they apply for permission in writing to the Musical Theatre Coordinator (Pat Simon) and are granted a waiver.

Exemptions to this audition policy due to financial difficulty or medical issues will be considered on an individual basis. Application for exemption must be made in writing to the Musical Theatre Coordinator (Pat Simon).

### **Musical Theatre Minor Grading Policies**

Daily Dance and Private Voice are component labs of the 3 credit “home course” at Marymount Manhattan in the Musical Theatre minor. At the close of each semester, grades from your Daily Dance and Private Voice teachers are reported to the instructors of *Fundamentals of Musical Theatre*, *Musical Theatre Techniques*, *Scene into Song* and *Auditioning for Musicals/Professional Preparation* and are computed into your final grade (see course syllabus for details).

No student may earn a grade of “F” in any of these three components (Daily Dance, Private Voice, or the Musical Theatre course) and pass that course. For example, a student might receive a “B” for her work in the Musical Theatre Techniques class, an “A” from her Private Voice instructor, and an “F” for Daily Dance. Under our policy, this student would not receive a “C+” as a final grade for Musical Theatre Techniques (THTR 228), but would fail the course, and she would have to repeat the course.

### **Attendance Policy for Daily Dance and Private Voice**

Private Voice: Students must follow the 24-48 hour cancellation policies of their individual studios. Read the policy of your individual studio carefully. If you are ill, you must contact your voice teacher immediately by phone and email to let him/her know you will not attend your lesson. You are allowed one missed lesson for “personal reasons” but you must contact the teacher prior to missing the lesson to let him/her know you need to reschedule. All other lessons missed must have a medical reason with a note provided from a doctor or they are considered “missed lessons.” Your grade will go down one notch (A to A- to B+ to B, etc.) for each unexcused absence beyond the one allowed “personal day.”

Daily Dance: E-mail Rick Schussel (rickschussel@ndg.org) at New Dance Group, and copy the Coordinator of the Musical Theatre minor (psimon@mmm.edu), if you are too ill to go to dance class. State in your email which class you are missing and which teacher should be notified of your difficulty. Bring a note from a physician to your teacher(s) explaining your absence when you are well enough to return. If you have an injury that prevents you from dancing, contact Pat Simon (212-774-0714) to discuss a plan of action. The missed lessons policy at New Dance Group is as follows:

Ballet—after 2 unexcused misses your grade will go down one notch for each 2 missed lessons (If you miss 16 lessons or more from the 24 total you will fail)

Theatre Dance—after 2 unexcused misses your grade will go down one notch for each 2 missed lessons (If you miss 16 lessons or more from the 24 total you will fail)

Tap/Performance—after 1 unexcused miss your grade will go down one notch for each missed lesson (If you miss 8 lessons or more from the 12 total you will fail.)

## **2) Information & Policies for Theatre Arts Programs**

**Academic Advisement:** Each semester, students schedule appointments during the College-wide Advisement period with their Theatre faculty advisors to discuss their academic progress and to plan their courses for the next semester. Announcements about the dates of this period are posted on the Theatre bulletin board. Students are assigned advisors from the full-time Theatre faculty, but they can also request a particular advisor. To make a request, place a note in the Mary Fleischer's mailbox. Students are encouraged to seek out their advisors as needs arise during the course of the semester.

New Theatre transfer students will meet with Mary Fleischer during their first semester in order to review and evaluate their transfer credits. Transfer students who are entering the BFA Acting program or the Theatre Performance concentration of the BA Theatre Arts program will take part in an acting placement audition to determine placement in an acting class. BFA Acting transfer students are required to take Voice & Speech (THTR 202-203) at MMC, even though they may have taken similar courses elsewhere.

**Acting Faculty:** Since the department believes that students need to evolve their acting technique from several influences while grounded in Stanislavsky technique, we require that students do not study with the same faculty member in any two consecutive years. If there are extenuating circumstances, talk with one of the coordinators of the acting programs, Ellen Orenstein (Acting I & II) or Kevin Connell (3<sup>rd</sup> and 4<sup>th</sup> years).

**Attendance:** The department has a unified policy on class attendance to which all faculty adhere:

— If students must be absent for a period of time for medical or personal reasons, they should talk with their instructors and be prepared to provide appropriate documentation if necessary.

—After 2 single-session class absences which are unexcused (classes which meet 1 hour and 20 minutes) or 1 double-session absence (classes which meet 2 hrs and 50 minutes), a student's grade will go down by one level for each additional absence (i.e.: a "B+" becomes a "B"). Lateness occurs when a student arrives for class up to 10 minutes later than the scheduled start time; arrival after 15 minutes can be counted as an absence; 2 latenesses equal 1 absence.

