

# Drake Theatre

STUDENT HANDBOOK

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**DRAKE THEATRE  
STUDENT HANDBOOK**

**TABLE OF CONTENTS**

<b>INTRODUCTION</b>	<b>pg. 3</b>
<b>1 DEPARTMENT MISSION</b>	<b>pg. 3</b>
<b>2 ORGANIZATION OF THE DEPARTMENT</b>	<b>pg. 4</b>
<b>3 CONTACT INFORMATION</b>	<b>pg. 5</b>
<b>4 CURRICULUM</b>	<b>pg. 7</b>
<b>4.A DEGREE PROGRAMS</b>	<b>pg. 8</b>
<b>4.B B.F.A. REVIEW</b>	<b>pg. 9</b>
<b>4.C INDEPENDENT STUDY</b>	<b>pg. 9</b>
<b>4.D PROJECTS IN THEATRE</b>	<b>pg. 10</b>
<b>4.E SENIOR CAPSTONE EXPERIENCE</b>	<b>pg. 11</b>
<b>4.F CHANGE OF MAJOR / MINOR</b>	<b>pg. 11</b>
<b>4.G PRACTICUM CREDIT</b>	<b>pg. 12</b>
<b>4.H OVERLOAD FEE WAIVERS</b>	<b>pg. 13</b>
<b>5 THEATRE PRODUCTION</b>	<b>pg. 14</b>
<b>5.A MAIN STAGE PRODUCTIONS</b>	<b>pg. 14</b>
<b>5.A.1 Organization of the Production Team</b>	<b>pg. 15</b>
<b>5.A.2 Production Meetings</b>	<b>pg. 17</b>
<b>5.A.3 Auditions / Callbacks / Casting</b>	<b>pg. 17</b>
<b>5.A.4 Design Assignments</b>	<b>pg. 19</b>
<b>5.A.5 Crew Assignments</b>	<b>pg. 20</b>
<b>5.A.7 Production Schedules</b>	<b>pg. 22</b>
<b>5.A.8 Expectations</b>	<b>pg. 23</b>
<b>5.B STUDENT THEATRE SHOWCASE</b>	<b>pg. 24</b>
<b>5.C OTHER IN-CLASS PRODUCTIONS</b>	<b>pg. 26</b>
<b>5.D ADDITIONAL OPPORTUNITIES</b>	<b>pg. 26</b>
<b>6 ACADEMIC ADVISING</b>	<b>pg. 27</b>
<b>6.A ADVISING SESSIONS</b>	<b>pg. 27</b>
<b>7 SCHOLARSHIPS</b>	<b>pg. 28</b>
<b>7.A APPLICATION PROCESS</b>	<b>pg. 30</b>
<b>7.B RENEWAL PROCESS</b>	<b>pg. 30</b>
<b>8 FACILITIES</b>	<b>pg. 31</b>
<b>9 INFORMATION</b>	<b>pg. 32</b>
<b>9.A SENDING</b>	<b>pg. 33</b>
<b>9.B RECEIVING</b>	<b>pg. 33</b>
<b>10 DRAKE THEATRE PEOPLE (DTP)</b>	<b>pg. 34</b>
<b>11 RECOMMENDED MATERIALS</b>	<b>pg. 34</b>
<b>11.A COURSES</b>	<b>pg. 34</b>
<b>11.B REHEARSALS AND PRODUCTIONS</b>	<b>pg. 35</b>
<b>12 ANSWERING QUESTIONS</b>	<b>pg. 36</b>
<b>13 RESOLVING PROBLEMS</b>	<b>pg. 37</b>
<b>14 FORMS</b>	<b>pg. 38</b>

## INTRODUCTION

Welcome to the Department of Theatre Arts at Drake University.

The purpose of this handbook is to provide useful information concerning the mission, the organization and the general procedures for students seeking a degree in the Department of Theatre Arts at Drake University. It is intended to supplement (not replace) the Dean of Students' handbook issued to all students at Drake. If you have not received the official handbook issued by the Dean of Students, you may access it online at:

<http://www.drake.edu/studentlife/handbook-resources/>

If there is an instance where information in this handbook directly contradicts the handbook issued by the University, the University handbook must take precedence.

By receiving this handbook from the Department of Theatre Arts, students pursuing a major or minor in theatre accept responsibility for reading, understanding and abiding by its contents. If students have questions regarding any information contained in this handbook, they should contact their academic adviser for assistance.

### 1 DEPARTMENT MISSION

The mission statement for Drake University is as follows:

*Drake's mission is to provide an **exceptional learning environment** that prepares students for **meaningful personal lives, professional accomplishments, and responsible global citizenship**. The Drake experience is distinguished by **collaborative learning** among students, faculty, and staff and by the **integration of the liberal arts and sciences with professional preparation**.*

In keeping with the University's overall mission, the mission statement for the Department of Theatre Arts is as follows:

*The mission of the Department of Theatre Arts is to ensure students have the knowledge and skills necessary to **achieve success as theatre artists and working professionals**. To that end, the curriculum fosters a deep appreciation for **all aspects of theatre** through both **collaborative and experiential learning** as students **apply knowledge** and **demonstrate skills** acquired in the classroom in the creation of theatrical productions each academic year.*

One of the things that make this program and this Department unique is the fact that students will discover very little here is set in stone. The old maxim: "If it ain't broke, don't fix it" does not apply. The Department is continually looking for ways to improve and grow. This process of reinvention may seem slow; changes do not happen overnight, but it is a relentless process, always with the goal of creating a better educational experience for the students.

As a student in this program, the only guarantee the Department will ever offer is that what you get out of your educational experience will always be directly proportional to what you are willing to put into it in terms of time, effort and risk. The harder you are willing to work, the greater the sacrifice you are willing to make, the more willing you are to push yourself, the greater your experience will be. As a student, a working professional and an artist, this intrinsic motivation is vital because, beyond the relative safety of this institution, you are all you have. This is your time to explore your potential. This is your time to try, and fail and succeed. This is your time to build good habits that will serve you well in the “real” world. This is your time to discover how you will ultimately make your contribution to the art and the profession of theatre.

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## 2 ORGANIZATION OF THE DEPARTMENT

In terms of organization, the Department of Theatre Arts is unique from other departments on campus. Here, you will find that nearly everyone in the department is both a teacher and a theatre artist. Many also serve as faculty mentors for student projects and academic advisers for theatre students.

(in alphabetical order)

**John Graham \*** (MFA) – **Head of the Acting Program** – John is a faculty director. He oversees the curricular requirements and mentors students in the Acting Program. He teaches courses primarily in Acting, Movement, Speaking/Stage Voice, and Dialects.

**Dr. Rebecca Gruber** – **Teaching Artist of Voice** - Teaches Voice Lessons .

**Megan Helmers** - **Adjunct Instructor of Dance** - Teaches dance curriculum.

**Erin Horst \*** (MFA) – **Head of the Musical Theatre Program** – Erin is a faculty director. She oversees the curricular requirements and mentors student work in the Musical Theatre program. She teaches courses primarily in Movement, Musical Theatre performance and Acting.

**Amanda Jones** – **Teaching Artist of Piano**

**Jacob Lemons**– **Administrative Assistant** – Fine Arts Coordinator – Jacob is responsible for the day-to-day administrative duties of the department, from serving as the primary contact in the theatre office, to overseeing department communications. As the Fine Arts Coordinator, Jacob is also responsible for overseeing scheduling rehearsal and classroom spaces in the Fine Arts Center.

**Tristan Miedmema** - **Teaching Artist of Voice** - Teaches voice lessons.

**John Pomeroy \*** (MFA) – **Technical Director (Department of Theatre Arts & School of Fine Arts)** – “Roy” is responsible for the implementation of all main stage theatrical designs as well as overseeing the theatre production spaces in the Fine Arts Center. He teaches courses primarily in Stagecraft and Mechanical Drafting as well as mentoring student work in the Scenic Studio.

**Josie Poppen\*** (BA) **Head of the B.F.A. Design & Technology Program – Theatre Designer/Instructor-** Josie oversees the curriculum requirements, is a faculty costume/ scenic designer and mentors student work in the costume studio for all main stage productions. She teaches courses primarily in Costume Technology and Design, as a well as Stage Makeup.

**Michael Rothmayer \*** (PhD) – **Department Chair -Head of the B.A. in Theatre Program** – Dr. Rothmayer is a faculty director. He oversees the curricular requirements for the B.A. in Theatre. He teaches courses primarily in Acting, Theatre History and Directing.

**Erin Wegleitner \*** (MFA) – **Assistant Professor** - Erin is a faculty designer and mentors student work in the Design / Technology program. She teaches courses primarily in Scene Design, Lighting Design.

**Adam Yankowy \*** (MFA) – **Assistant Professor** – Adam is a faculty director. He oversees the curricular requirements and mentors student work in the Musical Theatre program. She teaches courses primarily in Movement, Musical Theatre performance and Acting.

**Departmental Accompanists: Sonya Siebert, Francine Griffith, Ling Yu Hsiao, Flint Hawes, Kathy Gedler**

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\* Denotes faculty who currently serve as academic advisers for Theatre majors and minors.

