

theatre vcu

Student Handbook

2011 - 2012
THIRTY-SECOND EDITION

Virginia Commonwealth University

theatreVCU

Student Handbook

2011 - 2012
THIRTY-SECOND EDITION

This Handbook contains policies and procedures by which
Theatre VCU students must abide.

This Student Handbook can also be found on the Theatre VCU website
at http://www.vcu.edu/arts/theatre/dept/bfa_current.shtml

Every student must sign the Student Agreement within the first two
weeks of classes and give this agreement to his or her advisor
in order to receive their grades.

Department of Theatre
David S. Leong, VCU Theatre Department Chair
Virginia Commonwealth University • Richmond, Virginia

vcuarts

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IMPORTANT CONTACT INFORMATION

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Theatre VCU Main Office Email.....	theatre@vcu.edu	VCU Bookstore.....	828.1678
Theatre VCU Box Office.....	828.6026	Library-Cabell.....	828.1110
Theatre VCU Box Office Email.....	theatretix@vcu.edu	Student Accounting.....	828.2228
Theatre VCU Fax Number.....	828.6741	Student Health.....	828.8828
Theatre VCU Campbell Library.....	827-1392	Wellness Resource Center.....	828.9355
Costume Shop.....	828.6025	University Counseling Services.....	828.6200
Scene Shop.....	828-6385	University Police Security Escort Services.....	828.9255
Paint Studio.....	828.6029	VCU Campus Police Emergency.....	828.1234
Stage Management Office.....	828.3998		

PROLOGUE

For more than sixty-six years, Theatre VCU has prepared students for careers in professional and academic theatre. Hundreds of alumni scattered across the United States and Canada now successfully practice what they began as students at VCU. With 25 faculty and staff and a combined graduate and undergraduate student population averaging 280, Theatre VCU is one of the largest theatre training programs in the southeastern United States. Theatre VCU is a member of NAST (the National Association of Schools of Theatre).

The faculty of Theatre VCU are first and foremost educators who provide first-rate mentoring and instruction. They also serve as role models, practicing their craft as artists locally, regionally, nationally, and internationally. They work on the stage, TV and in films, author books in their disciplines, and hold elected offices in some of the nation's most prestigious organizations. Collectively, the faculty and staff pride themselves on their ability to help you bridge the gap between life as a student and life as a professional beyond VCU.

By majoring in theatre, you are expected to demonstrate a strong sense of commitment to classes, Theatre VCU productions, and extracurricular activities. A sound academic record coupled with a strong resume of performance or production-related assignments, is highly recommended. As a VCU student you are required

Please read
this handbook
carefully.

You are
responsible for
knowing
everything
printed within.

to live by the standards of trust and respect laid out by the the University's Honor System found on the VCU website at: www.provost.vcu.edu/pdfs/Honor_system_policy.pdf.

The information in this handbook has been designed to assist you in planning and organizing your course of study in this department. Through reading this handbook, you will learn Theatre VCU policies and procedures.

Please read this handbook carefully. You are responsible for knowing everything printed within its pages.

Also, refer back to it periodically when making decisions throughout your academic career at VCU. If you are unclear about anything in this handbook, contact your advisor for assistance.

Note: The study of theatre is not just about academics and production. Theatre is the study of human behavior in which imagination plays a vital role. Developing one's imaginative skills occurs only when the mind and body are finely tuned. The faculty and staff of Theatre VCU encourage you to take this time to develop command of the following areas: **self-discipline, respect for yourself and others, effective communication skills, and good personal health and nutritional habits.** Your training at Theatre VCU will fly by in a flash, so don't wait until later to start what can be done today.

THEATRE VCU DIRECTORY

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VCU HONOR SYSTEM

As a student at VCU, you will be expected to:

- practice personal and academic integrity.
- respect the rights and property of others.
- honor the rights of others to their opinions and strive to learn from the differences in people, ideas, and cultures.

In the academic community, the practice of academic integrity is of the highest priority. Under the honor system, each student is obligated to understand the conduct which is unacceptable, to refrain from acts of cheating and plagiarism, and to report those who violate these standards. The honor system assumes that each student's word can be trusted implicitly and that a violation of a student's word is a violation against the whole university community.

The system's effectiveness depends upon each student's acceptance of responsibility for it. For example, a student who cheats creates at least three problems for him or herself and others: loss of knowledge which may be beneficial in the future, an unfair advantage over classmates who have not cheated, and the possibility of

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forming a pattern of accepting lower standards of behavior which could lead to unethical conduct in other areas.

Direct your attention to the VCU Honor System as printed in the VCU Resource Guide. Copies are available online at www.students.vcu.edu/policies.html, and from several distribution points on the campus, including the Commons and the Academic Campus Bookstore. Many of your professors will be discussing this policy and describing their expectations for your behavior in classes during the first class session.

The Honor System utilizes the Honor Pledge, which states, "On my honor, I have neither given nor received aid on this assignment." Instructors may give assignments to students in one of two ways: (1) as "Pledged" work for which the student will sign a pledge statement

indicating that the work was completed independently, or (2) as "Unpledged" work which may be completed in collaboration with others as directed by the instructor.

It is your responsibility to be aware of, and to observe, the VCU Honor System and all policies and regulations at VCU and at Theatre VCU. If you have a question about a policy, call or stop by the office of the Dean of Student Affairs, consult with your faculty advisor, or visit Ron Keller, who is the Faculty Coordinator for the School of the Arts.

THEATRE VCU GOALS

As an integral part of the university, Theatre VCU has established the following goals:

1. To prepare students for professional employment in several fields of theatre: acting, design, technical theatre, theatre administration, and stage management.

2. To develop through research and the studio process new approaches to the

The mission of the VCU Department of Theatre is to educate and to train students as theatre professionals and/or academicians in their chosen field of performance, design/technology, or pedagogy.

understanding, learning, and teaching of theatre as a meaningful reflection of the human condition.

3. To apply the principles and practices of theatre to a given profession, where such an application can be shown to augment that profession's effectiveness.

4. To serve as a community and cultural resource that produces theatre for public enjoyment and interpretation.

GENERAL ACADEMIC GUIDELINES

Faculty Responsibilities

The major responsibilities of the faculty are teaching, supervising, advising, and evaluating. Instruction takes place not only in the classroom studio process, but also in the various artistic and practical aspects of producing the Theatre VCU season.

Each degree-seeking student in the Theatre Department will be assigned a faculty advisor. It is the responsibility of the advisor to keep accurate academic records in order to determine that the student is fulfilling all degree requirements. Although the student is ultimately responsible for knowing and fulfilling these degree requirements, close cooperation between the student and the advisor is essential in planning the student's curriculum. The faculty member allots designated office hours each week to meet with advisees; during registration, he or she will be available for more intensive advising.

Evaluation by the faculty is an ongoing process. It begins with the audition/interview for admission and continues throughout the student's academic career. For each class a final grade is given at the end of each semester, which becomes part of the student's cumulative grade point average. Also, during the semester, faculty members meet to evaluate the progress of individual students. If the faculty determines that an individual is not making satisfactory progress, the advisor will issue the student a warning. If the student continues without improvement, he or she will be advised to explore other options.

Student Responsibilities

It is the theatre student's responsibility to be in the right place – studio, class, work-call, rehearsal, production – at the right time with the right attitude, doing all the work

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to the best of his or her ability. Theatre VCU demands individual commitment; instructors and staff supervisors assume the student is here because he or she wants to be here to learn. **The theatre student must cultivate professional habits.** Following is a general guide for the theatre student:

1. Be on time.
2. Be prepared. Do your assignments.
3. Cope with insecurities and other personal problems outside of the work environment.
4. Maintain a high level of energy, and enthusiasm.

Energy creates energy.

5. Learn to be constructive and non-threatening in criticism.
6. Respect the abilities of others.
7. Assist and cooperate with – do not compete against – anyone working on the production.
8. Stay healthy. Eat sensibly. Get enough sleep.

The student is responsible for knowing and fulfilling all general and specific requirements relating to the completion of the degree program. Advising for advance registration for the next semester is required on the dates posted by the Associate Chair. The student must consult with his or her advisor on all matters of registration, including add/drop, withdrawal, and enrollment for credit at another institution.

A student who transfers into the Department of Theatre, either from another VCU department or from another institution, must meet with his or her advisor to ascertain which degree requirements must be completed. Evaluation of transfer credits is made through consultation, audition, performance, or portfolio presentation. Theatre majors who change areas of specialization should also be aware of possible changes in degree requirements.

It is the student's responsibility to notify his or her advisor if he or she is unable to be present for the opening class sessions of the semester. The instructor may be contacted at any time through his or her office voice mail or email address. The only acceptable excuse for missing classes at the beginning of the term is a contract committing the student to perform work at a theatre. Time extensions granted to the student to honor such a commitment is limited to the first week of the semester.

All theatre majors are REQUIRED to attend all Theatre VCU productions presented for a public audience. Some classes will require you to write a paper on the production based on a topic related to that class.

Departmental Attendance Policy for Performance Majors

Acting is participatory: there is no way to learn without doing, no adequate substitute for a missing partner, and

With a third absence, your final grade will automatically drop one full letter and will continue to drop one letter grade with each additional absence.

no way to "make up" missed experience. You are therefore allowed no more than two absences from any core acting class. With a third absence, your final grade will automatically drop one full letter and will continue to drop one letter grade with each additional absence.

