

Drake Theatre

STUDENT HANDBOOK

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**DRAKE THEATRE
STUDENT HANDBOOK**

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A.) 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 Division of Student Affairs, you may access it online at:

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

If there is an instance where information in this handbook directly contradicts the handbook issued by the University, the Division of Student Affairs' handbook takes 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.

A.1 THE MISSION

The mission of Drake University 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 mission, 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.

To fulfill that mission, the Department strives perpetually to improve and grow. It is a relentless process, always with the goal of creating a better educational experience for our students.

As a student, the only guarantee the Department will ever make to you is that what you get out of this program and your time at Drake will be directly proportional to what you are willing to put *into* this experience in terms of your time, your energy, your effort and

your willingness to risk. The faculty can and will push you to be your best, but the more intrinsic your motivation, the more successful this experience will be. This is your time to explore your potential. 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.

B.) FACULTY AND STAFF INFORMATION

B.1) FACULTY ROSTER (in alphabetical order)

Erin Degner – Associate Professor – Head of the BFA in Musical Theatre Program – Professor Degner oversees the curricular requirements and mentors student work in the Musical Theatre program. She teaches courses primarily in musical theatre performance and dance.

Noah Files – Director of the BFA in Design / Technology Program – Professor Files oversees the curriculum requirements and mentors student work in the Design / Technology program. He teaches courses primarily in scene design and sound design.

Amanda Jones – Adjunct Instructor – Professor Jones teaches piano lessons (THEA007 & THEA008) required for Musical Theatre majors.

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 room and rehearsal space reservations in the Fine Arts Center.

Taylor Mayne – Teaching Artist – Professor Mayne teaches private voice lessons (THEA026 & THEA126) and Music Theory Essentials (THEA010).

Erik Meixelsperger – Assistant Professor – Head of the BFA in Acting Program – Professor Meixelsperger oversees the curricular requirements and mentors students in the Acting Program. He teaches courses primarily in acting, movement, and speaking voice.

Tristan Miedema – Teaching Associate – Professor Miedema teaches private voice lessons (THEA026 & THEA126)

Shayne Mims – Visiting Assistant Professor – Professor Mims teaches courses primarily in musical theatre performance, speaking voice and acting.

Amy Murphy – Adjunct Instructor - Teaches dance classes in Jazz and Ballet

John Pomeroy (a.k.a. “Roy”) – Professor of Theatre – Technical Director (Department of Theatre Arts & School of Fine Arts) – Professor Pomeroy is responsible for the implementation of all main stage set, lighting and sound designs as well as overseeing the theatre production spaces in the Fine Arts Center. He teaches courses primarily in stagecraft, stage management and lighting design as well as mentoring student work in the Scenic Studio.

Josefa Poppen (a.k.a. “Josie”) – Instructor of Costume Construction and Design – Professor Poppen is a faculty costume designer and mentors student work in the costume studio for all main stage productions. She teaches courses primarily in costume design and construction, as well as stage makeup.

Michael Rothmayer – Associate Professor of Theatre – Department Chair – Head of the B.A. in Theatre Program – Professor Rothmayer is a faculty director and oversees the curricular requirements for the B.A. in Theatre. He teaches courses primarily in acting, theatre history and directing.

B.2) FACULTY OFFICE HOURS

All full-time faculty in the Department of Theatre Arts (as well as the University at large) are required to reserve a minimum of 5 hours each week for Office Hours. This is a time where faculty are expected to be available in their offices (unless posted otherwise) to meet face-to-face with students to address questions or concerns or just to chat. Faculty post their available Office Hours on the bulletin boards outside their office door. If their office door is closed, please knock. Full-time faculty holding Office Hours are Professors: Degner, Files, Meixelsperger, Mims, Pomeroy, Poppen and Rothmayer. Other faculty are not required to hold Office Hours but should be available via e-mail (see below).