It is in your best interest to attend class regularly and punctually and, if you must miss class, contact your instructor as soon as possible.

**Auditions for the Theatre Arts Programs:** Currently enrolled BA Theatre Arts students who wish to audition for the BFA Acting program must be recommended by their current acting instructor and must have earned the required GPA for the BFA. Auditions for the BFA can then be arranged with the Director of Theatre Admissions (David Mold). Currently enrolled BA Theatre Arts students who wish to change or add a concentration, and other MMC students who wish to enroll in a BA Theatre concentration, should contact the Director of Theatre Admissions to set-up an audition and/or interview.

**Auditions for Theatre Department Productions** are open to all MMC students. Announcements and requirements are posted on the Theatre bulletin board. Note the special audition requirements discussed in the BA Theatre Arts, Musical Theatre and BFA Acting sections above, and the Casting Policy that follows below.

**Bookstores:** MMC has designated Shakespeare & Co. as its College bookstore, located on Lexington Ave. at 69th Street. Some faculty have compiled "course packs" for their classes, and these are available for purchase at Shakespeare & Co. as well. In addition, New York City is home to many interesting bookstores. Those with a good selection of theatre books are listed below:

Shakespeare & Co.  
939 Lexington Ave. at 69th St. 212-396-1142 (MMC's Bookstore)  
Broadway at Waverly Place

The Drama Bookshop  
250 West 40th Street (between 7th & 8th Ave.)  
212-944-0595

Strand (used books)  
828 Broadway (at 12th St.)  
212-473-1452

St. Mark's Bookshop  
9th Street and Third Ave.  
212-260-7853

Barnes & Noble  
Broadway and 65th St. (probably the best B&N for theatre books)  
Third Ave. and 54th St. (in the Citicorp complex)  
Lexington at 86th St.  
Union Square North (at 16th St.)  
Broadway and 83rd St.

Borders Books  
Park Ave. and 57th St.  
Third Ave. and 33rd St.  
Columbus Circle (Time Warner Building)

Gryphon Books (used books)  
2246 Broadway (near 80th St.)  
212-362-0706

Internet Sources (used books):  
[www.amazon.com](http://www.amazon.com)  
[www.powells.com](http://www.powells.com)  
[www.bibliofind.com](http://www.bibliofind.com)  
[www.abebooks.com](http://www.abebooks.com)

### **Casting Policy for the Theatre Arts Department:**

#### Theatre Production Workshop

- The Theatre Arts department is committed to inclusive casting which promotes diversity in the casting of roles where race, ethnicity, gender, age, and the presence or absence of a disability is not essential to the development of the play or characters.
- While BFA students are required to audition for all TPW productions, and Musical Theater minors are required to audition for mainstage musicals, all students are encouraged to audition, and BA/BFA and program discriminations will not be made in audition decisions.
- The audition process is part of the students' theatre training, and all best efforts will be made to inform students of the director's process, and to encourage them to maximize their preparation and participation. The aim of casting is to select the most able student for a particular role, while

also taking into consideration the relevance of the nature of role to the student's continuing development as an actor.

- To insure the confidentiality of the audition process, students serving as assistant directors, stage managers, etc., will not be a part of casting discussions.
- Pre-casting of roles will not occur.
- Directors will consult with the Coordinators of the Acting programs and the Theatre Arts Chair to cast productions. Additional faculty input into casting will be sought where appropriate.
- Students may not be cast in TPW and in Directing Projects within the same semester.

#### Directing Projects

- The Theatre Arts department is committed to inclusive casting which promotes diversity in the casting of roles where race, ethnicity, gender, age, and the presence or absence of a disability is not essential to the development of the play or characters.
- While BFA students are required to audition, all students are encouraged to audition, and BA/BFA and program discriminations will not be made in audition decisions.
- Student directors make their casting requests through the Directing III faculty mentors who make final casting decisions. Additional faculty input into casting will be sought where appropriate.
- Student directors may not promise roles to students, and must keep casting discussions from class and with faculty in confidence.
- Students may not be cast in TPW and in Directing Projects within the same semester.
- The audition process is part of the student's theatre training, and all best efforts will be made to inform students of the particular process, and to encourage them to maximize their preparation and participation. Student directors will hold Individual Auditions that are open to all students who have been seen at the General Audition so as to keep the casting pool as open as possible.