In addition to adversely affecting your own learning process, arriving late for class disrupts the learning process of fellow students. Therefore, tardiness in excess of 20 minutes will be considered a complete absence, and every two instances of tardiness – of whatever duration – will equate to one absence for grading purposes. Every acting teacher reserves the right to declare a "no lateness" policy should the need arise. This means that if the door to the classroom is shut and you are not inside by the time class begins, you are absent.

No exceptions.

Departmental Attendance Policy for Non-Acting Majors

Non-acting majors will be allowed as many absences as the student has classes in one week. In other words, if your class meets three times a week you will be allowed three total absences for the semester. Your grade will go down one letter grade at the fourth absence, and continue to drop one letter grade with each additional absence. Tardiness in excess of 20 minutes will be considered a complete absence.

HEALTH AND HEALTH INSURANCE

The theatre student must be vitally concerned with both physical appearance (especially the performance major) and physical well being. It is strongly urged that students consult with their physicians as necessary for physical ailments, including voice problems.

Disability Support Services

Students who have physical problems such as diabetes, arthritis, or epilepsy, or learning disabilities (such as dyslexia) which may affect academic studies or performance activities are advised to notify each of their instructors at the beginning of each term.

In order to receive academic help from the university, the student's medical records must be on file at the **Disability Support Services**. Your health in-

Your health insurance information must be recorded on the Student Locator Card and must be on file in the Theatre main office.

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All full-time students are required to subscribe to the university's Student Health Services, which provide medical care in an office practice setting. Health Services fees cover only those services rendered at the Health Services clinic. Students will be responsible for charges incurred if they visit any other physicians in the area.

Students are advised to carry their own accident and health insurance policies. University Health Services is located at 1300 West Broad Street, Suite 2200, 828-8828. The student's

insurance card should be carried on the person at all times.

AREA SPECIALIZATION GUIDELINES

Degree Requirements

The Department of Theatre offers an intensive program designed to provide the student with a professional and cultural foundation essential to attaining the highest standards in the art of theatre. Applicants are admitted only upon satisfactory demonstration of ability and genuine interest by means of interview as well as audition and/or portfolio presentation.

The department offers a Bachelor of Fine Arts degree in Theatre with an emphasis in performance, design/technical studies, or stage management. In these pre-professional programs, all aspects of theatre, such as art, craft, and business are examined. The curricula are designed to immerse the student in the practicalities of the theatrical world. The performer works daily with body, voice, and imagination, while the designer/technician learns the tools of the trade in studio classes and through practical application while challenging their creativity.

The department also offers a Bachelor of Arts degree in Theatre. The BA in Theatre is designed for students seeking a broad exposure in the study of theatre and drama within the liberal arts and humanities curriculum. It allows theatre majors to minor in another subject. Many graduates continue their theatre education at graduate

It is determined by an audition (performance majors) or by a portfolio review (design/technical majors) at the end of the student's second year whether he or she will continue their undergraduate education in the BA or BFA track.

programs while others choose to enter the professional world as teachers, designers, technicians, or performers. It is determined by an audition (performance majors) or by a portfolio review (design/technical majors) at the end of the student's second year whether he or she will continue their undergraduate education in the BA or BFA track.

The Department of Theatre requires 120 credits for a degree in theatre. A cumulative grade point average of at least 2.0 (C) is required for graduation by the university. Individual tracks may have more stringent minimum grade point averages for continuation in the program. A minimum of 45 upper level credits (300 or 400 level) are required to graduate, and degree candidates must complete 30 of their last 45 credits at VCU. Completion of a minor generally requires between 12 and 24 credits in the minor subject area.

All Design Tech students must earn a "C" or better in theatre courses in order for the course to count towards graduation.

Transfer students are placed in upper-level courses as determined by department faculty committees after evaluation of the student's record, performance, audition, and/or creative work.

PERFORMANCE OPPORTUNITIES AND UNDERGRADUATE AUDITIONS

Performance Opportunities

The Department of Theatre produces four mainstage plays during each academic year. These productions range from contemporary to classic with runs of two to three weeks. Effort is made to select a balanced season of plays that will provide vehicles for all actors.

The Shafer Alliance Laboratory Theatre (SALT) is a performance/directing lab that affords Theatre VCU students the opportunity to present works focused primarily on the essentials of performance in a creative and impartial manner. SALT offers students another outlet for further development of critical theatrical skills, such as script analysis, dramaturgy, research, and communication.

On occasion, the department calls upon the services of faculty members and/or visiting artists to play roles in productions or contribute services as designers and technicians. Students who work with the faculty and/or visiting artists gain valuable insight and unique performance opportunities.

Annual First-Year Acting Auditions

In the fall all First-Year Performance Majors must participate in the auditions for the First-Year Discovery Project.

This audition, the subsequent rehearsals, and the final performance meet outside the posted class time but are crucial to the acting class grade during the first semester.

First-Year performance students are required to participate in the Discovery Project. With the exception of acting

SALT offers students another outlet for further development of critical theatrical skills, such as script analysis, dramaturgy, research, and communication.

in the classroom, the Discovery Project will be First-Year performance students' only performance opportunity during the first semester. The Discovery Project is designed to allow participants the opportunity to collaborate with their peers and other theatre professionals. Students are also given the opportunity to showcase their acting abilities during Discovery Project performances.

From Second Semester of First-Year Performance and Beyond

From second semester of the first year through the semester of their graduation, students enrolled in performance

classes who have a minimum of 2.5 GPA are required to audition and attend all callbacks for all mainstage and other department productions, including graduate directed creative projects and directing scenes (both graduate and undergraduate). If a performance student determines that auditioning is inadvisable for some reason (a need to raise grade point average, for instance), that student must submit a letter to the Head of Performance with a copy to the directors of the upcoming auditions at least two weeks in advance of those auditions requesting to be excused. Reasons why the student should be excused should be spelled out in detail; the Area Head of Performance will consult with the performance faculty to determine if the student's request will be granted.

Audition times will be assigned to Performance majors by Stage Management. Performance majors can swap audition times with other students with approval from the Head of Performance.

MAINSTAGE CASTING POLICY

Mainstage Casting Policy

All undergraduate Performance majors are required to audition for all mainstage productions and attend any relevant callbacks. If cast in a mainstage production, Performance majors may not participate in any other production either on or off campus. If a student is cast in a mainstage production he or she is required to take the role.

Students who are cast in shows outside the department must fill out a Schedule Clearance for Outside Activity Form (available in the mail room). Signatures of all theatre instructors and the Head of Performance must be obtained. Failure to adhere to any part of this policy will result in the loss of departmental performance privileges for the entire academic year.

If cast in a Shafer Street Lab production, directing project, thesis production, or Senior Showcase, Performance majors must have a 2.5 GPA and may not participate in any off campus production. **Failure to**

If cast in a Shafer Street Lab Production, Directing Project, Thesis Production or Senior Showcase, Performance Majors may not participate in any off campus production.

adhere to any part of this policy will result in the loss of departmental performance privileges for the entire academic year (i.e. you will not be allowed to participate in any extra-curricular performance event). Exemption will be granted only in the case of unavoidable conflicts or emergency (work scheduling or similar extracurricular activities do not qualify). Should such unavoidable conflicts arise, it is the responsibility of the Performance major to contact the Head of Performance, who will bring the concerns to the Performance faculty for final decision.

Understudy Policy - Specific responsibilities of an understudy are determined by the director. When cast as an understudy, it cannot be assumed that the understudy will appear in that particular role should a need to re-cast arise.

The minimum GPA required to perform is 2.5 for all mainstage roles.

UNDERGRADUATE ASSESSMENTS

Assessment Auditions for Performance Majors

Continuing from year to year in the BFA Performance track is dependent upon the completion of an assessment audition at the end of the second year.

Second-Year Assessment Auditions for Performance Majors

During this audition, each student must successfully demonstrate the craft that has been learned in core performance courses. Each student will be evaluated on the basis of the audition, discipline, studio work, progress, and overall professional prognosis (chances for success in the competitive professional world). The yes/no decision of the performance faculty is final and cannot be appealed. Each second-year student will be notified in writing of the result of the assessment audition.

Before beginning the third year of training, all Performance Majors must formally select a track (BA or BFA).

If considered eligible, the second-year student will be asked to move into the BFA track. If considered ineligible, the student will be encouraged to consider the BA in Theatre as an excellent alternative. An advisor will assist in designing a selection of classes that cater to the student's interests and needs.

At any point in the program, the faculty may ask a student not to continue in the Performance track. All third-year performance majors must be awarded a "B" or better in all core performance courses in order to advance to the next level.

At any point in the program, the faculty may ask a student not to continue in the Performance track.

Each first-year student will also audition before the performance faculty during his/her second semester of training. Each first-year student will be evaluated on the basis of the audition, discipline, class work, improvement, and overall professional prognosis (chances for success in the competitive professional world). Each first-year student will receive a packet of evaluation forms which detail each faculty member's comments and observations on the audition. The comments will specify strengths as well as areas that need improvement.

Assessment Interviews for Design/Tech Majors

The design faculty will assess all second-year design/tech students to determine if they should pursue the BA or the BFA track. These are very different programs and students will find that they are better suited to one over the other. Some of the factors the faculty will consider in making this decision are:

- The student's work ethic and conduct
- Performance on assigned tasks
- Academic performance
- Ability to assume leadership roles
- Ability to handle responsibility
- Professional prognosis
- Ability to balance and meet multiple expectations

BFA students may meet with their advisors at any time to consider switching to the BA program, but admittance to the BFA track is through portfolio review only.