B.3) CONTACT INFORMATION

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

<p>Erin Degner Office: FAC 261 Phone: 271-2897 E-mail: erin.degner@drake.edu</p>	<p>Noah Files Office: FAC 265 Phone: 271-3151 E-mail: noah.files@drake.edu</p>
<p>Amanda Jones Office: FAC 421 Phone: 271-4948 E-mail: amanda.jones@drake.edu</p>	<p>Jacob Lemons – Theatre Office Office: FAC 273A Phone: 271-2018 E-mail: jacob.lemons@drake.edu</p>
<p>Taylor Mayne Office: FAC 250 Phone: 271-2018 E-mail: taylor.mayne@drake.edu</p>	<p>Erik Meixelsperger Office: FAC 264 Phone: 271-4598 E-mail: erik.meixelsperger@drake.edu</p>
<p>Tristan Miedema</p>	<p>Shayne Mims</p>

Office: FAC 234 Phone: 271-2018 E-mail: tristan.miedema@drake.edu	Office: FAC 262 Phone: 271-2891 E-mail: shayne.mims@drake.edu
Amy Murphy Phone: 271-2018 E-mail: amy.murphy@drake.edu	John Pomeroy Office: FAC 258 Phone: 271-3874 E-mail: john.pomeroy@drake.edu
Josie Poppen Office: FAC 263 Phone: 271-3833 E-mail: josie.poppen@drake.edu	Michael Rothmayer Office: FAC 256 Phone: 271-3118 E-mail: michael.rothmayer@drake.edu
Scene Studio Room: B060 Phone: 271-3130 Hours: M–F 1:00PM – 5:00PM	Costume Studio Room: B055A Phone: 271-3121 Hours: M–F 3:00PM – 5:00PM
Design (CADD) Lab Room: FAC 350 Phone: 271-2189	Harmon Fine Arts Center Box Office Room: FAC Main Lobby Phone: 271-3841
Mary Beth Holtey – Academic Support Specialist Assistant Dean for Student Affairs College of A&S Office: FAC 272A Phone: 515-271-2801	The College of Arts and Sciences Jennifer Cooper Administrative Assistant Office: FAC 268A Phone: 515-271-4028
Student Account Services Office: Carnegie Hall 103 Phone: 271-4777	Student Records – Registrar’s Office Office: Carnegie Hall 101 Phone: 271-2025
Student Financial Planning Carnegie Hall Phone: 271-2905	Computer Assistance – “Help Desk” Carnegie Hall Phone: 271-3001
Counseling Center Phone: 271-3864 Suicide/Crisis Lifeline Call or text 988 Uwill Helpline Phone (833) 646-1526 Open 24/7	Public Safety 1227 25 th Street Phone: 515-271-2222 (emergency) Phone: 271-2222 (non-emergency) For Fire or Ambulance: dial 911
Student Health Center - Broadlawns Community Clinic at Drake 2970 University Avenue Phone: (515) 216-5100	

Information from the Department to students is communicated primarily through Drake e-mail. See section **G.) DEPARTMENTAL INFORMATION** for details.

C.) CURRICULUM

C.1) DEGREE PROGRAMS

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

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

- **MINORS**
 - Design/Technology
 - Directing
 - Musical Theatre
 - Theatre

- **CONCENTRATION**
 - Musical Theatre

Students wishing to pursue any B.F.A. degree, the Musical Theatre Minor or the Concentration in Musical Theatre 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 any other theatre minor without auditioning or interviewing. Please see your academic adviser for more information.

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 use their degree sheet as a checklist as they meet with their academic adviser each semester and register for classes to make certain they have met all University and Department requirements for graduation. While advisers are there to mentor and offer advice, ultimately the responsibility for successfully completing any degree rests with the individual student.

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 will 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

Some classes may be counted toward completing both an AOI and fulfilling the requirements of the Department.

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 may, however, pursue a minor in Design/Technology, Directing or Musical Theatre in conjunction with a theatre major outside the minor concentration. An Acting major, for example, may pursue a minor in Design/Technology, but a Musical Theatre major may not pursue a minor in Musical Theatre. The Theatre Minor is intended only for students pursuing major degrees outside the Department of Theatre Arts.

Students pursuing a major or minor outside the Department of Theatre Arts 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.

C.2) ACADEMIC ADVISING

All theatre majors and minors 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, they should contact the College of Arts & Sciences as soon as possible to have a faculty member assigned. 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 related questions and concerns.
- 5.) Offering artistic and/or career guidance.

All theatre majors and minors should 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:

The University uses a blended advising model whereby, in addition to an academic adviser within the Department, Mary Beth Holtey is an Academic Support Specialist in the College of Arts and Sciences who can assist with the specifics of registrations for classes each semester. The Specialist also assists with qualifications required for graduation. Please see the Contact Information section above for more information.