### 3 CONTACT INFORMATION

Below you will find specific contact information for faculty and staff as well as other important numbers to know.

<b>John Graham</b> Office: FAC 264 Phone: 271-4598 E-mail: john.graham@drake.edu	<b>Dr. Rebecca Gruber</b> Office: FAC 235 Phone: 271-4031 E-mail: Rebecca.gruber@drake.edu
<b>Amanda Jones</b> Office: FAC 243 Phone: 271-4948 E-mail: Amanda.jones@drake.edu	<b>Erin Wegleitner</b> Office: FAC 265 Phone: 271-3151 E-mail: Erin.Wegleitner@drake.edu
<b>Erin Horst</b> Office: FAC 261 Phone: 271-2897 E-mail: Erin.horst@drake.edu	<b>Megan Helmers</b> Office: FAC 273A Phone: 271-2018 E-mail: Megan.helmerts@drake.edu
<b>Tristin Miedema</b> Office: FAC 240 Phone: 271-4031 E-mail: tristan.miedema@drake.edu	<b>Theatre Office – Jacob Lemons</b> Office: FAC 273A Phone: 271-4031 E-mail: Jacob.Lemons@drake.edu
<b>John Pomeroy</b> Office: FAC 258 Phone: 271-3874 E-mail: John.Pomeroy@drake.edu	<b>Josie Poppen</b> Office: FAC 263 Phone: 271-3833 E-mail: Josie.Poppen@drake.edu

<b>Dr. Michael Rothmayer</b> Office: FAC 257A Phone: 271-3118 E-mail: Michael.Rothmayer@drake.edu	<b>Adam Yankowy</b> Office: FAC 262 Phone: 271-2819 E-mail: Adam.Yankowy@drake.edu
<b>Scene Studio</b> Room: B060  Hours: M–F 1:00PM – 5:00PM	<b>Costume Studio</b> Room: B055A  Hours: M–F 3:00PM – 5:00PM
<b>Design (CADD) Lab</b> Room: FAC 350	<b>Harmon Fine Arts Center Box Office</b> Room: FAC Main Lobby Phone: 515-271-3841
<b>Campus Public Safety</b> 1227 25th Street Phone: 811 (emergency) Phone: 271-2222 (non-emergency)	<b>Health Center</b> 3116 Carpenter Avenue Phone: 271-3731
<b>Student Accounts</b> Office: Carnegie 103 Phone: 515-271-4777	<b>Student Records</b> Office: Old Main 105 Phone: 515-271-2025
<b>Student Financial Planning</b> Carnegie Hall Phone: 515-271-2905	<b>Computer Assistance – “Help Desk”</b> Carnegie Hall Phone: 271-3001
<b>Writing Workshop</b> Room: Cowles 047 Phone: 515-271-4712	<b>The College of Arts and Sciences</b> Karla Rincon Assistant to the Dean Office: FAC 267 Phone: 515-271-4028
<b>Mary Beth Holtey</b> Assistant Dean for Student Affairs College of A&S Office: FAC 279 Phone: 515-271-2801 E-mail: marybeth.holtey@drake.edu	

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Information from the Department to students is communicated primarily through Drake e-mail. See the section **INFORMATION: SENDING AND RECEIVING** for details.

## 4 CURRICULUM

### 4.A DEGREE PROGRAMS

The Department of Theatre Arts offers the following academic major and minor degree programs:

- **MAJORS**

- **BACHELOR OF FINE ARTS (B.F.A.)**
  - \* Acting
  - \* Design / Technology
  - \* Musical Theatre
  - \* Theatre Education (Teaching Certification)
- **BACHELOR OF ARTS (B.A.)**
  - Theatre

- **MINORS**

- \* Musical Theatre
- \* Theatre
- \* Directing
- \* Design & Technology

Students wishing to pursue any B.F.A. degree or the Musical Theatre Minor, may do so only after successfully completing an audition or interview with theatre faculty and receiving permission from the Department. Students may pursue either the B.A. degree or the Theatre Minor without auditioning or interviewing.

On the Department web site: <http://www.drake.edu/theatre/majorsminors/> you will find a worksheet listing the course requirements for each of the degrees (major and minor) the Department offers. These forms are also available from your academic adviser. Students should take this sheet to all advising sessions and use it as a checklist as they meet with their academic adviser and register for classes, to make certain they have met all of the Department requirements for graduation.

**NOTE:** Curricular requirements for graduation are based on the requirements that were in place during the student's first semester as a degree-seeking student in the Department of Theatre Arts. If the requirements change before a student completes their degree, the student has the option of completing their original set of requirements or adopting the new guidelines as criteria for graduation. All undergraduate degree programs at Drake (with the exception of the Honors Program) require students to complete the various Areas of Inquiry (AOI). There are other guidelines, established by the University, that you will need to consider as well. Consult with your academic adviser in the Department of Theatre Arts or with an Academic Support Specialist in the College of Arts & Sciences if you have any questions.

On the worksheets, students will notice, also, that each major in theatre requires a

similar core group of courses. The curriculum in theatre is designed, specifically, to balance specialized study and training with a general understanding of all aspects of theatre. The design of the curriculum serves a variety of functions, including:

- 1.) Reflecting the Department Mission to foster an understanding and appreciation for all aspects of theatre
- 2.) Providing fundamental training in a variety of vocations in theatre that may prove useful in the professional world
- 3.) Allowing students the opportunity to change majors within the Department if they choose, while continuing to make progress towards their degree

Classes may be counted toward completing both the AOI, and fulfilling the requirements of the Department. Theatre History (THEA 120), for example, fulfills one of the Historical Consciousness requirements for the AOI as well as one of the core classes for a Theatre degree.

Courses taken in the Department of Theatre Arts can only be counted toward the completion of one major degree (B.F.A. or B.A.) in theatre at any one time. Students, for example, cannot simultaneously pursue a B.F.A. in Design/Technology and a B.A. in Theatre. Students, also, cannot pursue a Theatre Minor in conjunction with any other theatre degree. All students pursuing a B.F.A. (with the exception of Musical Theatre) or a B.A. in Theatre, however, may apply required courses in theatre toward the completion of the Musical Theatre Minor. See the section **CHANGE OF MAJOR / MINOR** in this handbook for more information.

Students pursuing a major or minor other than theatre must have an academic adviser in that other program. Courses taken in the Department of Theatre Arts can be counted toward completion of any outside degree at the discretion of that outside program.

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#### **4.b B.F.A. Review—B.F.A. Majors, only**

This mandatory review will consist of a face-to-face meeting between the individual student and the faculty of her/his respective degree field. During the review, faculty will provide a frank assessment of the student's artistic and scholarly progress and make formal suggestions and recommendations regarding continuation in the program.

Faculty will conduct reviews during the spring semester with specific dates and times TBA. Students will need to sign up for a time slot. The B.F.A. reviews take place at the end of a student's first year at Drake, and Spring of their Junior year in the program. Participation in the review is mandatory and failure to attend, or a negative recommendation from faculty, can result in an administrative dismissal from the B.F.A. program, and the potential loss of any Fine Arts scholarship the student currently receives.



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#### 4.C INDEPENDENT STUDY

Students interested in exploring a specific area of theatre can arrange with a faculty member to register for an Independent Study (THEA 130). The following are the basic guidelines for registering and completing an Independent Study.

- 1.) The Independent Study must cover a topic that is not addressed in a course offered by the Department or a course that will not be offered by the time the student completes her/his degree. Students may, however, choose to explore a topic related to a theatre course, but in greater detail. Theatre History, for example, would not be a valid topic for an Independent Study, but an examination of social norms expressed on the London stage in English Restoration drama, might be a valid topic.
- 2.) The topic must be selected in consultation with either the student's academic adviser or another member of faculty who will serve as the faculty member of record for the project.
- 3.) The student (in consultation with the adviser or faculty member of record) must complete the Independent Study form required by the College of Arts & Sciences and include:
  - a.) a justification of why the student has chosen to pursue the study and why it is relevant to the student's chosen degree program or overall academic progress.
  - b.) a detailed description of the nature and scope of the project including assignments to be completed as well as the desired learning outcomes. This description must also contain the justification for the desired number of credit hours (1-3) to be designated for the project.
  - c.) a specific schedule of meeting times with the adviser or faculty member of record as well as due dates for completion of any and all assignments

The topic must be approved and the form signed by: the student, the student's academic adviser, the faculty member of record and the Department Chair before it can be submitted to the College. Faculty members have the right to approve, reject or require changes to an Independent Study proposal for any reason.

- 4.) Once the student has made arrangements with their adviser or faculty member of record, completed and filed the necessary paperwork, the onus is squarely on the student to complete all the requirements of the course. This includes keeping faculty informed of progress made (and difficulties encountered) on a frequent and regular basis.
- 5.) Once the requirements of the course have been completed, it is the student's responsibility to make certain the academic course credit is applied to her/his degree program. Students should consult either their academic adviser or an academic support specialist in the College of Arts & Sciences.
- 6.) Students who do not complete the requirements established at the outset

of the course, will receive a failing grade. A grade of “I” (incomplete) can only be given if the student has a valid and documented reason (usually extenuating medical circumstances and/or an extended absence from the university) for why the project could not be completed according to the established schedule. Procrastination, prioritizing other work, or simply running out of time is not a valid excuse.