UNDERGRADUATE REQUIREMENTS & INTERNSHIP POLICY

First-Year Requirements

First-Year performance students are required to attend Oxy-Rhythm Conditioning at 8 am in the Franklin Street Gym on days when their Acting I section is scheduled to meet. This conditioning regimen will continue throughout a performance student's time at VCU.

Students will not be allowed to take second-year Voice & Speech and Movement if they have failed Acting I. If a student fails first-year Acting, he/she must retake these courses.

All performance majors are required to complete 4 non-performance production work assignments before they may graduate.

■ **Assisting with production advertising**, including work at remote box-office locations at the Student Commons and elsewhere; hanging posters; participating in organized marketing marches on campus, throughout the Fan or elsewhere in Richmond.

■ **Assisting the Creative Director** with building and maintaining Theatre VCU alumni database.

■ **Other work** required of production and/or maintenance of Theatre VCU, including cleaning of rehearsal and performance spaces or other work re-

quired and approved by Theatre VCU faculty or staff.

Design/Technical Work for Performance Majors; Acting Classes for Design/Technical Majors

In order to provide performance students with practical experience, the department requires three production classes: costume construction, stagecraft, and one sophomore-level design/technical course, some of which require production or lab involvement. The classes provide additional knowledge about the total theatrical process and a respect for the design/technician's craft and problems. These courses may be avenues to future work in professional theatre, since many entry-level situations require the actor to perform technical duties. Design/technical students are required to take a performance course in order to gain an understanding of the actor's process and pressures.

This requirement is intended to familiarize performance majors with the wide range of responsibilities required to support theatre production. Therefore, performance in shows does not fulfill this requirement.

Approved supervisors will oversee and record the completion of all assignments. For a student to receive credit, a supervisor must sign a verification form. This form can be found in the mail room. The completed verification forms must be submitted to the student's theatre advisor.

Required Production Work for Performance Majors

All performance majors are required to complete four (4) non-performance production work assignments before they may graduate. This work may consist of:

■ **Show-related support work**, including work on running crews in the Newdick, Hodges or other area VCU performance venues; working on clean-up or ushering crews.

Internship Policy

The Performance faculty recognizes the importance of student internships and work in professional theatre settings. However, the faculty also have a responsibility to each student to see that he/she follows Theatre VCU's carefully designed program of study. Internships should be completed during the summer or during the year following graduation. If a student desires to do an internship while enrolled as a BFA candidate, he/she may receive elective credit (R&P) for the experience; upon completion of the internship, the student will resume the prescribed course of study, picking up where he/she left off. An internship is **NOT** a substitution for course work in the theatre program at VCU.

PERFORMANCE DRESS CODE

Dress Code for all VCU Performance Classes

Acting is a visual art form. One must be able to see the actor's body in order to observe the subtleties of his or her movement. Clothing must be form-fitting and allow a full range of movement. Distractions, such as jewelry, revealing clothing, and long loose hair, should be avoided. All performance and tech majors who attend performance classes are responsible for wearing attire that allows the teacher and themselves to see the body.

To avoid distracting or limiting clothing, please follow the Performance Dress Code below:

- Students must wear black sweat pants, dance pants, exercise pants or tights; unitards are permitted.
- Pants and tights must extend to the ankle. NO SHORTS.
- Pants and tights must be worn at the waist, NOT on the HIPS.
- Pants and tights must be form fitting, NOT BAGGY.
- From the waist up students must wear a black t-shirt with sleeves and without graphics. NO TANK TOPS.
- T-shirts must be long enough so that when hands are raised above the head NO SKIN is showing at the midriff. T-shirts must be form fitting and NOT BAGGY.

If a student does not wear appropriate clothing to class they will be asked to go get the proper clothing. The student will be counted LATE.

- All students must wear supportive underwear.
- All jewelry, including BODY jewelry (rings, watches, necklaces, earrings, studs, barbells, gauges etc.) must be removed BEFORE entering class.
- Long hair must be tied back unless the student is asked to wear it down.
- All clothing MUST be solid BLACK without EMBLEMS or LOGOS.
- Shoes must be cross trainers, indoor soccer shoes, jazz shoes, gymnastic shoes or any shoe that is form fitting with a relatively thin sole. FLIP-FLOPS ARE NOT SHOES.

■ STUDENTS MUST BE DRESSED BEFORE CLASS BEGINS.

- If a student does not wear appropriate clothing to class he/she will be asked to go get the proper clothing. The student will be counted LATE.

Students are SERIOUSLY encouraged not to tattoo or excessively pierce their bodies in order to increase their chances of success in a professional career.

Performance majors who are cast in a mainstage production and have tattoos that can be seen are responsible for purchasing the required cover-up makeup.

DESIGN/TECHNICAL MAJORS ASSESSMENTS & RESPONSIBILITIES

Scene, Lighting, Costume Design, Technical Theatre & Stage Management

All Technical and Design majors are required to participate in the design and construction of Theatre VCU's main-stage productions each semester. Their assignments will be determined by a faculty advisor and the other design faculty, who will consider the needs of the production, the student's need to learn and perfect new skills, and the overall needs of the department. Students may advance to more responsibility in assignments by completing the jobs given to them with skill and good humor. All majors are required to maintain a 2.8 GPA in order to participate in a production. **Students with grades falling below a 2.8 semester GPA for two**

consecutive semesters may be removed from the program by majority vote of the design faculty.

Assessments of Portfolios for Design/Technical Majors

All Design/Technical majors will be assessed twice a year. In December, each student will present a portfolio of his or her semester work to the design faculty board in private interview. Included with the portfolio should be an up-to-date resume and a self-evaluation by the student of his or her strengths and weaknesses. The specifics of the portfolio requirements for each academic level will be posted. In May, during final exams, all students will present a portfolio of his or her yearly work to the faculty and invited guests.

Students receive written comments about their work after the December portfolios. If a student is in trouble with grades or production work in the design/tech department, he or she will be so notified. The student will have one semester to resolve the problem.

The design/
technical
program
trains students
in skills needed
to work
professionally
while also
providing a
structure
for future
growth.

May portfolio reviews are a forum to present the student's work to a variety of viewers. It is also an opportunity for the student to receive a critique and request jobs or positions for the next season. In May of the student's second year it will be determined by the portfolio review if he or she will continue in the BFA or the BA track.

These portfolio reviews will help prepare students for varied professional interview situations. Show the very best of your work.

Crews and Designing for Design/Technical Majors

The design/technical program trains students in skills needed to work professionally while providing a structure

for future growth. The program offers an opportunity to put into practice the theories learned in the studio. Design/technical students will regularly be assigned production work. At the discretion of the faculty, those students who have demonstrated the necessary abilities and skills through the crew and class assignments may be offered the opportunity to design or to serve as technical director for a Theatre VCU production.

All Costume majors are required to work in the costume shop each semester on Theatre VCU productions. Faculty supervisors will determine assignments. Other possible opportunities include serving as an assistant designer or stage manager and working on costume, light, sound, set or prop crews either during pre-production or during technical rehearsals and run of show.

Students working with faculty members on mainstage productions may enhance their working skills while observing professionals in their fields.

Production Involvement for Stage Management Majors

Stage Management majors begin working in their field the first semester of their first year. They are assigned to one of the two mainstage productions as Assistant Stage Managers (ASM) or Production Assistants (PA). Each semes-

**Stage
Management
majors begin
working in
their field the
first semester
of their
first year.**

ter they are expected to build on the knowledge they have learned until they are ready to become the Production Stage Manager. It may be possible that they will need to repeat a position at the discretion of the faculty member mentoring them. Stage Management majors are strongly advised to pursue an internship during their senior year.

OTHER SOURCES OF CREDIT

Rehearsal and Performance (R&P)

THEA 251, 252/351, 352/451, 452

A student may enroll for R&P credit when involved in various technical assignments on a Theatre VCU production or when performing a role under faculty direction. Credit is not available for non-Theatre VCU productions. The number of credits may vary from one to three. A student who wishes to receive credit under R&P must submit a contract at the beginning of the semester or before a project starts. Credit will not be given unless an R&P contract is submitted before the production or project is completed.

The contract must be signed by the student and the faculty project supervisor. The student must receive the R&P course and call numbers from the Stage Manager. The student is personally responsible for registering for the class. Actors in undergraduate student projects will not be able to receive R&P credit because there can be little faculty supervision of the process and students will not be graded on product alone. Retroactive R&P credits will be given only under exceptional circumstances and then only with explicit approval of the Director of Undergraduate Studies.

If a student is taking too many credits and does not want an overload, however, he or she can "bank" his or her R&P credits. The student is personally responsible for filing this request with Amy Hutton and must ensure that the evaluation and grades have been turned into the office for future reference. R&P credits may only be banked for one semester. There may be increased fees associated with adding additional credits. The proper paperwork must be submitted the semester the work is completed.

Contracts are available in the mail room (above the grad mailboxes). Please read the R&P procedures:

A student who wishes to receive credit under R&P must submit a contract at the beginning of the semester, before a production opens or before a project starts.

Rehearsal and Performance

Procedures:

1 Register for the appropriate class before Add/Drop ends (you will not be added retroactively)

First & Second Years: Register for 200 level class

Third Years: Register for 300 level class

Fourth Years: Register for 400 level class

Actors - Register for classes listed under Aaron Anderson

Scene & Lighting Designers:

Register for classes listed under Susan Bradshaw

Stage Managers: Register for classes listed under Amy Hutton only

Costume Designers: See Toni-Leslie James, as your credits are handled differently

2 Fill out a Rehearsal and Performance Contract (located in the mailroom above the grad mailboxes) BEFORE your project begins. Have your faculty supervisor sign it.