C.3) INDEPENDENT STUDY

Students interested in exploring a specific area of theatre can arrange with a faculty member for an Independent Study (THEA 130). The following are the basic parameters and 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 in normal rotation (i.e. fall/spring). The only exception is if a course is required for graduation and the student has made every attempt to take the class in regular rotation but has been unable to do so. This will be determined on a case-by-case basis.
- 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. You can find the form in the link below.

https://drake.qualtrics.com/jfe/form/SV_b9p6zWhBn1nDaHY

The topic must be approved in advance and the form signed by: the student, the student's academic adviser, the faculty member of record and the Department Chair. Faculty members have the right to approve, reject or require changes to an Independent Study proposal for any reason. Once the form has been submitted and approved, the College will register the student for THEA130 (1 credit hour).

- 4.) The bulk of the work in the course should be that of the student. The role of the faculty member should be to help set the parameters of the project and provide feedback to guidance to the student in their work.
- 5.) Students who do not complete the requirements established at the outset

of the course, will receive a commensurate with their work. 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. Assigning a grade of “I” is solely at the discretion of the faculty of record for the project. If an “I” is to be given, faculty will work with the student to establish the work and timeline necessary to complete missing assignments.

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. Please note also that faculty do not receive any additional compensation for THEA130 courses during the standard academic year.

C.4) PROJECTS IN THEATRE

While an Independent Study is available to students throughout the University, 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 receive academic credit for creating a lighting design for a production; or a Directing minor may choose to direct a Student Theatre Production as a Project in Theatre. In terms of procedure, the Project in Theatre follows guidelines similar to that of an Independent Study including:

- arranging for a faculty member in theatre to mentor the project
- filing the proper form (provided by your academic adviser or faculty of record) signed by the student’s adviser and the Department Chair
- an accompanying one-page description of the parameters of 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/or faculty member of record for the project. Note that the Project in Theatre can be taken for 1-3 credit hours. The number of credit hours is determined by the size and scope of the project.

C.5) SENIOR CAPSTONE EXPERIENCE

Beginning Fall 2024 the Senior Capstone Experience (THEA190) is no longer a requirement for graduation in the Department of Theatre Arts. Current students for whom the Capstone was a requirement in their first semester at Drake have the option of completing a Capstone experience if they choose. For first-year student beginning Fall 2024 the Capstone will no longer be an option. For students who are eligible and wish to complete a Capstone experience, please see your academic adviser on or before the start of your senior year.

C.5) PRACTICUM CREDIT

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

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

Step 1: Consult the list posted on the bulletin board (between FAC 256 & 257) to see what design or tech positions are available for each production. *DO NOT sign up for a position yet.*

Step 2A: For all costume related positions (e.g. costume design, wardrobe, hair/make-up, etc.) *you must receive permission from Josie Poppen before you can sign up for a position.*

Step 2B: For all other design/tech position (e.g. props, sound board operator, run crew, etc.) *you must receive permission from John Pomeroy or Noah Files before you can sign up for a position.*

Step 3: Once you have received the appropriate permission and signed up for a position, contact the Stage Manager for the production (listed on the sheet) you will be working on, and tell them if you wish to receive a Technical Practicum credit for the production. The Stage Manager for each production will collect the names of all students wishing to receive Technical Practicum credit and forward them to the Technical Director who will handle the registration process.

NOTE: Signing up to work on a production and receive Practicum Credit is a serious commitment to that production and the work required. The production faculty will assign a final grade to each student at the end of the semester in which the production occurs.

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

Step 1: If you have been cast in a Main Stage show, you will receive an e-mail from the Stage Manager of that production asking if you wish to receive an Acting Practicum credit for that role. Please respond to the Stage Manager accordingly. They will collect those names and submit them to the Technical Director who will register the THEA140 credit with the College.

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 some degree programs (e.g. Design/Technology) in the Department of Theatre Arts. As always, consult your academic adviser.

C.7) 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 trajectory. Such a decision, therefore, should be considered carefully and in 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 unless waived by faculty. 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 must file a Change of Record Request located on the myDrake page under the Student Records section before the change becomes official.

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 specific B.F.A. 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.

C.8) 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. In addition, registering for more than 19+ hours in any semester is considered an "overload" and students may be subject to additional fees. To request to enroll in 18 or more hours, please visit:

https://drake.qualtrics.com/jfe/form/SV_eu1ofFO2lqBimO1

And fill out the required form. This page also provides information on the potential to have overload fees waived based on the student's circumstances. Waivers are not guaranteed and are granted solely at the discretion of the College of Arts & Sciences.

C.9) ADDITIONAL FEES

Some courses require additional fees beyond the standard tuition. Private Voice Lessons (THEA026 & THEA126) for example require an additional fee to cover the cost of an accompanist. Your course instructor should be able to provide you with a list of any necessary materials or fees required for their respective course.