**Directing Projects** are produced each semester by the members of the Directing III class. These short, contemporary plays are directed by student directors and are cast with MMC students. Play selections and audition dates are posted early in the semester on the Theatre bulletin board. These projects are rehearsed over the course of the semester under the supervision of the directing faculty, and are performed at the end of the semester in the Box Theatre. Students from the Lighting Design, Costume Design, Stage Management, and Stagecraft classes collaborate in producing these projects.

**Faculty and Staff:** Below is a list of current full-time faculty and staff. All have mailboxes in the main Theatre Office on the first floor, Nugent. Full-time faculty hold regular office hours which are posted outside their office doors, or you can contact them to make an individual appointment.

Barbara Adrian

Associate Professor of Theatre Arts

Phone: 212-774-0711

[badrian@mmm.edu](mailto:badrian@mmm.edu)

Courses frequently taught: *Voice & Speech for the Actor; Voice & Speech Practicum; Movement for Actors; Voice, Speech & Movement for the Actor.*

John Basil

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Courses frequently taught: *Acting I, Acting II, Acting IV.*

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Courses frequently taught: *Introduction to Drama & Theatre.*

Darren Cohen  
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Courses frequently taught: *Fundamentals of Musical Theatre, Auditioning for Musicals, Senior Showcase.*

Kevin Connell  
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Courses frequently taught: *Acting II, Acting III, Beyond Naturalism, Acting Solo, Theatre Production Workshop, COR.E Cultural Studies.*

Robert Dutiel  
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Technical Director for Theatre  
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Courses frequently taught: *Technical Crew, Stagecraft, Drafting & Model Making, Special Topics in Design & Technical Theatre, Design Practicum, Audio Production.*

Mary Fleischer  
Professor of Theatre Arts  
Chair of Theatre Arts Department and Fine & Performing Arts Division  
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Courses frequently taught: *Script Analysis, Elements of Directing, Dramatic Forms & Genres, Producing Performance, The Avant-Garde in Art, Film & Performance.*

Catriona Jones  
Theatre Arts & FAPA Administrative Secretary  
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David Mold  
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Director of Theatre Admissions & Recruitment  
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Courses frequently taught: *Acting I, Acting II, Showcase, Theatre Production Workshop.*

Jeffrey A. Morrison  
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Courses frequently taught: *Voice & Speech for the Actor, Movement for Actors.*

Richard Niles  
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Courses frequently taught: *Acting II, Acting III, Playwright/Director Workshop, COR.E Cultural Studies, Theatre Production Workshop.*

Ellen Orenstein  
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Courses frequently taught: *Acting I, Acting II, Theatre Production Workshop, Special Topics in Acting.*

Ray Recht  
Professor of Theatre Arts  
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Courses frequently taught: *Lighting Design, Scenic Design, Drafting & Model Making, Design Practicum, Scenic Painting & Treatments.*

Mark Ringer  
Professor of Theatre Arts  
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Courses frequently taught: *Theatre History, Advanced Studies, COR.E Cultural Studies, Shakespeare, Opera & History.*

Patricia Simon  
Associate Professor of Theatre Arts  
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Courses frequently taught: *Musical Theatre Techniques, Scene into Song, Showcase, Theatre Production Workshop.*

Jill C. Stevenson

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212-517-0617

Courses frequently taught: *Theatre History, Advanced Studies, Dramatic Theory & Criticism.*

Haila Strauss

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Courses frequently taught: *Movement for Actors, COR.E Cultural Studies, Dance for Actors.*

Kirche Zeile

Assistant Professor of Theatre Arts

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Courses frequently taught: *Costume Design, Costume Construction, Theatre History.*

Part-time Theatre Arts faculty have mailboxes in the main Theatre Arts Office, and you can leave phone messages for them by calling 212-774-0760.

### **Extra-Curricular Performance Policy**

Any student cast in a Theatre Production Workshop, Directing Projects, the Playwright/Director Workshop, or the Senior Showcase is not permitted to perform in any production produced during that semester by an MMC student club (i.e., STAMM, Soldiers of Hip-Hop, etc.) Any student who performs for a student club during a semester in which they are cast in a Theatre Production Workshop, Directing Projects, the Playwright/Director Workshop, or the Senior Showcase may be prohibited the following semester from auditioning for Theatre Production Workshop, Directing Projects, or the Senior Showcase. A student cast in Senior Showcase who performs during the Spring semester for an MMC student club may be excluded from the final Showcase performances.