Note: R&P can be pushed forward a semester, if you do not have room for it in the semester in which the project occurs (i.e. you could get credit for a Spring 2011 show in Fall 2011). You cannot wait more than one semester to receive credit. You still have to fill out a contract BEFORE the project begins. Note on the form in which semester you will be receiving the credit for your R&P.

3 Return the contract to Amy Hutton's mailbox BEFORE the project begins.

IF YOU DO NOT FILL OUT A CONTRACT AND RETURN IT TO AMY HUTTON BEFORE YOUR PROJECT BEGINS, YOU WILL FAIL THE REHEARSAL AND PERFORMANCE CLASS.

If you have any questions, please contact Amy Hutton.

Semester courses; 2, 4 or 6 studio hours. 1, 2 or 3 credits. Restricted to theatre majors. Work in acting, management, design or technical areas within a Theatre VCU production.

Independent Study

THEA 492

With the approval of a faculty supervisor and the student's faculty advisor, a student may enroll for academic credit when undertaking a creative individual assignment, such as production design or direction. Approval for these projects is usually limited to qualified third- and fourth-year students.

Semester course; variable hours. 1-3 credits per semester. May be repeated for a maximum of nine credits. Prerequisites: senior standing as a major in theatre and approval of department chair and instructor. Individual instruction and supervision of a special project. Learning experiences should be designed with the supervising faculty member in the form of a contract between student and instructor. This course is limited to those students who have demonstrated an exceptional level of ability and intense commitment to their discipline.

Internship

THEA 493/494

In certain cases, a third- or fourth-year student may be permitted to receive academic credit for practical training with a professional organization outside of Theatre VCU. Internship credit is only available for work with organizations that have trained theatre professionals on staff and must be discussed with the student's advisor.

All students will complete a capstone project demonstrating their ability to integrate many of the skills they have learned over the course of their education.

Proper paperwork must be set up before the student may be granted approval. Approval is granted only by the Chair of the department. The internship supervisor must send evaluations to the student's advisor each month, and the student must then have a final written evaluation sent to the department so that his final grade may be determined. If students intern while enrolled as a BFA candidate, they may receive elective credit (R&P) for the experience, but, upon completion of the internship, they will resume their prescribed course of study, picking up where they left off.

Semester courses; 3-9 credits. Restricted to theatre majors. A practicum in theatre conducted in cooperation with selected professional or semi-professional theatre organizations.

Senior Projects

THEA 495: Portfolio Review

All students will complete a capstone project demonstrating their ability to integrate many of the skills they have learned over the course of their education.

Semester course; 1 lecture hour. 1 credit. Prerequisites: senior standing and a minimum of 18 credits in 300- or 400-level major courses. A capstone experience integrating resume preparation and professional development within the field of theatre. Documentation of creative activities and achievements accumulated during theatre studies is compiled for a portfolio review.

THEATRE VCU PROCEDURES

The Business of Theatre

In helping the student prepare for his or her work in the profession, the department offers assistance in obtaining employment or in entering a graduate school following the completion of the BFA degree. Entry into the theatre profession, either as an actor, designer, manager, or teacher is difficult. These fields are highly competitive and employment is frequently a matter of chance. The student, however, can increase his or her opportunities for employment by observing these suggestions:

- 1.** Letters of recommendation are often very important. The student, therefore, should strive to perform to the very best of his or her ability in studio and in production so that members of the faculty are willing to recommend him or her to prospective employers. A student who desires a recommendation from a faculty member should always ask that faculty member for permission to use his or her name as a reference.
- 2.** The student should have his or her resume and letters of recommendation on file with the University Career Center.
- 3.** Auditions are held annually by the University/Resident Theatre Association, Southeastern Theatre Conference and the Institute of Outdoor Drama for employment in regional theatres and admission to graduate schools. The department must recommend all those who audition.
- 4.** The student should intern at a theatre company or seek apprenticeship with a reputable designer or technician during one semester of his or her senior year, which is one of the best ways to begin a new career. Speak to your advisor about this possibility.

All Theatre VCU students must maintain and check their VCU email accounts daily and are required to check the Theatre VCU Website & Callboards daily.

Callboards

The Theatre VCU callboards in PAC 272 (the theatre department's student lounge) serve as message centers for the department. Since the callboards will be cleared periodically, all non-departmental notices must include the date of posting. All students are required to check the callboards daily. Departmental messages, personal messages, job openings, scholarships, rehearsal schedules, internships, and much more information are all posted in this room. The Theatre VCU website (<http://www.vcu.edu/arts/theatre/dept/>) also has a "Callboard" link with timely information about auditions and important departmental events. The Theatre VCU Blog (<http://theatrevcu-backstagepass.blogspot.com/>) is the best place to learn about departmental

news, auditions, community links and alumni information. It is updated daily during the school year.

Classroom Behavior

- The student must demonstrate the ability to accept criticism of his/her work and, if necessary, to make positive changes in behavior and work habits.
- The student must demonstrate the ability to work effectively with partners.
- The student must demonstrate the ability to work effectively in an ensemble.

Class Representatives

At the beginning of the fall semester each undergraduate and graduate class choose two class representatives who meet twice each semester with the Department Chair and Associate Chair to discuss student concerns.

Departmental Student Advisory Committee

The purpose of the Departmental Student Advisory Committee is to screen the various ideas and concerns of theatre students that pertain to departmental activities. When appropriate, the committee will submit proposals to the faculty. This committee is composed of five members: one elected by each of the four undergraduate classes and one elected by the students in the graduate program. From this committee, one student is appointed to serve as the departmental representative on the Student Advisory Committee for the School of the Arts.

Email and Cell Phones

Since it is often necessary for a faculty member, director, stage manager, costume designer, etc., to contact a student quickly, all students **MUST** maintain and check their VCU email accounts daily.

Cell phones are used for messages but **MUST be turned off in classrooms and rehearsals.**

Equipment Use Policy

VCU School of the Arts students are only allowed to use university or school equipment, keys, facilities, or licensed material (including software) off-campus if such use is for a formal class assignment supervised by a VCUArts faculty member.

Students are not allowed to use university or school equipment, facilities, or licensed material (including software) on or off campus for professional projects of their own, such as in work for hire with a company or individual. This will be considered a criminal offense and could

Acting and rehearsal studios are provided with rehearsal furniture which is not to be removed from the classroom space without the express permission of the instructor(s).

result in legal action and/or suspension from the university. The only exception to this policy is for a project formally sanctioned by a VCUArts department and supervised by a faculty member associated with that department.

Family Educational Rights and Privacy Act

All final grades are available to the student through their eServices account. The faculty of the Department of Theatre appreciate that parents are concerned with the academic and artistic development of their son or daughter. The faculty also realizes that many parents are financially supporting the education of their children, either partially or in full, and thus feel entitled to receive a copy of their children's academic record. However,

the Family Educational Rights and Privacy Act of 1974 states that the academic record of a student who is over the age of eighteen is private. Faculty members are not permitted to discuss a student's academic record with a parent either by telephone or letter unless the necessary authorization is given by the Registrar's office. Parents may have access to a student's academic record if the student submits written permission. Questions pertaining to the availability of a student's academic record must be addressed to the University Registrar. Students are strongly urged to keep their parents fully informed of their academic progress.

Financial Aid

Virginia Commonwealth University has four institution-wide systems for assisting students financially: (1) grants (2) work-study (3) federal loans (4) private loans. For more information about VCU's Financial Aid policies and opportunities check the VCU website at <http://www.en->

rollment.vcu.edu/finaid/. Students are responsible for ensuring that all financial obligations to the university and department are paid in a timely manner.

Grant funds are provided for qualifying students by the state and federal governments and by funds from individual or corporate donors. Students applying for these grants must meet the requirements stipulated in the specific grant. All students are eligible to apply via the FAFSA (Free Application for Federal Student Aid). Students will receive notice of their aid package each year via their eServices account. All information concerning the application process is handled through the Financial Aid office.

Work-study is granted by the Financial Aid office and included in the financial aid package. Arrangements are made for students qualifying for jobs within the university at a rate reflecting the federal minimum wage. Students are allotted a maximum number of working hours per week according to their need and available funds within the employing agency. Applications for the fall semester should be submitted by February 1 of that calendar year. All approved work-study applicants are notified by the financial aid office. At the beginning of the semester for which the grant has been made, the student is sent to various requesting agencies for interviews until a position is secured. The MyVCU Portal can be accessed for a listing of jobs available both on and off campus. Acceptance of the work-study applicant is based upon available university funding, student need, and skills.

High School Matinee Excuse Letters

Many mainstage productions have high school matinees with a talk-back following the show during the week. Ac-

Faculty members are not permitted to discuss a student's academic record with a parent either by telephone or letter unless the necessary authorization is given by the Registrar's office.

tors and crew will miss morning classes on these days and **MUST** get approval from their professors. Stage managers create the excuse letter, and after it is approved by the Administrative Director it is distributed to the cast and crew. It is the responsibility of each cast and crew member to give the letter to their professors. If an instructor does not receive this letter, he/she is under no obligation to excuse a student from class.

Inclement Weather Policy

Class cancellations due to inclement weather will be determined by the President's Office. Check the VCU website at <http://www.vcu.edu/> for closing information, or call 278.1727 for inclement weather information.

Students may also tune to television and radio stations for announcements.