Students should consider the decision to take on an Independent Study carefully. The ultimate purpose of the Independent Study should stem from the student’s desire to gain new knowledge or experience not offered in the classroom. The Independent Study cannot and should not be a matter of accruing additional credit hours or attempting to circumvent or substitute a course offered by the Department. Communication between the student and her/his adviser or faculty member of record is essential.

#### **4.D PROJECTS IN THEATRE**

The Project in Theatre (THEA 165) is an opportunity for students to receive academic credit for a project of substantial size and scope typically related to the student’s chosen major or area of specialization in theatre. A Design / Technology major, for example, may wish to create a lighting design for a production; or a Directing major may choose to direct a Student Theatre Production (Showcase), as part of a Project in Theatre. In terms of procedure, the Project in Theatre follows guidelines similar to an Independent Study including: arranging for a faculty member in theatre to mentor the project, filing the proper form signed by the student’s adviser and the Department Chair, as well as an accompanying document explaining the parameters of the project. To qualify as a Project in Theatre, however, those parameters should include both a creative and a scholarly component. The scholarly component can include a written paper or a presentation of significant background research for the project. While a Project in Theatre can take a variety of forms, ultimately, the nature of the project must be determined in consultation with (and by approval of) the student’s academic adviser and faculty member of record for the project.

#### **4.E SENIOR CAPSTONE EXPERIENCE**

As part of the requirements for graduation from Drake University, all seniors in the Department of Theatre Arts must complete a Senior Capstone Experience. The Capstone should represent the student’s highest achievement in their area of study, and be the culminating experience of the student’s work as a major in the Department.

The Capstone is an immersion into the practice and theory of theatre, and an exploration of the student’s processes and understanding of their chosen art form. It is necessarily a larger undertaking than a typical production experience at Drake. The Capstone Experience typically consists of three parts:

- 1) An extensive creative project in the student’s major field of study
- 2) A “creative portfolio”: a book that details the student’s process and archives the research, methods and practices employed by the student in the production
- 3) A “reflection paper” wherein the student will chart their journey here in the

Department of Theatre Arts at Drake, and how it culminated in their Capstone.

Successfully completing the Capstone requires a process similar to an Independent Study or a Project in Theatre (i.e. consultation and approval of an academic advisor or a faculty member of record, filing the required form and accompanying explanation of the project, etc.) It is recommended that students arrange for, and consult with, a Capstone Advisor during their Junior Year.

NOTE: Your Capstone Advisor may be any member of the faculty.

Students must register for the Senior Capstone (THEA 190) course for one credit hour in either the fall or spring semester of their senior year. Students should be registered for THEA 190 in the same semester in which they expect to *complete* all the requirements of the Senior Capstone. In other words, a senior may produce a creative work as part of their Capstone requirement in the fall semester, but register for the THEA 190 course and finish the written components in the spring semester.

#### 4.F CHANGE OF MAJOR OR MINOR

The decision to change academic major or minor is a serious one. Depending on the timing and curricular requirements, it can delay a student's intended date of graduation. It can also affect scholarship awards. Perhaps most importantly, it alters the course of the student's academic, creative and professional future. Such a decision, therefore, should be considered carefully and in close consultation with the student's academic adviser. When the decision has been made, the basic procedure is as follows:

- 1.) For students who are:
  - a.) changing from one B.F.A. program in Theatre to another B.F.A. program in Theatre
  - b.) changing from the B.A. program in Theatre to a B.F.A. program in Theatre
  - c.) adding a Musical Theatre Minor

An audition or interview is required. It is the student's responsibility to make arrangements through their academic adviser to schedule the appropriate audition or interview. Students who wish to change from a B.F.A. program in Theatre to the B.A. program in Theatre, or pursue a Theatre Minor are not required to audition or interview but must follow steps 2 and 3 below.

- 2.) Upon completion of the audition or interview, the student should request their academic adviser officially recommend the change of major or minor to the Department. If approved, the Department will then send a letter to the student formally approving the change.

- 3.) Once the student has received the formal approval letter from the Department, the student must:
  - a.) obtain a copy of the Change of Major form from the College of Arts & Sciences
  - b.) complete the Change of Major form and get the required signatures

c.) file the form with the College

With any change of major or minor, the student assumes full responsibility for completing all the requirements of the new degree.

**NOTE:** Fine Arts Scholarships awarded by the Department of Theatre Arts are predicated on students actively pursuing a particular degree. Students who change from one degree program to another, may forfeit all Department scholarships awarded for the degree program they originally pursued. In short, Department scholarship awards may not be transferable from one degree program to another.

#### 4.G PRACTICUM CREDIT

Students who participate in main stage productions in the Department of Theatre Arts are eligible to be registered for 1 credit hour of either a Technical or Acting Practicum Credit. The process for registering for a Practicum are as follows:

##### For a **Technical Practicum (THEA 124)**

**Step 1:** Consult the lists posted on SignUpGenius to see what design or tech positions are available for each production. Links will be shared when the lists are available. Pay attention to any prerequisites or permissions required for positions. **Do not simply sign up for a position.**

**Step 2:** Receive required faculty permissions for the job or position you would like to sign up for.

**Step 3:** Now you may sign up for a position. E-mail the Stage Manager for the production you will be working on, and tell them that you wish to receive a Technical Practicum Credit for the production. The Stage Manager will collect the names of all students wishing to receive credit and forward them to the a faculty member who will handle the registration process. **DO NOT TRY TO REGISTER YOUR SELF.**

**NOTE:** Signing up to work on a production and receive Practicum Credit is a serious commitment to that production and the work required. (30 Hours minimum). You will be provided a schedule of when you are expected to work. Failure to complete the requirements and duties will be reflected in your final grade.

##### For an **Acting Practicum (THEA 140)**

**Step 1:** Students who audition for main stage productions must fill out an audition form. On the form, there is a space to mark whether you wish to receive an Acting Practicum for the production.

**Step 2:** If you are cast in a main stage production, marked the audition form

appropriately, and wish to receive the credit, you need do nothing. The Stage Manager for the production will collect the names of students who wish to receive credit from those forms and forward them to the Technical Director who will handle the registration process.

**Step 3:** If you are cast in a main stage production but did not mark your audition form correctly (or if your circumstances change), you will need to contact the Stage Manager for the production as soon as possible after cast lists are posted and inform her/him of the change.

**NOTE:** Signing up for an Acting Practicum is also a serious commitment. The faculty director, in consultation with other faculty involved in the production, will assign a final grade based on the student's work on the production. If the main stage production is directed by a student, the faculty mentor for the production will assign Acting Practicum grades.

It is important that students communicate their intentions quickly if they wish to receive either a Technical or an Acting Practicum. These credits cannot be registered retroactively. In other words, a student cannot receive Practicum Credit this semester, for a production the student worked on in a previous semester. Also, students should be sure to look at overall course / credit hour load in any given semester before signing up for a Practicum to make sure that the student can accommodate the additional hour of credit. A certain number of Practicum Credits are required for certain degree programs in the Department of Theatre Arts. Consult your academic adviser or see the online curriculum worksheets for details.

#### 4.H OVERLOAD FEE WAIVERS

Students must fill out a form provided by the College of Arts & Sciences before they can register for 18 or more hours in any given semester. Students who choose to register for 19+ hours in a given semester are considered to be in "overload" and are subject to additional fees from the University. There is an exception to this policy that may allow those additional fees to be waived. The student, however, must meet the following criteria:

Students may receive an overload fee waiver if:

- 1.) They are registered for 19+ hours for the semester
- 2.) All of those 19+ hours are courses that are required either by the University (e.g. AOI's or Honors Track courses) or by the Department of Theatre Arts for completion of a Theatre degree for the semester.

Students will not receive an overload fee waiver if:

- 1.) Any of the 19+ hours are courses required by any other Department for completion of any other degree.
- 2.) Any of the 19+ hours are elective courses (even if they are Theatre electives).

If you wish to receive an overload fee waiver and meet the requirements, please contact the Chair of the Dept. during (or prior to) the first week of classes in which the overload

will occur. The Chair will then submit the waiver requests to the College of Arts & Sciences to be processed. The College makes the final determination to approve or deny a student's request for an overload fee waiver.

**NOTE:** You will still be responsible for the standard tuition for each overload hour (19+) you register for. The overload fee waiver will only negate the additional fee the University charges.

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## 5 THEATRE PRODUCTION

Theatrical production is essential to the mission of the Department of Theatre Arts as an extension of the classroom environment, and preparation for the artistic and professional world beyond the University. The Department, therefore, attempts to offer as many production opportunities as possible during the academic year in a variety of forms and venues. These opportunities include: Main Stage Productions, Student Theatre Productions, Workshop Productions and In-Class Productions.