**Faculty Evaluations:** Each semester, students complete written evaluations of their teachers which are distributed during the end of the semester. These evaluations are not signed by the student and are available to the faculty only after grades have been submitted. Students should take time in completing these forms since they give the faculty and the department valuable feedback.

**Fine & Performing Arts Division:** MMC is organized into five academic divisions which group similar areas of study together. "FAPA," or the Fine & Performing Arts Division, contains the departments of Art, Dance, Music, and Theatre Arts.

**Grading Policies:** All students should receive a syllabus from their instructor for each course which outlines how their grades for the course will be determined. If you did not receive this information, please ask your instructor for clarification early in the semester.

College-wide policy states that a grade of a "D" received for a course in your major is equivalent to a failing grade. Therefore, if you receive a "D" in a required Theatre course, you must repeat the course. If you receive a "D" in the first semester of a full-year sequence (Acting I, for example) you must wait until the next Fall semester to begin the sequence anew. In addition, if a student fails the Voice & Speech

course, he/she may not continue with an acting course until the Voice & Speech sequence is back on track.

If you believe that you have received a grade or a decision that is unfair, there is a College-wide policy about how to contest the grade or decision. It might also be beneficial to talk with your Theatre faculty advisor for advice. Next, you need to speak with the faculty member who gave you the grade. If the matter is not resolved, then you can make an appointment to see Mary Fleischer about it. If the Chair, faculty member and student cannot come to a resolution, the matter will be referred to the Academic Dean.

### **Voice and Speech for the Actor: THTR 202-203**

In both the BA and BFA programs, Voice and Speech is taught as a year-long course. Students register for Voice and Speech for the Actor: THTR 202 in the fall of the sophomore year and complete THTR 203 in the spring of that same academic year. The student stays with the same instructor for both semesters.

If a student earns a “D” or lower in either the first or second semester he/she will repeat the Voice and Speech curriculum from the first semester (202) and cannot continue in the Acting II class. The student will wait until the following academic year to repeat both Acting II from the beginning and Voice and Speech 202. If a student earns a “D” in Voice and Speech 203, he/she must repeat Acting II and Voice and Speech 202-03 starting in the fall. This policy mirrors the requirements for Movement for the Actor I & II.

Rationale: The Voice and Speech and Movement curriculum are central to the actor’s training. Steady progress in these support areas results in the student maximizing the benefit of the acting classes. It is in the best interest of students to demonstrate that they have learned the necessary skills to move forward in the curriculum successfully. The language and movement requirements of Acting III and other acting electives are very challenging. It is important that the student makes significant progress in the areas of Voice/Speech and Movement to realistically live in the world of the play and communicate that world to an audience. Additionally, the skills taught in Movement I and Voice and Speech I need to be very current in the student’s body and sound for a successful outcome in Movement II or Voice and Speech II. Consequently, it is in the student’s best interest to begin the curricula from the beginning in the event of a poor outcome in either semester.

**Health Policy for FAPA Division:** Since many of the courses in the Dance and Theatre departments require a considerable degree of physical activity, students must be in good physical health in order to participate safely. The College recommends that students have regular medical checkups, and report any pre-existing conditions that might affect their work to the appropriate faculty member and program director.

In addition, since a general physical will often not reveal some conditions like vocal pathologies or orthopedic strains, a faculty member will at times request a student to see a physician or specialist (of the student’s choice) in order to insure that the student’s health will not be compromised by participation in class work or rehearsal. A faculty member may also request that the student not participate in class or rehearsal until the student provides written documentation from an appropriate medical professional as to the state of his/her health. If it is determined by the physician that further participation in class or rehearsal would be detrimental to the student’s health, then the student and the department Chair will work out a plan with the faculty and the Academic Dean’s Office to adjust the student’s academic program. In order to return to class or rehearsal, the student must present documentation from his/her doctor that the condition has healed sufficiently to participate safely.

However, if the student is not able to continue in a performance class, or has accumulated too many absences as defined by departmental policy due to documented medical reasons, the student must drop the course (if the problem arises before the final drop date) or seek a medical withdrawal from class through the Academic Dean's Office (after the drop date). Incomplete grades cannot be given for performance classes.

If dropping or withdrawing from a given course after the 100% liability date reduces the student's credit load to part-time status (from full-time), no adjustment will be made to the student's bill. Further, such action can have a negative effect on any financial aid the student receives.