C.10) ADDITIONAL FORMS

For additional forms including requests to Add or Drop a class please visit:

<https://www.drake.edu/artsci/studentresources/forms/>

D.) 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.

D.1) MAIN STAGE PRODUCTIONS

Main Stage Productions in the Department of Theatre Arts consist of 5 to 6 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.) Performing Arts Hall (a.k.a. "PAH") shows are produced once each semester and are typically either larger musicals or plays directed faculty or guest artists. Tickets for these productions generally cost \$10 for adults, \$8 for students and senior citizens.
- 2.) William S.E. Coleman Studio Theatre (a.k.a. "Studio") shows are produced typically twice each semester and are 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 (a.k.a. STPs) are produced in the Coleman Studio Theatre each year. These are typically smaller productions (30-minutes or less in

length) including original works and devised pieces. The STP are selected, directed, designed, performed and run entirely by the students. Faculty serve only as mentors.

Productions for the Main Stage season are selected each spring for the following academic year.

D.2) Production Meetings

The Stage Manager for Main Stage shows schedules and conducts weekly production meetings throughout the entirety of the production process. These meetings are mandatory for directors, designers and stage managers. Other members of the production team may be required to attend production meetings as well or send surrogates if schedules do not permit.

D.3) Auditions / Callbacks

Auditions for Main Stage productions are held ONCE at the beginning of each academic year for the entirety of that 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. Main Stage auditions are open to all Drake University students regardless of their academic major.

NOTE: All Acting, Musical Theatre, and Theatre Education majors are required to audition for Main Stage productions each year. Design / Technology majors and B.A. 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. Approximately one month before Main Stage auditions are held, students will receive an e-mail from the Department that includes the parameters for the Main Stage audition. If you do not receive this e-mail on or before 1 August, please contact Jacob Lemons.

Once the location, date and time of the auditions has been established, students will need to fill out and submit an audition form online. A link to the form will be provided with e-mail from the Department. 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 submitted PRIOR to auditions. Once you have submitted your Audition form you will be assigned an audition time slot which likewise will be communicated via Drake e-mail.

The following is a basic list of “dos” and “don’ts” concerning auditions:

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 submit a headshot and resume but may if they wish).
- 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 for casting, 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 their respective 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, they should notify the director for the production as soon as possible to make other arrangements.

D.4) CASTING

At the conclusion of the audition/callback process faculty directors meet to cast the season. Casting choices are made based on a wide variety of factors including:

- Performance at the audition
- Performance at the callback
- Appropriateness to a particular role in terms of the director's vision of the character and ability to succeed in that role.
- Academic work including g.p.a.
- Schedule conflicts (Stage Management assignments, outside work, classes, NTI, study abroad opportunities)
- Work ethic in classes or other productions
- Personality and attitude
- Chemistry/connection with other actors where appropriate
- Level of confidence
- Professionalism
- Other roles the student may be cast in that season, or in the recent past
- Potential for improvement

- Need to stretch creatively/artistically
- Overall talent

Keep in mind, also, that while the process and the education of our students is paramount, faculty also have a responsibility to create the best finished product they can. Productions are offered for public consumption. They reflect the quality of work not just of the students, but the faculty, the Department and the University as a whole.

This process is by no means perfect. Each season there will be students who are left without a role in a Main Stage production while other students may be cast more than once in a year. In some rare instances there may even be students who are not cast in a Main Stage production during their four years at Drake. While this is unfortunate it also reflects the challenge of the artistic field you choose to work in. There is a distinction between learning your craft and plying your craft. Casting is *never* guaranteed. And though the Department views productions as an extension of the work done in the classroom it is an extension of that work, not the work itself. The bulk of your learning comes in your academic coursework. Casting the full season at the start of the academic year also provides students the freedom to seek other performance opportunities on campus (e.g. STPs) or in the Des Moines community.

Final cast lists for Main Stage productions are posted on the callboard outside the Coleman 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.

D.5) Design Assignments

The Director 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
- Student Technical Director or ATD
- Costume Designer
- Makeup/Hair Designer
- Scene Designer
- Lighting Designer
- Sound Designer
- Properties Designer
- Video / Effects Designer
- Assistants to design position

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

- Academic major – priority is given, first and foremost, to students pursuing the B.F.A. in Design/Technology.
- Stage Managers for productions are selected from students enrolled in (or who have completed) the THEA 160 Stage Management course.
- 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.
- 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 Director of the Design/Technology Program.