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### 5.A MAIN STAGE PRODUCTIONS

Main Stage Productions in the Department of Theatre Arts consist of 6 or 7 full-length theatrical works staged each academic year. At Drake, Main Stage Productions fall into a variety of categories based on size, schedule, budget and venue:

- 1.) The "PAH" show – is produced once each semester on the Performing Arts Hall stage in the Harmon Fine Arts Center and is typically either a larger musical or play directed by a faculty member. Tickets for these productions generally cost \$10 for adults, \$8 for students and Senior Citizens.
- 2.) The "Studio" show – is produced once each semester in the William S.E. Coleman Studio Theatre. Also directed by faculty, the "Studio" show is generally a bit smaller in terms of cast size and technical requirements than the PAH production. Tickets for these productions generally cost \$10 for adults, \$8 for students and Senior Citizens
- 3.) Student Theatre Productions/Showcase productions are in the Coleman Studio Theatre. Each have specific and unique technical requirements that will be communicated to the directors. Tickets for these productions generally cost \$9 for adults, \$7 for Senior citizens and \$4 for students with an ID.

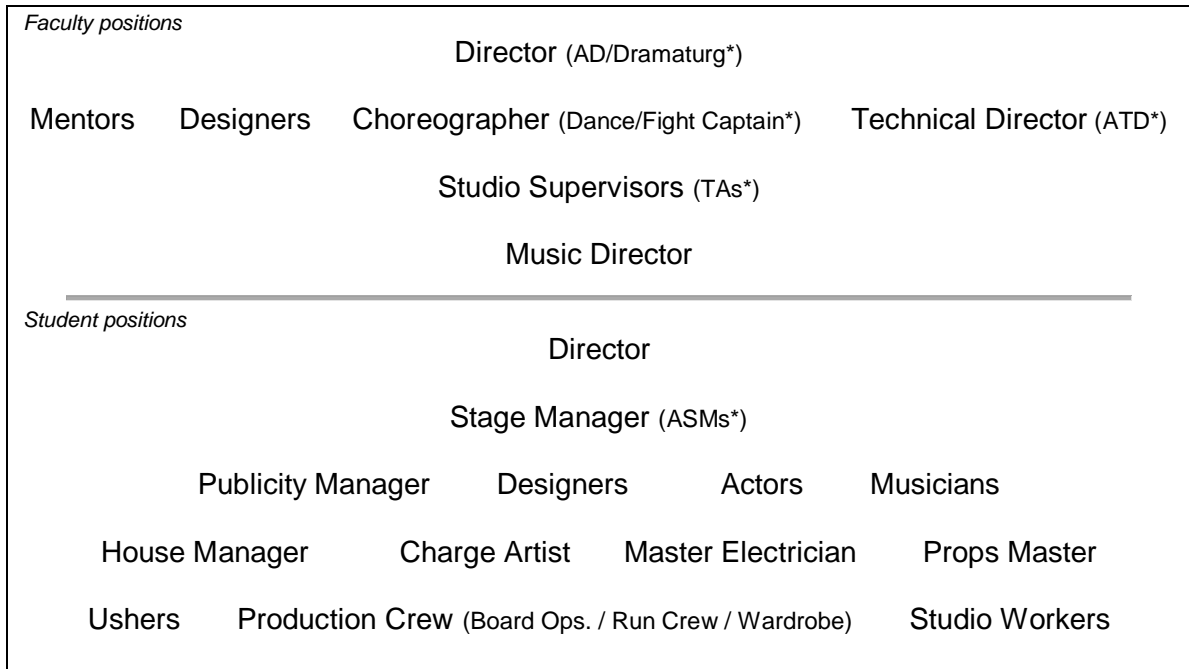
**NOTE:** Students receive 2 complimentary ticket for each show they are either IN or worked on. See the Box Office for info about reserving or receiving your comps.

Productions for the Main Stage season are selected each spring for the following academic year. The selection process begins with shows recommended by faculty directors and proposals submitted by potential student directors. These titles are then discussed by the entire faculty and evaluated based on a variety of factors including (but not limited to): educational opportunities, artistic merit, feasibility, relevance, overall balance with other proposed titles or recent productions, etc. After a series of such meetings, the Main Stage season for the following year is chosen and announced by the end of the spring semester.

January Term often provides an opportunity for an additional production experience. Those range in complexity between workshop/class staged readings of productions, to fully technically supported Mainstage pieces. It is dependent upon faculty load, budgets and other season considerations.

### 5.A.1 Organization of the Production Team

Main Stage productions in the Department of Theatre Arts strive to model the organization and expectations of the professional world as much as possible within the overall framework of educational theatre. The Department does not have a producer or artistic director as many professional theatres do. In educational theatre, those duties are shared amongst the faculty members who work on any given production. Below is the basic organization of a Main Stage production at Drake.



\* Denotes student assistants

#### Faculty Positions:

- 1.) Director – is ultimately responsible for the overall production and, therefore, is the final arbiter of creative decisions related to the production.
- 2.) Mentors – are responsible for overseeing the production work of the student

s/he is mentoring. Faculty mentors typically work with student directors, stage managers, student designers and actors. Work on a production that involves course credit (i.e. practicum, project in theatre, independent study, senior capstone) must have a faculty member of record. The faculty member can be the student's academic adviser or any other member of the department. While other members of the production team may be more focused on the creative aspects of the production, a Faculty Mentor's primary responsibility is to the educational experience of the student within the production framework.

3.) Designer(s) – is responsible for her/his specific design work in conjunction with the Faculty Director as well as the realization of that design.

4.) Technical Director – is responsible for the realization and final strike of all design elements within a production as well as overseeing production budgets for individual shows.

5.) Choreographer – is responsible for creating movement and/or fight choreography for a production in consultation with the director as well as teaching that choreography to performers with the assistance of a dance or fight captain.

6.) Studio Supervisors – are responsible for the operation of the costume and scenic studios in completing production work.

7.) Music Director – is responsible for the instruction and performance of songs in a musical production in conjunction with the director as well as the overall sound quality of the production in conjunction with the sound designer.

#### **Student Positions:**

8.) Director – is ultimately responsible for the overall production and, therefore, must be the final arbiter of creative decisions related to the production unless such a decision is overruled by a member of faculty in consultation with the student's faculty mentor.

9.) Stage Manager – is responsible for all duties enumerated in the Organization and Stage Management course relating to Main Stage productions as well as managing productions in performance.

10.) Publicity – is responsible for publicizing Main Stage productions including publicity photos, lobby display headshots, press releases and the poster run.

11.) Designer(s) – is responsible for her/his specific design work in conjunction with the expectations of their Faculty Mentor and the Director

12.) Actors – are responsible for all acting duties enumerated by the Director and the Stage Manager and the during the production process.

13.) Musicians – are responsible for performing music during rehearsals and performances of musicals under the guidance of the Music Director.

14.) House manager – is responsible for front-of-house operations including overseeing ushers, the lobby display, ticket-taking, basic preparations for the auditorium, intermission and refreshments.

15.) Charge Artist – is responsible for painting scenery and the overall production space as per the design of the Scenic Designer.

16.) Master Electrician – is responsible for the implementation of the lighting design for a production including light hang, gels and focus.

17.) Properties Master – is responsible for coordinating the creation or acquisition of properties and set decorations as requested by the Scenic Designer.

18.) Ushers – are responsible for ticket-taking, readying the auditorium space for productions and helping audience members to their seats.

19.) Production Crew – is responsible for technical operations during a



performance including: hair and make-up preparation for actors before a show, light board operation, sound board operation, scene changes, and assisting actors with costume changes.

20.) Studio Workers – work in either the costume or scene studios and are responsible for duties enumerated by Studio TAs or faculty studio supervisors.

While there is a hierarchy to members of the production team, the creative efforts of all members of the team are vital to making a fully realized performance possible. The Department, therefore, stresses the importance of communication and collaboration in all theatrical production.

**NOTE:** Part of striking a balance between modeling professional theatre in an educational theatre setting means that students and faculty sometimes hold similar positions within a production team. While faculty attempt to model the profession by working with students as colleagues whenever possible, they must (and do) always maintain the teacher / student relationship. Students should keep in mind that while they may be an actor, designer, technician, director or stage manager, they are always a student.

### 5.A.2 Production Meetings

The Stage Manager for Main Stage shows schedules and conducts production meetings throughout the semester based on the availability of production team members. While these meetings are traditionally held among (and are mandatory for) Designers, the Director, the Technical Director, the Publicity Coordinator, the Props Master and the Stage Manager, they are open to any member of the production team.

### 5.A.3 Auditions / Callbacks / Casting

Auditions for Main Stage productions are held ONCE at the beginning of each academic year. Auditions for STPs will take place AFTER the cast lists for the Mainstage productions have been announced. Watch for communications about when and where STP auditions will take place. Auditions for shows opening in the January Term are typically held toward the end of the Fall semester. Main Stage auditions are open to all Drake University students regardless of their academic major.

**NOTE:** All Acting, Directing, Musical Theatre, Theatre Education and B.A. in Theatre majors are required to audition for Main Stage productions each year. Design / Technology majors are welcome and encouraged to audition, but are not required to do so.