**Homework:** All classes at MMC, including studio and performance classes, require outside study and/or rehearsal. The general rule is that students are expected to spend 2 hours of outside homework time for every hour of class time per week. Since many MMC students also need to work in order to support themselves, juggling the time demands of class, work, and course preparation can be difficult. Feel free to talk with your Theatre advisor for help with managing your time.

**Information & Messages:** The bulletin board adjacent to the Theatre Office should be read daily for:

Student Messages: notes to, from, and for students.

Faculty Schedules: office hours and advisement sign-up sheets.

Notices to Students: about Theatre department events and courses, free tickets, etc.

Production Call Board: information regarding mainstage, directing projects, and other extra-curricular projects.

Alumni News: a selection of news about Theatre alumni is posted on the board opposite the Office.

Internships/Jobs: notices of openings are posted as they are received and kept current on the board opposite the Office.

**Internships:** Many internships in Theatre are available in New York City. Theatres engage interns in a variety of positions including production interns, management interns, front-of-house interns, dramaturgy interns, and design interns. In addition, there are opportunities to intern with casting agencies, foundations, educational organizations, arts advocacy groups, and the arts media. The Theatre Office keeps a file on a variety of internships, and the department subscribes to *ArtSearch*, a national jobs and internships bulletin, which students may borrow from the Theatre Office. The Office of Career Development, located in the Center for Student Services (Lower Level Nugent), also has listings of internships, and is the office that organizes internships at the College. Internships may be done for credit or non-credit. Talk with your theatre advisor or a faculty member, and stop by the Theatre Office for more information.

**Jobs:** The Theatre department hires students on a part-time basis for a variety of technical theatre and production assignments, office work, and new student recruitment. If you wish to be considered for employment, fill out an application in the Theatre Office. Also, check the Call Board: requests for technical and front-of-house staff for NYC theatre and dance companies are often posted.

## **Libraries:**

Our own **MMC Shanahan Library** has several specialized archives in addition to its book, media and database collections. For theatre and performing arts, two collections at MMC that are very useful and available for student use are:

**The William Harris Papers**

This collection consists of 96 scripts, 4,450 folders of clippings and a collection of photographs gathered by Mr. Harris during the decades of the 1960s to the 1990s, to support his work as a critic of avant-garde theater and dance in downtown Manhattan.

**The George and Ethel Martin Papers**

George and Ethel Martin began as dancers on Broadway and in movie musicals and moved on to choreography, directing and stage management. Their collection of sixteen boxes includes scores and sheet music for musicals from the 1940s to the 1990s, videotape and theatre ephemera, such as souvenir jackets given to the cast and crew of Broadway.

In addition to the MMC Shanahan Library, New York City is rich in library resources. Students who are studying in NYC are eligible to get a NYC library card: just bring proof of having a NYC address (even a dorm address) with you. Here is a list of libraries and institutions that are of particular interest to theatre students:

Irene Lewisohn Costume Reference Library  
Fifth Ave. & 82 Street  
212-879-5500

Museum of the City of New York Theatre Collection  
Fifth Ave. and 103 Street  
212-534-1672

Museum of Modern Art Film Study Center  
11 West 53 Street  
212-708-9613

New York Public Library:  
Mid Manhattan Picture Collection  
455 Fifth Ave.(at 40th St.)  
212-340-0985

Library of the Performing Arts  
40 Lincoln Center Plaza  
Billy Rose Theatre Collection: 212-870-1639  
Dance Collection: 212-870-1657  
Rogers & Hammerstein Archives of Recorded Sound: 212-870-1663  
Music Division: 212-870-1650

Schomburg Center for Research in Black Culture  
515 Malcolm X Blvd.  
212-491-2200

Shubert Archive  
149 West 45 Street  
212-944-3895

Kurt Weill Foundation for Music  
Weill-Lenya Research Center  
7 East 20 Street  
212-505-5240

International Theatre Institute  
220 West 42 Street  
212-944-1490

The Paley Center for Media (formerly The Museum of Television & Radio)  
25 West 52 Street  
212-621-6600

**London Trip:** Every January, since 1970, the Theatre Arts department has sponsored a London Theatre trip for students to explore some of the best of London's theatre productions, as well as attending dance, music, and museum offerings. Faculty provide lectures and lead discussions about theatre events, and organize walking tours of several historic sites. The trip is typically 8 to 10 days long, and sometimes there is an option for several additional days in Paris. Students may take the trip for credit by enrolling in the course, Performing Arts in London (THTR 283). Information about the trip is available in the Theatre Office beginning in September.