Separate announcements will be made for weekday, Saturday, and evening classes. Students involved in a production should check with the director or stage manager for possible changes in rehearsal or crew schedules.

Reading Day Performance Policy

Theatre VCU may hold productions during Reading Days and the final exam period only if those productions are connected with the student's grade for a class. If the production is not part of a final class grade, the productions should be completed by the last day of class.

Rehearsal Space Regulations

1. Space use is limited to Theatre VCU faculty and current students unless cleared by the Department Chair with a rental agreement and insurance documentation.

2. Productions being rehearsed must be for mainstage, Masters theses projects, classes or SALT and must be performed in the department. Special exceptions can be made for thesis shows performed in other venues.

3. A VCU student's presence in a cast does not qualify for use of space if a show does not fit criteria stated in regulation 2.

Request for Space

Faculty members and students may request the use of space by reserving a space with the graduate assistant in the main office at least one week prior to the anticipated date of use of the space. All requests are processed by Kevin McGranahan and the main office's graduate assistant. The following priorities apply in the utilization of space:

- 1.** Regularly scheduled class and studio.
- 2.** Special events/visiting artists as approved by the chair.
- 3.** Mainstage productions.
- 4.** Thesis productions (includes Comprehensive Problems).
- 5.** Advanced directing projects.
- 6.** Other projects related to class assignments.

The schedule for each space will be posted Monday of each week. **If you use a space you must sign in on the schedule.** If you are not signed in someone else may take the space.

The availability of certain areas occasionally may require modification as a result of the presence of visiting

Check the Theatre VCU blog and VCU email daily for important departmental information.

artists. Such requests will be initiated by either the chair or the faculty member responsible for the artist. Acting and rehearsal studios are provided with rehearsal furniture which is not to be removed from the classroom space without the express permission of the instructor(s). Scheduled classes have priority over rehearsals.

Season Planning

All Department of Theatre faculty, students, and other interested parties are invited to submit suggestions for the upcoming season. These suggestions are reviewed in committee by the Departmental Chair, the directors for the season, and the design staff. In making suggestions and in forming the seasons, the following criteria for recommended productions **MUST** be met:

- 1.** Develops the necessary skills in students while training to become artists and managers.
- 2.** Furthers the skills in faculty as practicing artists or teachers.
- 3.** Requires continued leadership in identifying new materials, different media, and methods for theatrical production.
- 4.** Provides the special public of the university an attractive, balanced, and enjoyable theatrical production.
- 5.** Maintains the image of the department as a producer of excellent theatre work. The Chair of the department serves as chairman for season planning.

To submit a production suggestion email theatre@vcu.edu with the play's name, author and reasons why it would make a suitable theatrical production.

Student Locator Card

AT THE BEGINNING OF THE FALL SEMESTER ALL STUDENTS ARE REQUIRED TO FILL OUT A STUDENT LOCATOR CARD

, which is filed in the Theatre department's main office for use by members of the faculty. Fellow students and persons outside the university, including parents of students, may need to contact a student within the department. These requests frequently concern class assignments, casting, job opportunities, or an emergency of some sort. Students must give authorization on the Student Locator Card before the department will release address and telephone number for any of the above reasons. If authorization is not granted, no information will be given to anyone other than a faculty member, regardless of the nature of the request.

Be sure that you fill out your health insurance information on your Locator Card.

To be allowed access to PAC and Shafer Street buildings after hours with your ID card you **MUST** have a locator card on file or you will not be put on the afterhours list.

Theatre VCU Classroom Policy

■ Food, drink and/or gum are not permitted in the classroom. Water may be brought into the classroom in closed containers.

■ No smoking is permitted in any School of the Arts building. This includes the fire escapes of Shafer Street Playhouse and the back outdoor stairwell of the Performing Arts Building.

■ **Knives, firearms or weapons of ANY KIND are strictly PROHIBITED on campus** (this includes pocket

The student should strive to perform to the very best of his or her ability in studio and in production so that members of the faculty are willing to recommend him or her to prospective employers.

knives!). The consequences of introducing any weapon into the classroom include expulsion and even arrest. If a scene requires a prop weapon, the instructor will provide one. The instructor must be informed well in advance if a weapon will be used in a scene. All prop weapons must be returned to the instructor at the end of the scene.

■ The university requires that cell phones and beepers be turned OFF while you are in the classroom.

■ If you have a visual, auditory, mobility or learning disability, it is your responsibility to inform the instructor so that your needs can be accommodated. See the VCU Resource Guide for additional information: www.students.vcu.edu/insider.html/

■ If you find anything in a classroom that does not belong to you, please bring it to the Lost and Found in the Theatre VCU Main Office. The Theatre office will hold onto keys, cell phones or wallets for one week. After one week the items will go directly to the VCU Police's Lost and Found Property Office at 938 W. Grace St. (804-828-7071, open M-F, 8am - 12 noon).

Lockers

At the end of the spring semester all lockers must be emptied and all locks removed. During the summer break all lockers will be emptied and the contents will be in the main office for the first two weeks of the fall semester. Lockers will be available on a first-come, first serve basis. You are responsible for you own locker and lock.

Theatre Resources

The Kenneth Campbell Library, located in The Shafer Street Theatre Building, is a quiet study area containing a multitude of plays as well as theatre history resourc-

es. The library hours will be posted at the beginning of each semester.

Theatre Project: Senior Showcase

This course is designed to accommodate graduating Performance Majors who successfully audition to participate in a local, regional, or national Theatre VCU Showcase. The auditions are held in the Fall (first) semester of the fourth year. Once accepted, material will be rehearsed under the guidance of the Showcase director and presented to a forum of theatrical, film and television agents and casting and artistic directors in the spring semester of the Senior year. Depending on students' plans after graduation the Senior Showcase may travel to LA, Chicago, and NYC and to perform.

To be allowed access to PAC and Shafer Street buildings after hours with your ID card you MUST have a locator card on file or you will not be put on the afterhours list.

Theatre VCU Website

The Theatre VCU Website (<http://www.vcu.edu/arts/theatre/dept/>) and blog (<http://theatrevcubackstagepass.blogspot.com/>) are updated daily. All information about mainstage and SALT productions will be available on "The Callboard" page.

If you have information you wish to share with the VCU community, via the website or blog, please send an email to Glynn Brannan at gbrannan@vcu.edu.

It is your responsibility to check the website daily.

PROFESSIONAL THEATRE ORGANIZATIONS

Professional Organizations Students Can Join

Several national, regional, and state professional organizations are of particular interest to the theatre student and offer special student membership rates. These organizations provide the student with contacts in his or her specialized field and with convention, workshop, and special program opportunities.

The Southeastern Theatre Conference • SETC • www.setc.org • 1217 W. Bessemer Ave., Box 9868, Greensboro, North Carolina 27429 • The SETC is a regional organization that holds an annual convention and is known for its mass auditions for actors for summer jobs and for design/tech interviews. It is also well known for its annual design competition and scholarships.

A statewide organization, the **Virginia Theatre Association** • VTA • (<http://www.vtasite.org/>), is easily accessible to the VCU student. Screening auditions at VTA are required for SETC auditions. An annual convention is held in the fall.

United States Institute for Theatre Technology • USITT • www.usitt.org • 1501 Broadway, New York, New York 10036 • The USITT is a national organiza-

These organizations provide the student with contacts in his or her specialized field and with convention, workshop, and special program opportunities.

tion that deals with all aspects of design and technical theatre. An annual USITT convention is held in various parts of the country in the spring.

The Costume Society of America • CSA • www.costumesocietyamerica.com • 55 Edgewater Drive, Box 73, Earleville, MD 21919 • An international organization, CSA is comprised of teachers, historians, reinactors, museum specialists, and conservationists with an interest in clothing. Regional and national meetings are held each year in the summer.

National Communication Association • NCA • www.natcom.org • 1765 N St., Washington, DC 20036 • The national organization has both regional and state branches: the Southern Speech Communication Association and Virginia Speech Communication Association, respectively.

Kennedy Center American College Theater Festival KCACTF • <http://www.kennedy-center.org/education/actf/> • KCACTF is a national theatre program that aspires to encourage, recognize, and celebrate the finest and most diverse work produced in university and college theatre programs.

SCHOLARSHIPS, HONORS & AWARDS

All scholarships that are available to students in the Department of Theatre are posted on the Scholarship Board. Also posted are the instructions for application, the application deadline, and the name of the office in which it must be filed. Listed below are some of the scholarships for which theatre majors may apply. For more information visit: www.students.vcu.edu/scholarships/ and www.vcu.edu/arts/prospective_students/scholarships/ or ask Amy Hutton.

The availability of all scholarships and awards is subject to change.

Please be sure to check the Scholarship Call board in the Student Lounge and the website for updates on deadlines.

Theatre VCU Scholarship Policy

Amy Hutton (achutton@vcu.edu) is the Theatre VCU primary scholarship coordinator. She will submit all scholarship applications to the proper sources. For those scholarships and awards that require faculty nomination, please apply through your faculty advisor, who will present your name and information to the entire faculty. See Amy Hutton for questions or help with your applications. To view deadlines go to: http://www.vcu.edu/arts/prospective_students/scholarships/.

THEATRE VCU ALUMNI SCHOLARSHIPS

Theatre VCU Alumnae Scholarships are issued by a theatre alumnae committee and are available to sophomores, juniors and seniors. Recipients of these scholarships must be full-time degree-seeking students (minimum 12 credits) majoring in Theatre and must have a minimum 2.8 GPA for the two semesters prior to the semester in which the scholarship is awarded. The alumnae committee determines the scholarship amount, which is paid directly to the student's university account. Should the recipient have bills outstanding with the university, the university will subtract the owed amount before the student will be paid. Applications are available on the scholarship board in November.