Information about auditions is distributed via Drake e-mail and posted on callboards outside the William S.E. Coleman Studio Theatre and the Theatre Offices.

Criteria for Main Stage auditions may differ depending on the production and the preference of the director. In general, however, students should have the following material prepared for an audition at all times:

- 1.) Two contrasting monologues each approximately 1 minute in length. Depending on the audition, the term “contrasting” may mean:
  - a.) 1 serious monologue and 1 comic monologue
  - b.) 1 classic monologue and 1 contemporary monologue
  - c.) some combination of a. and b.
- 2.) For musical auditions, in addition to the monologues, students should have:
  - a.) 2 selections of 16-32 bars of music from the musical theatre canon including sheet music scored and properly keyed
  - b.) a change of clothing (including footwear) appropriate for a movement or dance audition

Once the location, date and time of the auditions has been established, students will need to fill out and submit an audition form. The form includes spaces to list contact information as well as potential schedule conflicts, prior performance experience and other skills and abilities you may have. Completed audition forms and required accompanying materials are to be sent PRIOR to the auditions to the Theatre Dept. Administrative Assistant. Non- Majors may audition, and will be provided a cut for cold reading. You will be assigned an audition time slot, which will be communicated via Drake e-mail.

Below is a basic list of “do’s” and “don’ts” concerning auditions, in no particular order:

- 1.) Wear appropriate attire. An audition is, in essence, a professional job interview so dress accordingly. Do not attempt to dress in costume.
- 2.) Don’t be late. Plan to arrive at the audition at least 20 minutes prior to your audition time slot. Use that time to warm up and be prepared to audition early if things are running ahead of schedule.
- 3.) Fill out the audition form carefully. The form is a contract between you and the production so be sure to double-check what you write. If any information changes after the audition, notify the director or the stage manager immediately.
- 4.) Do not bring or use props during the audition. All physical business should be pantomimed. If you cannot pantomime the action, consider looking for a different audition piece.
- 5.) For the Main Stage audition, you must use new material (monologues and/or songs) that you have not used at any previous audition at Drake. The purpose is to help you build a repertoire of monologues you can use in subsequent auditions outside the University.
- 6.) Headshots and resumes are required to be submitted with your Audition form prior to the auditions. (NON-Majors are not required to do this).
- 7.) If a time limit for an audition is established, it will be strictly enforced. If you go over the allowed time, you will be asked to stop. Going over time does not necessarily mean you will be ineligible, but it does telegraph a lack of preparation.
- 8.) If you forget a line, do not stop and ask to start again. Instead, either ad-lib or

skip to the next line that you do remember and keep going.

Once auditions are complete, directors for each Main Stage production will post a separate callback list for her/his production on the callboard outside the Theatre Offices and the Studio Theatre. This list will include the location, date and time for the callback. If a student is unable to attend a callback for any reason, s/he should notify the director for the production as soon as possible to make other arrangements.

Following the callbacks, directors meet to cast the Main Stage productions for the year. In making these decisions, directors have a responsibility both to their individual production and to the overall education of students. In educational theatre, casting a student in a particular role, therefore, involves weighing a number of different factors including (but not limited to):

- 1.) Performance in the audition and callback
- 2.) How closely the student fits the director's vision of the character
- 3.) The educational benefit of a particular role to the student's overall progress
- 4.) The student's work in the classroom
- 5.) The student's academic standing in the University
- 6.) Prior roles the student has performed
- 7.) Overall attitude (both experienced and perceived)

Final cast lists for Main Stage productions are posted on the callboard outside the Studio Theatre and the Theatre Offices. The cast list often contains instructions that need to be read carefully. Students must initial next to their name on one or both posted lists to signify they accept the role and have read the information.

**NOTE:** All B.F.A. Acting and B.F.A. Musical Theatre students are required to make themselves available for all Main Stage shows and accept any role offered in a Main Stage production in order to maintain their standing in their respective degree program. Failure to do so can result in the student being dropped from the program and the loss of any Department scholarship awarded to the student.

#### 5.A.4 Design Assignments

The Head of the Design / Technology Program, in consultation with other faculty members in the Design / Technology program, selects designers and assistants for Main Stage productions in the following areas:

- Stage Management
- Assistant Stage Management
- Costume Designer
- Makeup/Hair Designer
- Scene Designer
- Light Designer
- Sound Designer
- Properties Master

Design assignments are based on a number of factors including (but not limited to):

- 1.) Academic major – priority is given, first and foremost, to students pursuing the B.F.A. in Design/Technology.
- 2.) Stage Managers for productions are selected from students enrolled in (or who have completed) the THEA 160 Stage Management course.
- 3.) Previous experience – reflecting the overall mission of the Department, design assignments are often rotated to provide experience in multiple design areas in addition to the student's chosen area of emphasis.
- 4.) Creative and artistic ability – assignments are made based on the potential of the individual student, with an eye toward continued development of creative and artistic ability.

**NOTE:** Students pursuing other majors in theatre are eligible for design assignments at the discretion of the Head of the Design Program and of course, pending casting.

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### 5.A.5 Crew Assignments

Beyond Stage Management and Design Assignments, there are a wide variety of other positions available for every Main Stage production. These positions include:

Light Board Operator  
Sound Board Operator  
Hair / Make-up Designer or Crew  
Wardrobe Crew  
Properties Crew  
Run / Shift Crew  
House Manager  
Ushers

To sign up for one of these positions, please consult the SignUpGenius lists. Carefully note any prerequisites or permissions required for the position. We encourage students to consult with Desig/Tech faculty if you are uncertain what a position is or would require of you. IE: Dates, hours, skill level, etc.

**NOTE:** All students receiving a Fine Arts Scholarship from the Department are required to participate in at least **two** Main Stage productions each semester. A crew assignment may count as participation in a production.

Volunteers are also always welcome in both the Costume and Scene Studio to help with each Main Stage production. The Costume Studio is open from 3PM – 5PM

Monday through Friday. The Scene Studio is open from 1PM – 5PM Monday through Friday. No experience is necessary to work in either studio. Please contact either Studio Supervisor for more information.

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### 5.A.7 Production Schedules

A new initiative in the Department of Theatre Arts is the creation of a master calendar to encompass all aspects of Main Stage theatre productions. This calendar will eventually include (but may not be limited to):

- 1.) Season selection
- 2.) Performance dates and times
- 3.) Production meetings
- 4.) Rehearsal schedules
- 5.) Schedules for technical rehearsals
- 6.) Schedules for dress rehearsals
- 7.) Audition dates and times
- 8.) Callback dates and times
- 9.) Casting dates and times
- 10.) Due dates for all work related to individual productions
  - a.) line memorization
  - b.) music memorization
  - c.) blocking
  - d.) learned choreography
  - e.) finalized ground plans
  - f.) finalized renderings
  - g.) finalized light plots
  - h.) actor biographies
  - i.) character research
  - j.) program information
  - k.) production poster
  - l.) publicity information
  - m.) work calls
  - n.) construction of technical elements

## o.) installation of technical elements

The purpose of the master calendar is not just informative. It is also specifically intended to raise the level of expectation and promote accountability. Students and faculty alike will have a clearly defined target date when work on a production should be complete. The Director (faculty or student) for each production will work closely with the Faculty Technical Director to create the production schedule for each show. The combination of these schedules will make up the overall Production Schedule for each academic year.

### 5.A.8 Expectations

Below is a list of basic expectations for all students in the Department of Theatre Arts who participate in theatrical productions. It is by no means exhaustive. Additional expectations will be communicated by members of the Production Team as the situation arises:

For all students:

- Check your Drake e-mail at least once each day.
- Check the callboards (located outside the Studio Theatre) at least once each day.
- Don't be late. This applies to production meetings, work calls, costume fittings, rehearsals or any other scheduled event. This also applies to due dates for all work related to the production. Being late for all but the most drastic and unavoidable circumstances, immediately communicates a lack of preparation and a lack of respect. Don't be late.
- If you are involved in a Main Stage production, your priorities must be:
  - 1.) Your health.
  - 2.) Your academic course work.
  - 3.) Your responsibility to the Main Stage production.
  - 4.) Everything else.
- Students placed on academic probation from the University are ineligible to participate in any theatrical productions during the semester(s) in which the probation occurs. The only exception is if participation in a theatrical production is a required component of an academic course taken for credit during the semester the probation occurs (e.g. Stage Management, Practicum, Independent Study, etc.) It is the responsibility of the individual student to notify relevant faculty if they are placed on academic probation and wish to participate in a theatrical production.
- If you do not handle a weapon, prop or costume piece during the show do not touch it during rehearsal.
- The theatre is a temple. It is a holy place. Anything you bring into the space needs to leave with you or be thrown away at the end of the night.
- In the case of inclement weather, rehearsals are canceled only if the entire University is shut down. If classes are canceled, but the University remains open, rehearsals will proceed as scheduled. If rehearsal is canceled for any

other reason, you will be contacted by either the faculty director or the stage manager for the production.