D.6) 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

A sign-up sheet for crew positions is located on the callboard outside the Theatre Office (FAC 257). Before any student signs up, however, they must first meet with either Josie Poppen (for all costume, hair, make-up, and wardrobe positions) or John Pomeroy or Noah Files (for all other positions) to discuss the responsibilities of the position. Once the student has met with faculty and received permission, they can sign the sheet. After that, the student will be contacted by the Stage Manager regarding the production schedule. Prior experience in many of the positions is preferable, but NOT necessarily required. The only pre-requisite is a desire to learn.

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.

The Stage Manager for each production gathers the names of students who work on

productions and delivers that list to the box office. Students who work on a production are then eligible to receive a complimentary ticket (“comp”) to the performance they are working on.

D.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.

D.8) Expectations

Each production is unique. Therefore, expectations will be communicated by members of the Production Team for each show. However, there are some universal expectations for all students participating in a Drake Theatre production.

For all students:

- 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.
- If you do not handle a weapon, prop or costume piece during a 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 disposed of properly at the end of the night.
- Rehearsals can be canceled at the discretion of the director. However, if the University is closed rehearsals are automatically canceled as well.
- 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.
- Students who participate in any event as part of 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.
- 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. Likewise, notify a member of stage management when you return to the space.
- Bring rehearsal shoes/clothing to every rehearsal as soon as the costume designer establishes what those pieces should be.
- Shower, deodorize and use breath fresheners generously. Closeness is so much easier to achieve when everybody smells nice.

D.9) STUDENT THEATRE PRODUCTIONS / STPS

The purpose of the STPs is to provide additional production outlets for students to explore works not typically staged as part of the Main Stage season.

In late spring the Department will issue a call via Drake e-mail for STP proposals. That e-mail will include an application form and a submission deadline. All application forms must be submitted to Professor Rothmayer by the specified due date. To be eligible to submit an STP application, students must have completed THEA103 Directing I.

Once the deadline for STP application submissions has passed, faculty will meet to discuss each proposal and decide the slate of productions for the following year. Students whose proposals have been accepted will be notified by e-mail and given the performance dates 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 STP directors to schedule auditions, callbacks and casting for each production.
- 4.) 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 first-year and sophomore theatre majors (with the exception of Design / Technology) are **required** to audition for the STPs even if they have been cast in a Main Stage production that conflicts with the STP. Just be sure to notify the STP directors of the conflict at your audition. Juniors, seniors and Design / Technology majors are welcome and encouraged to audition but are not required to do so.

D.10) OTHER IN-CLASS PRODUCTIONS

There are also production opportunities available via courses in the theatre curriculum. These are performances staged by students as part of the course requirement. Examples of such productions include but are not limited to: scenes or one-act plays produced in conjunction with directing and/or 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 (THEA026 & THEA126) 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 they are enrolled in Private Voice Lessons. Majors will be required to prepare two contrasting musical theatre songs that students have been working on in their lessons. 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 at their discretion. 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.

D.11) ADDITIONAL OPPORTUNITIES

Students have a number of additional theatre-related opportunities available outside the Department of Theatre Arts including groups such as D+ Improv, productions sponsored by Drake Theatre People (DTP) or other local theatre groups. 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 in their coursework. 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 them 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 they 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 their 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. Each student's priorities regarding opportunities outside the Department must be:

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

E.) SCHOLARSHIPS AND ELIGIBILITY REQUIREMENTS

All students pursuing a B.F.A. degree and/or receiving a Fine Arts Scholarship from the Department of Theatre Arts are **required** to complete at least **two** Main Stage production assignments **each semester** to maintain their standing as a B.F.A. candidate and/or scholarship recipient. Examples of production assignments may be found below.

E.1) 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.

THE FINE ARTS SCHOLARSHIP – is offered to incoming first-year or transfer students based on auditions/interviews conducted by Theatre faculty.

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 below).

C.) To maintain a Fine Arts Scholarship students must adhere to the following:

- 1.) The student must be actively pursuing a B.F.A. degree in the Department of Theatre Arts.
- 2.) The student must be in good academic standing with the University. This is defined as maintaining a cumulative grade point average of 2.0 or above. Falling below that level will trigger a probationary semester (see below).
- 3.) The student must be in good academic standing within their B.F.A. degree. This is defined as completing **two** recognized production assignments **each semester**. Production assignments include (but are not limited to) the following:
 - i.) Completing 60 hours of work in the scene studio in a semester. Students must see Professor 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.
 - ii.) Completing a design assignment for a production
 - iii.) Performing a role as a cast member for a production
 - iv.) Completing a crew assignment for a production
 - v.) Completing a directing assignment for a production
 - vi.) Completing a stage or house management assignment for a production
 - vii.) Serving as a choreographer, assistant director or dramaturg for a Main Stage production

Other assignments may be substituted at the discretion of faculty. Failure to complete two production assignments each semester will result in the student being dropped from their B.F.A. program

which will result in a loss of their Fine Arts Scholarship.