THE COVINGTON INTERNATIONAL TRAVEL, Inc. SCHOLARSHIP

This scholarship is available to one student in the School of the Arts. Faculty nominations will be submitted to the scholarship coordinator by late October. The student must be a full-time degree-seeking student in the School of the Arts. Graduate or undergraduate students are eligible. The candidates must show excellence in their discipline and grades, potential in an arts career, and a good work ethic, both inside and outside of the university.

THE RICHARD AND WILLIMAN NEWDICK THEATRE SCHOLARSHIP

To be announced.

THE KYM FRANKLIN SCHOLARSHIP

This scholarship, named in memory of a Theatre VCU costume major, is available to Design/Technical majors only. Students should include a statement of career goals, current needs, resume, two recommendations, portfolio and grades. Applications must be submitted to the scholarship coordinator in October. Awards will be made in January.

MARVIN L. SIMS MEMORIAL SCHOLARSHIP

To be announced.

THE JOHN ROOS MEMORIAL SCHOLARSHIP

This scholarship is available to two students in the School of the Arts. Both graduate and undergraduate students are eligible. Faculty nominations will be submitted by late October. Applicants must be full-time degree seeking students in the School of the Arts with a demonstrated interest in the humanities. A rotating scholarship.

WILLIAM B. CLOPTON SCHOLARSHIP

This scholarship goes to selected first-generation college students. Selections are based on merit and need,

nominations are made by the faculty, and students are chosen by a selection committee. Students must submit an essay and a copy of academic transcript to their department before the departmental deadline (contact scholarship coordinator for date).

PHI KAPPA PHI - WAYNE C. HALL UNDERGRADUATE AWARD

Candidates must be rising seniors in the School of the Arts and full-time students during the upcoming fiscal year, with a cumulative GPA of 3.5 and a potential for election to Phi Kappa Phi. They are nominated by faculty. Students must submit a current resume, a transcript, three letters of recommendation, and an essay describing experiences, interests, and career objectives relevant to the mission of Phi Kappa Phi. Information at [www.http://www.vcu.edu/phikappaphi/scholars/woods.html](http://www.vcu.edu/phikappaphi/scholars/woods.html). The original and five copies are due by mid-January.

NATIONAL PHI KAPPA PHI GRADUATE FELLOWSHIP /LAUREN A. WOODS AWARD

This award goes to a graduating senior who will be attending graduate school the following school year and has a cumulative GPA of 3.8. Applications are available on line at <http://www.vcu.edu/phikappaphi/scholars/woods> or through the Arts Dean's Office. Nominations come from the faculty. <http://www.vcu.edu/phikappaphi/scholars/woods.html>

THE SCHOOL OF GRADUATE STUDIES PHI KAPPA PHI SCHOLARSHIPS

This award is presented to continuing, full-time masters and doctoral students who are nominated by faculty and have a cumulative GPA of 3.8. Nominations must include a current resume, transcript, and nomination letter. More information at www.vcu.edu/phikappaphi/scholars/grad_school.html.

For more information visit:
www.students.vcu.edu/scholarships/ and www.vcu.edu/arts/prospective_students/scholarships/ or ask Amy Hutton.

ROZANNE EPPS UNDERGRAD SCHOLARSHIP PROGRAM

This scholarship, named for Rozanne Garrett Epps, former director of evening and off-campus studies, is administered by the Bachelor of Interdisciplinary Studies program and is intended for adults who return to school after being in the workforce. Juniors and seniors from all undergraduate majors are invited to apply. Selection will be based on need. For more information, please contact the Bachelor of Interdisciplinary Studies program at (804) 828-2333.

JULIA HALLEY LATANE UNDERGRADUATE SCHOLARSHIP PROGRAM

In memory of Julia Latane, this scholarship is for degree-seeking working adults. The scholarship is administered by the Bachelor of Interdisciplinary Studies program and is based on need and academic achievement. Juniors and seniors from all undergraduate majors are eligible. For more information, please contact the Bachelor of Interdisciplinary Studies program at (804) 828-2333.

PHI KAPPA PHI: SUSAN E. KENNEDY GRADUATE SCHOLARSHIP

This \$3,000 award is given to a graduate student who has advanced the presence of women in higher education, completed one year of graduate school, and has a minimum of 3.5 GPA in graduate work. Candidates must complete a one-page application; submit a one page personal statement that indicates how she has advanced the presence of women in higher education; submit a one-page resume; attach her graduate transcript; and include two letters of recommendation. Application can be found at: www.vcu.edu/phikappaphi/scholars/kennedy.html.

DEAN'S SCHOLARSHIPS

These annual, non-renewable undergraduate scholar-

ships of \$2,000 each for 2011-2012 academic year will be available for departments awarding undergraduate degrees. Candidates should be declared Arts majors, enrolled full-time, rising juniors or seniors with a minimum cumulative VCU GPA of 3.0 and 3.5 in their majors. A letter of application stating career goals, current resume, unofficial transcript, and any other information deemed pertinent are required. Applications must be turned in by mid-February. <http://www.ugrad.vcu.edu/admissions101/financing/scholarships.html>

Various honors and awards are given annually to both undergraduate and graduate students.

DEAN'S INTERNATIONAL STUDY GRANT

Three school-wide undergraduate study grants of \$1,000 each will be available for international study taken between mid-May and mid-August. Each department may recommend five or six candidates for these awards. Recipients of the International Study Grants must be declared Arts majors enrolled full-time, rising juniors or seniors with a minimum VCU GPA of 3.0 and a department GPA of 3.5. The department must submit an application with a current transcript, a recommendation letter, and a statement of purpose outlining student's travel plans and goals. Turn in materials by mid-January.

THE BOBBY CHANDLER AWARDS IN THEATRE

These awards shall be given each spring to the outstanding graduating undergraduate students in the following areas: performance, design, and technical theatre. The faculty shall select the awardees. The criteria for award includes grades, honors and awards, service, and special performances. The awards will be given at the end of the school year.

VCUArts GRADUATE STUDENT TRAVEL AWARDS

Up to \$500 is available through these awards to full-time graduate students in the School of the Arts. Application available through the Arts Dean's Office.

HONORS AND AWARDS

Various honors and awards are given annually to both undergraduate and graduate students. Graduation honors based on the student's cumulative grade-point average are awarded to candidates for the baccalaureate degree. (Cum Laude is awarded for 3.3 to 3.59, Magnum Cum Laude is awarded for 3.6 to 3.89, and Summa Cum Laude is awarded for 3.9 and above.)

The Honor Society of Phi Kappa Phi honors excellence in scholarship in all disciplines.

THEATRE VCU SCHOLARSHIPS & ALUMNI AWARDS

Theatre VCU Scholarships are awarded by an alumni committee each year. Scholarship applications may be picked up from the scholarship coordinator after Nov. 1, 2011 and must be turned in by Dec. 1, 2011. The scholarships will be awarded in January.

University Leadership and Service Awards recognize those students who have made significant contributions of time, energy, and effort by providing leadership or service that benefit the university, student groups, or students. More information on leadership awards is available at <http://blog.vcu.edu/businessnews/2011/04/university-leadership-service-awards.html>.

Omicron Delta Kappa, the national leadership society, recognizes superior scholarship and leadership by men and women of exemplary character.

Who's Who Among Students in American Universities and Colleges is recognition given on the basis of academic achievement, service to the community, leadership in extracurricular activities, and future potential. Students may apply for this honor.

*The availability of all scholarships and awards are subject to change.

SAFETY & INJURY

Safety

- Never walk alone at night. Use the “buddy system” to get to your destination or call the VCU Escort Service. (828-WALK). This is especially important after late night rehearsals -- please check with each other to be sure that no one is planning to walk alone. Do not work alone in the theatre buildings at night.
- Never leave personal articles unattended -- not even for a quick trip to the bathroom.
- No one is allowed to use power tools without a theatre faculty or staff member present.
- **Never leave outside doors propped open.**
- Locate where the VCU Emergency Police Phones are in relationship to your dorms, classes, and other areas where you spend your time.
- Immediately report any suspicious behavior to the VCU Police (828.1234) or the main office of the Theatre Department. (828.1514)
- Always carry your Student Identification Card and health insurance card.
- Please make sure that you fill out a Student Locator Card with the main office of the Theatre Department. Be sure that you fill out health insurance information on your locator card.
- Students are required to return keys in a timely fashion, and they are not permitted to “pass on” or loan keys to departmental spaces.
- When you are working in the theatre, please be aware of those working above you (in the grid) or below you (on stage). Shout “heads” if you drop anything while working in the grid. Please tie off all tools when working in the grid.

The university is not responsible for accidents occurring to students in connection with class, laboratory, shop, fieldwork, athletics, student activities, travel, or other activities.

Injury

If you are ever injured please be aware of the following VCU policy from the VCU Resource Guide. By enrolling at VCU you have already agreed to the following policy:

“Students who are not covered under the health insurance policy of a parent or spouse should consider the student insurance policy authorized by VCU. The university is not responsible for accidents occurring to students in connection with class, laboratory, shop, fieldwork, athletics, student activities, travel, or other activities. University Student Health Services does not cover expenses for accidental injury or inpatient hospitalization. Unexpected medical expenses can create serious financial problems for uninsured students. The university offers its students an approved insurance plan providing

substantial benefits at group rates. The insurance extends for a 12-month period beginning Aug. 18th, or from the beginning of the second semester to the next Aug. 18th.”