- Do not show up to rehearsal under the influence of any drug or alcohol.
- Do not show up to rehearsal suffering the after-effects of any drug or alcohol.
- Turn off cell phones before you enter the rehearsal / performance space.
- Production still photos are available for order at the end of each semester. A slide show is traditionally held in the Studio Theatre on “Dead Day”. Students have the opportunity to order photos there.
- Students who participate in any event as part of the publicity for a Department production are expected to conduct themselves appropriately as representatives of the Department of Theatre Arts and Drake University.
- If there is a strike scheduled after the final performance, all students involved in the production are required to participate. If you cannot attend the scheduled strike for any reason, contact the Technical Director for the production as soon as possible.

For actors cast in Main Stage productions (in addition to those listed above):

- Once the audition process is complete, do not make any changes to your personal appearance (e.g. dying or cutting your hair, shaving off a beard or mustache, etc.) unless it is approved by the director and the hair/make-up designer for the production.
- Once the cast list has been posted, stop by the Costume Studio by the end of that week to arrange for costume measurements.
- Bring your script and a pencil to rehearsal every day. Bring a small note pad or other paper as well to take notes.
- If you leave the rehearsal space for any reason, make sure the stage manager knows where you are.
- Bring rehearsal shoes/clothing to every rehearsal as soon as the costume designer establishes what those pieces should be.
- The only acceptable excuses for missing a rehearsal involve unconsciousness, hospitalization, or death. If you are sick or injured, come to rehearsal.
- Shower, deodorize and use breath fresheners generously. Intimacy is so much easier to achieve when everybody smells nice.
- Immediately following a performance, all cast members are prohibited from interacting with the audience (including friends and family) until the actor has changed out of costume and make-up. Friends and family are, likewise prohibited from the backstage area at all times.

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### **5.B STUDENT THEATRE SHOWCASE / STPs**

The Department offers students the opportunity to produce a Student Theatre Production Showcase every Fall. This Showcase is a workshop-style production(s) that includes scenes/one-acts that are: selected, directed, designed and performed entirely by students. The purpose of the Showcase is to provide additional production outlets for students to explore works not typically staged as part of the Main Stage season.



Original works by student playwrights are also strongly encouraged. Admission for the Showcase is free and performances are open to the public.

In the late Spring semester, the Department will issue a call for Showcase proposals and a submission deadline. All proposals must be written and submitted to Professor Michael Rothmayer by the specified due date with the following information:

- 1.) Name of production
- 2.) Playwright
- 3.) Brief description (including estimated length of production)
- 4.) Casting requirements
- 5.) Technical requirements
- 6.) A notation if the Showcase submission is to be part of the requirement for an academic course (e.g. Senior Capstone, Project in Theatre, etc.)

Only academic juniors and seniors are eligible to submit a proposal and direct in the Showcase. Showcase directors must also have completed, or currently be enrolled in, Directing I (THEA 103).

Once the deadline for Showcase submissions has passed, faculty will meet to discuss each proposal and decide the slate of productions for the semester. Students whose proposals have been accepted will be notified by e-mail and given the performance dates/rotation for their respective productions. At that point, it is the responsibility of the individual student director(s) to:

- 1.) Arrange for a member of faculty to serve as the official faculty of record for the production. This person can be your academic adviser, or any other faculty member.
- 2.) Complete and file the appropriate paperwork, should a student wish to receive academic credit (e.g. Projects in Theatre).
- 3.) Coordinate with other Showcase directors to schedule auditions, callbacks and casting for the Showcase.
- 4.) Assemble a production team for the Showcase.
- 5.) Ensure that all work on the production is complete and the production is ready for performance by the established date.

Productions teams need to communicate with each other and share resources wherever possible.

**NOTE:** Auditions for the STPs are open to all Drake Students. Moreover, all freshman and sophomore theatre majors (with the exception of Design / Technology) are required to audition for the Showcase. Juniors, seniors and Design / Technology majors are welcome to audition, but are not required to do so. Students who have been cast in a Main Stage production must notify the Showcase directors of that fact at the time of the audition. Any student cast in a Main Stage production may/should decline a role in the Showcase where rehearsal or performance dates overlap rehearsal or performance dates for their Main Stage production.

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### 5.C OTHER IN-CLASS PRODUCTIONS

There are also production opportunities available via other courses in the theatre curriculum. These are performances staged by students as part of the course requirement for a class in the Department. Examples of such productions include, but are not limited to: scenes or one-act plays produced in conjunction with the directing and acting classes as well as staged readings of original works written by students as part of a play or film writing course.

Students in the Musical Theatre program participate in voice juries and recitals in conjunction with voice lessons (MUS 171) required for the degree. Juries are required for every Musical Theatre major at the end of every semester and for every Musical Theatre minor at the end of any semester s/he is enrolled in MUS 171. Majors will be required to prepare two contrasting musical theatre songs that students have been working on in their student. Musical Theatre minors are required to prepare one song. Musical Theatre recitals are not required by the Department; however, they may be required by the individual voice instructor. The Department strongly encourages Musical Theatre majors to perform a recital as part of their Senior Capstone experience. For both juries and recitals, there is an accompanist policy in place that will be reviewed with each student in her/his individual voice studio. It is the responsibility of the student to arrange for an accompanist.

For all in-class work, the student is responsible for the overall production. The Department does not provide technical support of any kind.

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### 5.D ADDITIONAL OPPORTUNITIES

Students have a number of additional theatre-related opportunities available outside the Department of Theatre Arts. In general, the Department encourages students to seek out such opportunities and participate as much as possible. Outside work can give students the chance to apply what they have learned at Drake. It can supplement learning by exposing students to new ideas and techniques. It can also help students build relationships and establish inroads for future work beyond the University. The only caveat is that, as degree-seeking students at Drake (particularly if the student is receiving a Fine Arts Scholarship), **students must make themselves available for any and all production opportunities within the Department of Theatre Arts first, before pursuing any additional responsibilities.** Moreover, any additional responsibilities cannot adversely affect work (either classroom or production related) required within the University. Here are a few sample scenarios:

- 1.) Student A gets a role in a production at a local theatre that creates a schedule conflict that makes her/him ineligible for a Main Stage production at Drake.
- 2.) Student B takes late night or early morning stagehand calls that causes her/him to be so tired that s/he either cannot function in class or decides to skip class entirely.

- 3.) Student C joins a social organization on campus whose schedule of functions and events conflicts with production work within the Department.

Outside opportunities that interfere with a student's work in the classroom or participation in productions, put the student at risk of losing her/his Fine Arts Scholarship and/or standing in the B.F.A. program. To avoid potential problems, students should look for opportunities that fit well within the schedule of coursework and production responsibilities within the Department. As has been stated previously in this handbook, the student's priorities regarding opportunities outside the Department must be:

- 1.) Your health.
- 2.) Your academic course work.
- 3.) Your responsibility to the production.
- 4.) Everything else.

## **6 ACADEMIC ADVISING**

All theatre majors and minors must have a faculty member in the Department of Theatre Arts as an academic adviser. If a student has not been assigned an adviser, or does not know who their adviser is, s/he should contact the College of Arts & Sciences as soon as possible to have a faculty member assigned or get contact information. Advisers serve a variety of functions and are here to assist students in a number of ways, including:

- 1.) Advising students on courses to take to meet Department and University guidelines for graduation.
- 2.) Advocating on behalf of students in situations involving other faculty, the Department or the University at large.
- 3.) Helping students identify available services and resources within the University.
- 4.) Assisting students with Department or University related questions and concerns.
- 5.) Offering artistic and/or career guidance.

### **6.A ADVISING SESSIONS**

All theatre majors and minors must arrange to meet with their academic adviser prior to the start of course registration for the following semester. Often, advisers will notify their advisees and have a schedule of available meeting times posted. If no such schedule is posted, advisees should contact their adviser directly to arrange a meeting. The primary goal of the advising session is for the student to select courses for the following semester necessary to make progress toward their degree. To accomplish this goal, students need to do the following in advance of the meeting:

- 1.) Review their academic transcript on MYDUSIS to make certain information there is current and accurate.

- 2.) Review their degree requirements including AOI designations as well as requirements of the Department.
- 3.) Write down multiple options for courses to take next semester that work in terms of fitting schedule and degree requirements. For each potential class, be sure to note:
  - a.) the title of the course
  - b.) the course number
  - c.) the instructor
  - d.) the days and times the class meets
  - e.) the credit hours offered for the course
  - f.) which requirements (Department, AOI, Honors, elective, etc.) the course fulfills
  - g.) the CRN (Course Registration Number) for the class

Having this information in advance will make both the advising session and the subsequent registration easier. Students should not expect an adviser to simply tell the student what classes to take. Each individual student is responsible for understanding and completing Department and University requirements necessary to graduate and earn their degree.

While selecting classes and getting registered is the primary goal of the advising session, it is certainly not the only goal. Beyond the necessity of a formal advising session, students should touch base with their adviser early and often to bring her/him up to speed on recent work within the department, ask any questions or share any concerns the student may have.

## 7 SCHOLARSHIPS

The Department of Theatre Arts offers scholarships to students based on a variety of factors including talent and overall contribution to the Department. Below are the three primary scholarships available specifically to students in the Department of Theatre Arts.