D.) Each spring, the Department will send out a form to all BFA students and scholarship recipients. On that form you will be asked to provide updated contact information and list the specific contributions you have made to Department productions in the past academic year. Failure to fill out the form or provide proof of contributions to two productions each year can result in the student being dropped from the BFA program and a loss of any Fine Arts Scholarship they may be receiving.

E.) Probationary Semester – Any semester in which a student's cumulative grade point average drops below 2.0 will trigger a probationary period in the semester immediately following. The purpose of the probationary semester is not punitive. It is intended to encourage students to focus more specifically on their course work to raise their g.p.a. At the end of the probationary semester, if the student's grade point average has not risen above a 2.0 they will be dropped from their B.F.A. program and lose any Fine Arts Scholarship they receive. During the probationary semester students are forbidden to participate in any extracurricular activity within the Department of Theatre Arts that is not specifically required by their coursework. This can result in performers in productions being recast and design work being reassigned as necessary.

NOTE: Exceptions to any of these criteria will only be made in cases of extreme emergency and will be handled on a case-by-case basis.

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.

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.

E.2) The B.F.A. Review—B.F.A. Majors, only

Toward the end of each spring semester, faculty in the Department of Theatre Arts schedule BFA reviews for students completing their first year and junior year in the Department. These reviews consist of a face-to-face meeting between the individual student and the faculty of their 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.

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.

F.) FACILITIES

F.1) FAC / STUDIO / MOVEMENT ROOM

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. 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. Unless continuously reserved for a PAH show, students shouldn’t expect to have access to this space until 6pm each evening.

- The Jo Lee Scarborough Movement Room (a.k.a. The Movement Room) 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. 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 Design Lab.

As a shared space, as well as a facility that doubles as both classroom and performance venues, it is imperative that students help to maintain the building. Discard any and all trash in the proper receptacles located throughout the building. If a student uses a space, they *must* restore that space to the same 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.

Classroom furniture **may not** be used for any performance/production. If students require furniture pieces the Department maintains an inventory of rehearsal cubes and tables. Please contact Professor Pomeroy for access to this inventory.

G.) DEPARTMENTAL 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.

G.1) SENDING

Students are encouraged 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 STP 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 share information by other means (e.g. posters, flyers, etc.), students may post only on designated bulletin boards in the building. Extraneous 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.

G.2) RECEIVING

Drake e-mail is the primary method by which students will receive information from the Department. Every student has a Drake e-mail address comprised of their 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 they believe they are not receiving information from the Department, they 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) will *not* be used for official Department communication.

Information is also posted on the callboards located between FAC 256 & 257 and in the hallway outside Coleman Studio Theatre (FAC 055). Students should check both their e-mail and the callboard on a daily basis. This is particularly important for students working on a theatre production during which 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.

H.) RECOMMENDED MATERIALS

H.1) REHEARSALS AND PRODUCTIONS

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

Male Identifying Actors:

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

Female Identifying Actors:

- 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 actors who identify as non-binary, mix and match as you see fit.

For performances or productions (especially STPs 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 Actors:

- 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 Actors:

- 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 that are damaged, lost or stolen. Lockers are available in the basement of FAC. Please contact Jacob Lemons to reserve a locker. Once a locker has been assigned you will need to provide your own padlock. At the end of the academic year you must remove your lock and empty the lockers contents. Locks left over the summer will be removed by Facilities Services and the contents of the locker cleared out.

I.) ANSWERING QUESTIONS, SOLVING PROBLEMS

I.1) 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.

For questions about:	Contact:
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

I.2 SOLVING 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 the faculty director/mentor 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, speak with 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 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 an Associate Dean of the College of Arts & Sciences.

7.) *Problems involving matters of equity, diversity or inclusion* – the Department's EDI Committee has established a Qualtrics form for anonymous posting of issues, concerns, or suggestions. You can find the form here:

https://drake.qualtrics.com/jfe/form/SV_extrdhixr1TEdEy

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.