- If you are seriously injured or witness a serious injury call 911 and then tell the closest faculty or staff member. Accident Report Forms are in the mail room and must be filled out within 24 hours. If you are unable to fill out an Accident Form, a witness can fill it out for you.
- If you have a minor injury, please visit Student Health Services on Broad Street during their regular hours or an emergency room after hours. Remember that you are responsible for the cost of those services. You must fill out an Accident Form within 24 hours of the accident.

Health, Fitness and Theatre

It is the theatre student's responsibility to listen to and be respectful of their most cherished instrument - their body. In order for students to take advantage of the many demands and opportunities made available to them, they must have a healthy body and mind. The key to good health is self-management with good nutrition, rest, health care, and exercise. Avoid making choices for the sake of convenience or instant gratification. Choose healthy habits that will support your long days in the theatre.

Nutrition - Pay attention to nutrition - a snack of half a bagel with peanut butter and a bottle of water between classes will get you much further than a bag of chips and a soda.

Rest and Sleep - The latest research recommends 7-8 hours per night of sleep in order to function effectively and avoid injury caused by drowsiness or inattention. Remember, you may be able to survive on three hours of sleep a night, but you will never be able to maintain the excellence required by theatre work on such little rest.

Exercise - Meditation, deep breathing exercises, a nap, peaceful music, or a walk around the block can all refresh you even if you only have ten minutes to spare. Build time into your day to fuel your body. Exercise is the greatest antidote to stress.

Smoking - Frankly, smoking is a dumb habit, and it will damage your most vital tools - your voice, and your stamina. As a Theatre VCU student it is your responsibility to stop smoking as soon as possible.

Choose healthy habits that will support your long days in the theatre.

University Counseling Services

The mission of University Counseling Services (UCS) is to create an environment that fosters student growth, development, and psychological well-being through direct clinical service, education, and prevention. UCS achieves excellence through a multidisciplinary

approach to comprehensive psychological services and mental health training. UCS is committed to human rights and equality, promoting respect for individual and cultural differences. Call (804) 828-6200 or go to: <http://www.students.vcu.edu/counseling/>

What to Know To Be Prepared for Emergencies at VCU

- 1.** Sign up to receive VCU text messaging alerts at <http://www.vcu.edu/alert/notify>. Keep your information up-to-date.
- 2.** Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
- 3.** Listen for and follow instructions from VCU or other designated authorities.
- 4.** Know where to go for additional emergency information at <http://www.vcu.edu/alert>.
- 5.** Know the emergency phone number for the **VCU Police - 828-1234**. Report suspicious activities and objects.

BOX OFFICE POLICIES

All VCU students and theatre majors not working on the shows are required to purchase tickets for mainstage productions. Theatre tickets will cost \$10.00 per VCU student.

Note: If a theatre major wishes to see the production more than once, one free pass will be provided. All performance ushers will, of course, view the show for free once the audience is seated.

To reach the Theatre VCU Box Office please buy tickets on-line at vcutheatre.showclix.com or call **804.828.6026** or email theatretix@vcu.edu. The Box Office hours will be posted on the Box Office door.

Ticket Pricing

General Admission	\$25
Senior Citizens, Faculty & Staff	\$20
Students (other than VCU, with valid student ID)	\$15
VCU Students (with valid student ID)	\$10

■ Ticket prices will not be pro-rated for late arrivals or early departures. There are NO REFUNDS. If a ticket needs to be exchanged for another night, please see the House Manager for assistance.

■ Cast and crew members may purchase additional tickets at a discounted rate of \$8 with advance reservation.

■ Ticket prices will change for musicals or popular events.

■ High school matinees will be \$10, with one free faculty ticket for every 20 students.

Complimentary Ticket Policies

■ Theatre VCU Faculty and Staff are allowed two free tickets per production, which can be spread throughout the run of the show. Faculty and Staff may purchase additional tickets at the posted price.

If a Theatre major wishes to see the production more than once, one free pass will be provided.

■ Cast and crew members of the current mainstage production are allowed 2 free tickets each.

■ All reserved complimentary tickets must be picked up no later than one half hour before the performance or the tickets will be made available for others to purchase them.

■ Theatre VCU grad students who teach classes or are employed by Theatre VCU may attend one performance for free.

General Information

■ Evening shows begin promptly at 7:30 pm. Sunday matinee shows will begin promptly at 3:00 pm.

■ At no time is a member of the audience allowed to enter the theatre without a ticket. All patrons must go through the box office ticket taker – this includes students, faculty and staff, as well as general admission.

■ The last two rows of seats in the center section of Hodges Theatre will be saved for late comers.

■ Wheelchair access is available through the 2nd floor entrance of Hodges Theatre. Please see the House Manager for assistance. Shafer Street Playhouse is wheelchair accessible through the side doors. If wheelchair access is required the House Manager should be notified.

■ To avoid confusion, all reservations must be paid in advance and can be picked up at the Will Call window before the performance.

PRODUCTION RESPONSIBILITIES

The specific responsibilities of the persons involved with a theatrical production, though largely standardized and fixed, may vary somewhat from production to production. These responsibilities depend on the practices of the directors and designers, the scope of the show, and the background and needs of the students.

Therefore, the following descriptions of job responsibilities are written in general terms and are not intended to be all-inclusive. At the outset of a given production, the directors and designers will indicate explicitly what is expected of the various persons working on the show. Each job associated with the mounting of a production involves a personal commitment to a collaborative effort.

If a student is negligent or careless in carrying out the responsibility that he or she has assumed, the success of the production as a whole is jeopardized. The student is personally responsible for expenses that may occur as a result of his or her neglect or carelessness.

Each member of the production must be thoroughly familiar with the play script and must attend rehearsals and production meetings as directed. The Design/Technical student and Stage Management student may obtain more specific lists of their responsibilities through their individual handbooks.

Producer

A major responsibility of the **Department Chairman** is to serve as producer of the theatre season. The producer helps determine production choices, establishes and administers budgets for these productions, and assumes general responsibility for all of the elements involved in offering a season of plays to the public.

Director

The **Production Director** has the responsibility for and control of all the artistic aspects for a particular script on

Each job associated with the mounting of a production involves a personal commitment to a collaborative effort.

stage. He or she is answerable to the producer and the audience, while all other participants in the production are answerable to the director. His or her specific duties include casting, rehearsals, and production conferences. The director may wish to employ the services of an assistant director, who may function in the absence of the director and may be assigned shared responsibilities with the director.

Assistant to the Director

The duties of the **Assistant to the Director** are those specifically designed

by the director to assist him or her to function more efficiently. This position is not one of authority unless all parties are so informed by the director. The duties of the assistant may include research and note-taking.

Dramaturg

A **Dramaturg** may be called upon by the director to serve as a theatre historian, researcher, translator, adapter, advisor, or critic. The dramaturg may also work with the public relations staff on school handouts or publicity.

Musical Director

The **Musical Director**, in collaboration with the director, is responsible for the musical and vocal training of the cast and instrumentalists. The musical director conducts musical auditions and may serve as rehearsal pianist. He or she may also assemble the orchestra and conduct performances.

Choreographer/Movement Specialist/Fight Director

In collaboration with the director, musical director, and scene and costume designers, the **Choreographer** is responsible for dance sequences in plays and all dancing in musical productions. The choreographer also participates in auditions for musicals. A **movement specialist**

may be enlisted by the director to choreograph stage combat and other specialized movement.

Voice, Speech and/or Dialect Coach

The **Vocal/Dialect Coach** works with the director of a play to make decisions about which dialects would best serve the production. They then coach the actors to ensure that the dialects/accent are consistent, that the actors are projecting their voices fully, and that their diction is clear. The vocal coach also makes sure that each actor is using healthy vocal technique.

Actor

The **Actor** in rehearsal and performance is answerable first to the director and then to the stage manager. It is the actor's responsibility to accept the ground rules of each production as established by the production staff. From casting through closing night, it is the actor's responsibility:

- To be punctual at scheduled times for rehearsals, costume fittings, photo calls, and performances.
- To arrive at least ten minutes ahead of call to warm-up and prepare to work.
- To take all director's notes in writing and come to the following rehearsal or performance with notes assimilated.
- To check props and costumes at appointed times and places during performances.
- To notify the stage manager of intention to leave the city for any appreciable distance or time.
- To fulfill such other responsibilities as studio work and textbook assignments while working on a production.
- To preserve the integrity of the role as directed throughout the run of the play, making no substantive changes without approval of the director.

The actor in rehearsal and performance is answerable first to the Director and then to the Stage Manager.

Production Stage Manager

The **Production Stage Manager** (PSM) is the head stage manager in charge of the overall production together with the stage management team. The PSM is responsible for the smooth running of rehearsals, calling and running production meetings, acting as liaison between all departments, generating paperwork pertaining to all areas of production including the daily tech notes and Stage Manager Report, as well as all scheduling. The PSM is also in charge of running the show once it is open.

Stage Manager

The **Stage Manager** (SM) is the lead member of the stage management team under the PSM. The Stage Manager is responsible for assisting the PSM in all areas of the production, including props, costumes, effects, etc. The Stage Manager is helpful in delegating responsibility to the rest of the SM team and is generally in charge of the ASM and the PA. The Stage Manager or the Assistant Stage Manager is generally in charge of props and paperwork, excluding scheduling which is the domain of the PSM.