- 1.) THE SCHOOL OF FINE ARTS SCHOLARSHIP – is offered to incoming freshmen or transfer students based on auditions/interviews conducted by Theatre faculty.

Recent changes at both the Department and University level have prompted changes to the scholarship award and renewal process. These changes only pertain to the Fine Arts Scholarship.

- A.) Scholarships are renewable annually for a period of up to four years.
- B.) Once the initial scholarship amount has been determined, that amount cannot be raised or lowered. Students who fail to maintain the scholarship renewal requirements, however, can lose their scholarship entirely (see D. below).
- C.) Beginning Fall 2010, scholarships are available only to students who will be entering Drake as a first-semester freshman. Transfer students from other universities, or current Drake students who wish to change to or add a Theatre major are ineligible for a Fine Arts Scholarship.
- D.) Beginning Fall 2010, scholarship renewals will be based on the

following criteria:

- 1.) Students must be pursuing a major in the Department of Theatre Arts
- 2.) Students must be in good academic standing as a full-time student (12+ credit hours) at the University. Good standing is defined as students possessing a 2.0 grade point average or above.
- 3.) Students must remain in good standing with the Department. Good standing can be defined as participating in at least two Main Stage productions each semester. "Participation" may include (but is not limited to):
  - a.) Completing 60 hours of work in the scene studio in a semester. Students must see John Pomeroy to schedule shop hours. Hours typically begin the third week of the fall semester and continue until the final class day of the semester.
  - b.) Completing a design assignment for a production
  - c.) Performing a role as a cast member for a production
  - d.) Completing a crew assignment for a production
  - e.) Completing a directing assignment for a production
  - f.) Completing a stage or house management assignment for a production

Every scholarship recipient must contribute to two productions each semester. As per "a.)" above, every Drake Theatre Department student on scholarship is automatically assigned to contribute 60- hours per semester to the scene shop beginning the third week of classes. Exemptions / substitutions from the scene shop requirement may be made if the student completes requirements in areas "b.)" through "f.)" above.

Each semester, typically during Academic Advising sessions, students are required to inform their academic advisor of their participation in departmental activities. Your advisor will record your commitment to the Department. Failure to confirm your Departmental scholarship commitment will result in a loss of good standing. (note- advisers do not assign you to a production commitment)

- 4.) Students must submit a written letter requesting a renewal of her/his scholarship each year. That letter is due to the Department's Administrative Assistant on or before March 1st. That letter must include:
  - a.) The student's name
  - b.) The student's current cumulative G.P.A.
  - c.) A description of how the student met (or will meet) the participation requirement for the previous year
  - d.) The student's signature and current date
- 5.) All students receiving a Fine Arts Scholarship (with the exception of Design/Technology majors) must participate in Main Stage auditions each semester.

6.) All students receiving a Fine Arts Scholarship (with the exception of Design/Technology majors) must be available to be cast in all Main Stage productions each semester. Exceptions will be made for Education majors in their semester of student teaching as well as

7.) Other exceptions to any of these criteria will only be made in cases of emergency requiring the student to temporarily withdrawal from the University.

2.) THE DANIEL B. GOLDBERG THEATRE ARTS SCHOLARSHIP - was established in 2000 by Dorothy H. Goldberg in memory of her son, Daniel B. Goldberg, a Drake theatre graduate. This renewable scholarship is awarded to a current theatre arts student based on talent, contributions to the department and financial need. The stipend varies depending on endowment incomes awarded annually to one or more students in the Department of Theatre Arts.

3.) THE JAMES J. FIDERLICK MEMORIAL AWARD - is an outside scholarship presented annually by the Drake Alumni Theatre Association to honor the memory of Professor Fiderlick, founder of the Drake University Theatre. This scholarship, initiated in 1986, is given to theatre arts juniors or seniors who have demonstrated merit in their work. The award is made each spring and is awarded annually to one or more students in the Department of Theatre Arts.

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## 7.A APPLICATION PROCESS

Application for a new Fine Arts Scholarship is made during the process of registering and participating in a Scholarship Audition Day. Award amounts are determined by a meeting of the faculty following the last Audition Day of the spring semester.

**NOTE:** The Fine Arts Scholarship is only available to incoming freshmen theatre majors and students transferring from another institution. Students who switch from another major or area of study at Drake to become a theatre major, are not eligible to receive this award.

Recipients of the Goldberg award are determined by a nominating process by either the faculty. Specific information regarding the application process for the Fiderlick Scholarship can be found at: <http://drakealumnitheatreassociation.com/>

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## 7.B RENEWAL PROCESS

Students receiving either a Fine Arts Scholarship or the Goldberg Scholarship may request to renew their award each year. To renew either scholarship, the student

must submit a formal written letter to the Department of Theatre Arts formally stating their desire to continue the award. This letter must contain the following information:

- 1.) Name / Academic Year / Academic Major
- 2.) Award received / to be renewed
- 3.) Current G.P.A.
- 4.) Description of academic progress made toward a degree
- 5.) Description of contributions made to the Department over the course of the previous calendar year.
- 6.) Local address and contact information.
- 7.) The student's signature

Renewal letters must be submitted to the Department's Administrative Assistant by 4:30 PM on 1 March. If 1 March falls on a weekend, the deadline is 4:30 PM of the first business day following.

**NOTE:** If a student fails to submit a renewal letter, the Department will assume the student either declines the award and/or plans to leave the University. Failure to meet the renewal letter submission deadline will result in the loss of scholarship.

Fiderlick Scholarship recipients are chosen anew each year from a group of nominated students. As such, the Fiderlick Scholarship is not renewable per se, but a student who meets the scholarship criteria and demonstrates outstanding service to the Department is eligible to receive the award on more than one occasion.

## 8 FACILITIES

The Harmon Fine Arts Center (a.k.a. FAC) is the home of the Art and Music departments at Drake as well as the Department of Theatre Arts. The building houses both the Studio Theatre and the Performing Arts Hall. The main entrance is located in the southwest corner of the building. The Box Office is located there as well. A separate entrance is located in the northeast corner of the building. In the evening, both entrances are controlled by electronic locks operated by student or faculty ID. The building is typically open:

Monday – Friday 7AM-10PM  
 Saturday 7:30AM-10PM  
 Sunday 7:30AM-10PM

Students who have been approved for late night admission are permitted in the building after 10PM. All students permitted in the building after 10PM, however, must exit the building by:

2:50 am Sunday – Thursday  
 12:50 am Friday – Saturday

No student may be in the building after these scheduled hours unless accompanied by a faculty member.

The William S.E. Coleman Studio Theatre (a.k.a. Studio 55 or The Studio) is a “black-box” style theatre with flexible seating for approximately 100 people. The Studio is located in the basement of the building. This performance space is used almost exclusively by the Department of Theatre as either a classroom or performance venue.

The Performing Arts Hall (a.k.a. The PAH) is located on the first floor and is a traditional proscenium style theatre with seating for approximately 400 people. The Department shares this performance space with the Department of Music. Typically, one large-scale theatre production is staged in the PAH each semester.

The Jo Lee Scarborough Movement Room (a.k.a. FAC044) is a movement and dance studio space complete with ballet bars, mirrored wall and a dance floor located in the lower level of the Fine Arts Center.

**NOTE:** Furniture items (including music stands), scenic elements (including acting cubes), and street shoes are prohibited in the Movement Room. Exceptions to the use of street shoes will be allowed if there is a need for those items in a particular dance number, movement piece, or acting scene.

To reserve a room or other space in the building for rehearsals or other work, contact Jacob Lemons, the facility supervisor (Jacob.lemons@drake.edu). Likewise, students need to contact the facility supervisor as soon as possible to cancel a room reservation.

In addition to performance and classroom space, the Department also operates both a Scenic and Costume studio as well as a Computer-Aided-Design (CAD) Lab.

As a shared space, as well as a facility that doubles as both a classroom and performance venue, it is imperative that students help to maintain the building. Discard any and all trash. If a student uses a space, s/he must leave that space to the same (or better) condition/configuration it was found in. Students must make certain that any borrowed items (props, rehearsal furniture, etc.) are, likewise, returned to their proper place.

## 9 INFORMATION

Between course work and production work, there is a tremendous amount of information that flows between students and faculty on a regular basis. The University and the Department of Theatre Arts have a number of different systems in place for sharing that information.

### 9.A SENDING

Students are free to use e-mail to communicate individually with faculty or other students in accordance with the guidelines established by the University for e-mail usage. Students who wish to send information to the Department, or the University at large, must coordinate their communication through the Administrative Assistant for the Department. Examples of this type of information include (but are not limited to):



- 1.) Announcements of Showcase auditions
- 2.) Advertisements for productions
- 3.) Drake Theatre People gatherings and functions
- 4.) Other theatre related opportunities or events

To distribute this type of information electronically, students first need to e-mail the Administrative Assistant with the relevant information and ask that the information be shared with the appropriate individuals (faculty and/or students). The Administrative Assistant will then forward the message as an official communiqué from the Department.