**Rehearsal Space:** Blocks of time for rehearsal of class-related work may be reserved in The Box, Rooms 507, 561, 402, and 702, and the Great Hall. Reservations can only be made through Ross Chappell in the Theatre Office, and can be secured only on a week-by-week basis. All rehearsal spaces must be left in a tidy state, ready to support the next class or rehearsal. Please strike all rehearsal furniture, stow away mats, and clean up and take away all props, costumes, etc. There is no storage in any of our rehearsal spaces for rehearsal items. In addition, furniture other than the standard complement of black rehearsal furniture cannot be brought into these spaces: these studios need to support a wide variety of needs and extra furniture gets in the way of classes and projects. In an effort to keep these spaces clean, no eating is allowed. If you notice something that needs repair in one of our studios, please report it to Ross Chappell in the Theatre Office.

**Scholarships:** There are several kinds of scholarships offered at MMC, and they are all listed with their requirements in the MMC Catalogue. The Theatre Arts department can recommend new Theatre students for Competitive Merit Scholarships in Theatre Arts during the admissions process. If you have received a Competitive Scholarship, it will remain in effect until graduation, unless you fail to meet the GPA requirements (currently 3.0). If your GPA falls below the required level for a scholarship, you will be placed on scholarship probation through the Academic Dean's office, and will receive a letter to that effect. You will then have a semester to raise your GPA to the required level to maintain your award. Please talk with your Theatre advisor if you have concerns about maintaining your scholarship.

Continuing students who wish to apply for an Academic Achievement Scholarship should contact the Academic Affairs Office.

**Senior Acting Showcases:** This course focuses on the business of acting, and the students produce a professional acting showcase and a musical theatre showcase in May for casting directors and agents. The Showcases are open to BA Theatre Performance majors and BFA Acting majors. To be eligible for the Showcase, you must:

- Be a senior (have 90 credits by the end of the previous Fall semester).
- Have completed THTR 218 & 203.

- Have completed THTR 334 (for acting showcase) or THTR 424 (for musical theatre showcase).
- Successfully audition.
- Register for the Showcase class.

**Study Abroad:** There are many opportunities for MMC students to study abroad. A central source of information is the Academic Affairs Office where you can pick-up an information packet about academic and financial aid procedures. Talk with your Theatre faculty advisor about what you would like to study, and he/she can make recommendations. Study abroad usually takes place in the junior or senior year, or during the summer, depending on the requirements of the MMC program you are following. We maintain a Study Abroad file in the Theatre Office which you can peruse, and there are several student agencies in the city which pool information from many university programs.

**Theatre Production Workshop or “TPW”** is the name of the course (THTR 287 or 288) which produces the mainstage shows each semester in the Theresa Lang Theatre. Students enroll for three credits; the hours of rehearsal range from 12 to 20 per week depending on the nature of the production and the number of weeks of rehearsal. Students are graded primarily on the quality of their rehearsal process and other assignments (research, writing, etc.) that may be designed for a particular semester. The faculty or guest director is the teacher of the course. Auditions for acting roles occur the previous semester; assignments of stage manager, designer, dramaturg, and other positions are also usually made the previous semester.

**Theatre Students’ Council:** This is a group of 12 Theatre Arts majors who meet regularly with faculty to discuss course offerings, shows, special events, policies, etc., and who serve as a group of representatives from the Theatre Arts student body. They also initiate and run their own events. Two students from each of six concentrations (one freshman/sophomore and one junior/senior) comprise this group which is elected.

**Theatre Tickets:** Tickets for MMC productions can be reserved in-person at the Theatre Office, or by phone (212-774-0760). Reduced price tickets for Broadway and Off-Broadway shows can be purchased at the Theatre Development Fund Tickets Booth located at Duffy Square (47th Street and Broadway). Call TDF for more information: 212-221-0013 or go their website: [www.tdf.org](http://www.tdf.org). TDF has a special program for college students: sign-up over the Internet and you will be notified of special events and inexpensive and free tickets to productions.

**Theresa Lang Theatre:** The Theresa Lang Theatre is our mainstage space that affords students training and work experience in a professionally equipped facility, while also serving as a performance space for professional music, dance, opera, and theatre companies. During the academic year, the Dance Department produces its Fall and Spring performances in the Theatre, and the Theatre department produces its mainstage productions. The Theatre, formerly known as the Marymount Manhattan Theatre, was rededicated January 2001 as the Theresa Lang Theatre in honor of Theresa Lang, an alumna and benefactor of the College.