To send information by other means (e.g. posters, flyers, etc.), students may post on the bulletin boards to the left of the production callboards located outside the Studio Theatre only. Information posted on production callboards will be removed. Information posted on other bulletin boards in the building may be removed at the discretion of the facility manager.

### 9.B RECEIVING

Drake e-mail is the primary method by which students will receive information from the Department. Every student should have a Drake e-mail address comprised of first and last name (i.e. Jane.Doe@drake.edu). Students with difficulties getting or accessing their Drake e-mail should contact the Computer Assistance Help Desk at 271-3001. If a student's e-mail account is functioning, but s/he believes they are not receiving information from the Department, the student should contact the Administrative Assistant to confirm the Department has the student's correct Drake e-mail address on file. Alternate e-mail addresses (e.g. Gmail, MCHSI, MSN, Yahoo, etc.) will not be used for official Department communication.

Information is also posted on the callboards located outside the Theatre Offices (FAC 257) and the Coleman Studio Theatre (FAC 055). Students must make a habit of checking both their e-mail and the callboard on a daily basis. This is particularly important for students working on a theatre production during which time announcements or schedules can change on a daily basis.

In all instances, it is the individual student's responsibility to ensure they are connected to the Department and able to receive information.

**NOTE:** While most communication between and among students and faculty is handled electronically, there is no substitute for face-to-face communication. Students are encouraged to speak directly to other students, faculty and advisers whenever possible.

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## 10 DRAKE THEATRE PEOPLE

DTP is the student voice of Drake Theatre. Every Drake Theatre Major, Minor or Friend of the Drake Theatre is a member of DTP and is welcome to all meetings. Times and dates of meetings are determined each semester by the President and board of DTP.

### DTP objectives

- 1.) Address student concerns
- 2.) Serve as liaison between students and administration
- 3.) Increase Drake University and its community's knowledge and appreciation of the theatre department
- 4.) Improvement of the theatre department.

### Some of DTP's Yearly Events and Projects.....

- 1.) End-of-semester Slide Show and Production Photo orders
- 2.) Drake Theatre T-Shirt sales
- 3.) Assist with Student Showcase

Information about DTP activities and events is typically posted on the DTP callboard in the basement of FAC. You can also e-mail the organization at: [dtpeople@gmail.com](mailto:dtpeople@gmail.com)

## 11 RECOMMENDED MATERIALS

The following is a list of materials the Department recommends students have for both course work and participation in theatre productions:

### 11.A COURSES

- 1.) Supplies
  - A.) Note books – college ruled – 1 per course & a small one for rehearsal notes
  - B.) pencils
- 2.) All Textbooks as required by your courses – new or used
 

**Also:**

  - A.) The Norton Anthology of Drama (3<sup>rd</sup> edition) (Vol. 1&2), by Martin Puchner, edited by J. Ellen Gainor & Stanton B. Garner Jr. W.W. Norton & Company 2017 (ISBN 978-0393283495)
  - B.) Wilson, Edwin and Alvin Goldfarb. Living Theatre: History of Theatre. 7<sup>th</sup> Edition. McGraw-Hill 2018.

- 3.) For Design / Technology students
  - A.) A 6" Crescent or other adjustable wrench
  - B.) A pair of work gloves
  - C.) A multi-tool (Leatherman, Gerber, etc.)

Required textbooks for classes are available from the Drake Bookstore or online through sites such as Amazon.com.

### 11.B REHEARSALS AND PRODUCTIONS

For rehearsal purposes, the Department requires students have the following items:

Male Identifying Students:

- 1.) Hard soled shoes – “dress” shoes
- 2.) Jazz oxfords
- 3.) Sport coat or suit jacket

Female Identifying Students:

- 1.) Knee length, full skirt (not straight / pencil style)
- 2.) Floor / ankle length, full skirt
- 3.) Jazz or ballet flats
- 4.) Character / dance shoes with heel (2" preferred, may be “T” style)
- 5.) Dance trunks / Spanx / cheater – spandex shorts worn under a skirt

**NOTE:** Items required for rehearsal purposes do not need to be new.

For performances or productions (especially STPs/Showcase, Chamber production or Workshop Productions) student actors should try to accumulate as much of their own “stock” as possible. This is especially true for actors who are not a standard size. The following is a list of recommended items:

Male Identifying Students:

- 1.) Dark colored 2-piece suit (pin stripe OK)
- 2.) White dress shirt
- 3.) Tuxedo jacket, pants, tuxedo shirt and bow tie
- 4.) Tan / khaki pants (not cargo pants)
- 5.) Black dress shoes
- 6.) Brown or burgundy dress shoes
- 7.) Tap shoes
- 8.) Black / brown / tan dress socks
- 9.) Belt (black or brown)
- 10.) Dance belt (preferably tan)
- 11.) Basic student makeup kit (Mehron, Ben Nye, or Graftobian brand)

Female Identifying Students:

- 1.) Black cocktail / evening dress

- 2.) Black dance skirt
- 3.) Leotards (basic solid color)
- 4.) Tights (nude / tan / cocoa color)
- 5.) 2-piece business suit (skirt or pants)
- 6.) Black pump-style shoes
- 7.) Tap shoes
- 8.) Assorted costume jewelry / belts / hair accessories
- 9.) Tan / khaki pants (not cargo pants)
- 10.) Assortment of good foundation undergarments (strapless or convertible bra, Spanx, body shapers, etc.)
- 11.) Panty hose
- 12.) Basic student makeup kit (Mehron, Ben Nye, or Graftobian brand)
- 13.) Hair styling equipment (hot rollers, curling iron, straightening iron, etc.)

**NOTE:** The Department does not expect students to arrive at Drake with all of these items. The Department does, however, recommend students bring what they have and actively seek the remaining items. Priority should be given to the rehearsal items first. For questions, or more information about these recommendations, contact Josie Poppen.

The Department cannot be responsible for any personal items (tools, clothing, supplies, etc.) that are damaged, lost or stolen. **THEREFORE:** It is required that you bring your own padlock, and go through the sign-up process with the Theatre Dept. Administrative assistant to reserve a locker for the school year. You will be asked to remove your lock and contents at the end of each year for cleaning.

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## 12 ANSWERING QUESTIONS

Answers to questions not addressed in this handbook can be found in a variety of locations depending on the type of question a student may have. Below is a list of recommended starting points. If these individuals cannot answer the student's questions directly, s/he can guide the student to someone who can.

<b>For questions about:</b>	<b>Contact:</b>
A specific class -	The instructor for the course
This handbook	Your academic adviser
Curriculum or degree requirements in Theatre -	Your academic adviser or the head of your particular program of study
Curriculum or degree requirements for the University	Your academic adviser, or an Academic Support Specialist in the College of Arts & Sciences
Graduation requirements -	An Academic Support Specialist in the College of Arts & Sciences
Department policies or procedures not covered in the handbook -	Your academic adviser

Theatre productions -	The faculty director, technical director or stage manager
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### 13 RESOLVING PROBLEMS

Much like answering questions, resolving problems depends on the type of problem the student encounters. Below are recommendations for the sequence students should follow to resolve problems within the Department.

- 1.) *Problems with another student* – first try to work out the problem with the student directly. Next, if the problem occurs in the context of a class, consult the instructor for the course. If the problem occurs in the context of a rehearsal, consult the stage manager or a faculty member involved with the production.
- 2.) *Problems with an instructor* – first try to work out the problem with the instructor directly. Next, consult your academic adviser. If the instructor is your adviser, or if your adviser is unable to assist you, consult the Chair of the Department.
- 3.) *Problems with an adviser* – first try to work out the problem with the adviser. Next, consult the Chair of the Department.
- 4.) *Problems with a director* – first try to work out the problem with the director. Next, consult your academic adviser. If the director is your adviser, or if your adviser is unable to assist you, consult the Head of the Program or the Chair of the Department.
- 5.) *Problems with the Head of a Program* – first try to work out the problem with the Head of the Program. Next, consult your academic adviser. If your adviser is unable to assist you, consult the Chair of the Department.
- 6.) *Problems with the Chair of the Department* – first try to work out the problem with the Chair. Next, consult the Dean of the College of Arts & Sciences.
- 7.) *Departmental problems related to Equity, Diversity and Inclusion* - Anonymous submission link:  
[http://drake.qualtrics.com/jfe/form/SV\\_6g2w51bVmyskBuZ](http://drake.qualtrics.com/jfe/form/SV_6g2w51bVmyskBuZ)

**NOTE:** Each of these recommendations begins with the suggestion that students first try to resolve a problem with another party directly. The vast majority of conflicts can be handled this way. For problems outside the scope of the Department, the University has a wide variety of services available to students.

Students should contact their academic adviser for details. For personal issues students may not wish to discuss with their adviser, students should contact the Health and Counseling Center at 271-3731 or stop by the Student Health Center located at 3116 Carpenter Avenue.

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### **14 FORMS**

Degree sheets can be accessed electronically via the Department web site:

<http://www.drake.edu/theatre/majorsminors/>

Other forms relating to the curriculum (e.g. Independent Study, Projects in Theatre, Senior Capstone, etc.) are available from your Academic Adviser.