Assistant Stage Manager

The **Assistant Stage Manager** (ASM) is the third stage manager on the team under the PSM and the SM. The ASM is responsible for assisting the PSM and the SM in all areas of the production, including props, costumes, effects, etc. The SM or ASM is generally in charge of props and paperwork, excluding scheduling which is the domain of the PSM.

The Production Assistant

The **Production Assistant** (PA) is the title designated to a nonequity member of the Stage Management team in a professional setting. (The title of Stage Manager only refers to a union member in that setting.) At VCU, the Pro-

duction Assistant is the member with the least experience, or the newest student to the art of stage management, on the team. The PA is responsible for assisting all members of the team in all aspects of the production. PAs are often in charge of being on book during rehearsals, taking line notes, running errands, etc.

Scene Designer

The **Scene Designer**, in consultation with the director, designs the setting(s) for the production. He or she performs the following services: completing renderings or models of the settings to scale as necessary, designing or approving properties required for the production (including draperies and furniture), supplying design elevations, drawings, and other specifications for the Technical Director by the first day of construction, advising on the building of the set, and supervising the painting of the scenery.

Assistant to the Scene Designer

The **Assistant to the Scene Designer** performs those duties specifically assigned by the Scene Designer and may include drafting, model making, research, and organization.

Scenic Artist/Paint Crew

The **Scenic Artist** and **Paint Crew** are responsible for painting the set. The scene designer and his or her assistant supervise the Paint Crew.

Costume Designer

The **Costume Designer** designs the costumes in accordance with the director's concept. He or she furnishes the costume shop with complete color sketches and color schemes, including ornament and detail drawings, and shops for fabric trims. The Designer also designs, selects, and approves all costume accessories, and he or

Each member of the production must be thoroughly familiar with the play script and must attend rehearsals and production meetings as directed.

she approves hair styling and selection of wigs, hairpieces, mustaches, beards and special makeup. The Designer attends all fittings and dress rehearsals.

Assistant to the Costume Designer

The **Assistant to the Costume Designer** answers directly to the costume designer. Duties of the Assistant may include helping the shop supervisor organize the work of the construction crew, recording the expenses, doing research, and arranging and attending fittings. The Assistant to the Costume Designer also works closely with both the costume running crew and the stage managers.

Costume Shop Supervisor

The **Shop Supervisor** is the person in charge of all cutting, construction, and/or alteration of costumes that may take place in the departmental shop in preparation for the production. The shop supervisor arranges measurement appointments and fittings with the stage manager.

Costume Construction Crew

The **Costume Construction Crew** builds and/or alters all the garments and accessories used in a production. Work is assigned by the shop supervisor in accordance with the student's experience and past performance.

Crafts, Accessories or Dyer

The **Crafts** or **Accessories** person is responsible for any non-clothing items, including hats, shoes, jewelry and any other accessories specified by the designer. He or she may also be responsible for shopping for items. The dyer may be responsible for dyeing items to the designer's specifications.

Wardrobe Master

The **Wardrobe Master** is responsible for any backstage

operations involving costumes including planning quick changes. All dressers work under his or her supervision. The wardrobe master is also responsible for the maintenance and cleaning of costumes during the run of a production.

Wardrobe Running Crew

The **Wardrobe Crew** assists the actors in dressing and quickly changing costumes and carries out duties assigned to them by the wardrobe master.

Lighting Designer

The **Lighting Designer** designs the lighting for the production in accordance with the director's concept. He or she renders the following services: completing a visual presentation of the lighting design; providing an equipment list and light plot showing type and position of all instruments necessary to accomplish the lighting design; providing a control plot showing allocation of instruments for lighting control; advising on hanging and focusing of the lighting equipment; setting up all light cues. The designer is responsible for all equipment used to achieve the lighting design and for the work of the master electrician and the light crew.

Assistant to the Lighting Designer

The **Assistant to the Lighting Designer** works closely with the lighting designer to carry out the responsibilities described above.

Master Electrician

The **Master Electrician** deals with mechanical and special problems that may arise in realizing the lighting design. He or she supervises the maintenance of the lighting equipment and booth during the production. The master electrician frequently serves as the light crew chief.

The specific responsibilities of the persons involved with a theatrical production, though largely standardized and fixed, may vary somewhat from production to production.

Light Crew

The **Light Crew** is responsible for readying the lighting equipment, hanging the lights according to the light plot, focusing the lights, and running the lights for the show. After the show has opened, the light crew checks the lights prior to each performance and carries out maintenance during the run.

Sound Designer

The **Sound Designer** consults with the director on the treatment of sound and music in the play. He or she is responsible for setting up and maintaining all sound equipment as well as preparing the rehearsal and production sound tapes and the cue sheets for these sounds.

Sound Crew

The **Sound Crew** operates the sound equipment, taking cues from the stage manager. The sound crew must check the equipment prior to each performance.

Makeup Designer

The **Makeup Designer** makes the major decisions concerning each character's makeup, working closely with the director, actor, and all designers. He or she instructs each cast member in methods of achieving the desired effect. The makeup designer may also be responsible for executing wigs and/or hairstyling.

Technical Director

The **Technical Director (TD)** supervises the construction of the set to the designer's specifications and production budgets, and he or she provides the designer with the information necessary to solve the problems of the design. He or she arranges crew schedules, construction methods, and purchases. In consultation with the designer and stage manager, the TD schedules the scenery setup and

shifting plans, including the deadlines to be met. From setup to opening, he or she is responsible for the maintenance of the stage space, equipment, and house. Some of these responsibilities may be assigned to an assistant TD.

Master Carpenter

The **Master Carpenter** assists the TD by supervising the set construction crew in the safe and accurate building of the scenery.

Set Construction Crew

The **Set Construction Crew** is responsible for building, setting up, striking, and storing the scenery for the production.

Stage Carpenter

The **Stage Carpenter**, under the direction of the stage manager, supervises the shifting, transportation, and maintenance of the scenery during the run of the show. He or she acts as crew head for the set running crew.

Set Running Crew

The **Set Running Crew** shifts, transports, and maintains the scenery during the run of the show and carries out duties assigned to them by the stage carpenter and stage manager.

Property Master

The **Property Master**, who is accountable to the Scene Designer, prepares a list of props which are called for in the script. Consulting with the director or stage manager, he or she also ascertains the props which will be used for the production. The property master supervises the gathering, buying, or construction of all hand and set props.

It is expected that every student in the department will aid in the public relations effort, particularly in helping to distribute flyers and posters and selling ads for the playbills.

Property Crew

The Property Crew gathers, buys, or builds all hand and set props according to the instruction and specifications of the scene designer and under the supervision of the property master.

Property Running Crew

The **Property Running Crew** sets up, checks, maintains, secures, and replaces as necessary all props during the run of the show. The prop running crew is responsible directly to the stage manager.

Graphic Design and Public Relations

The **Graphic Design and Public Relations Manager** is responsible for composition, printing, and distribution of posters, flyers, programs, radio copy, press releases, photography, television and radio interviews, and bulk mail announcements. Under the guidance of the graphic design and public relations manager is a staff consisting of students working on either a volunteer or for-credit basis. It is expected that every student in the department will aid in the public relations effort, particularly in helping to distribute flyers and posters and selling ads for the playbills.

House Manager

The overall appearance of the house, as well as the comfort and safety of the audience, is the **House Manager's** responsibility. The house manager secures and supervises the necessary ushers, usually student volunteers, for each performance. He or she is expected to remain in the theatre until the house is cleared following the final curtain.

PROFESSIONAL BEHAVIOR

The Department of Theatre strongly believes that discipline is a sign of professionalism. Students are expected to conduct themselves in a professional manner within the classroom, in rehearsal, in crew, and in performance.

Classroom Conduct

■ **Students are responsible for absolute punctuality at every class.**

■ **The class attendance policy will be determined and enforced by each instructor.** Departmental policy usually allows only two unexcused absences. Each absence beyond that results in the final grade being lowered by one grade. Most, if not all instructors, also specify that two tardies to class equal one absence.

■ **Students are responsible for being in proper classroom attire at the beginning of class.**

■ **Students who are disrespectful to the instructor, their fellow students, or the classroom space and equipment will not be tolerated.** If a faculty member believes that a student's behavior is disruptive, the faculty member may direct the student to leave the class for the remainder of the class period.

■ Disruptive behavior on the part of the student may result in the filing of formal charges under the University's Rules and Procedures document found at www.provost.vcu.edu.

■ Smoking is not allowed in any VCU building.

■ Furniture supplied to each classroom is not to be removed.

■ Food and drink are discouraged in classrooms. Food is not allowed in the Shafer Street Newdick Theatre. Specific guidelines are left to the instructor.

■ Students are responsible for cleaning up all food and drink and for restoring the classroom at the end of each session.

■ Trespassing, vandalism, graffiti, and theft are grounds for immediate dismissal from the department.

Audition Conduct

Actors: during a callback audition, no one should talk to the stage manager or other actors about what has happened

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in their callback. This information must remain private between the director and the actor. It is also considered unprofessional to ask stage managers anything about the callback process except for practical information (i.e. time, place, etc).

■ There should be no clapping or cheering during auditions.

Rehearsal Conduct

■ Students are required to read all Theatre Department call boards daily.

■ Students are required to be on time for every rehearsal.

■ No one will attend any rehearsal under the influence of alcohol or drugs.

■ Actors are responsible for being in proper rehearsal clothing at the beginning of each rehearsal.

■ All students are responsible for being prepared and ready to work.

■ All electronic media is banned from rehearsal.

■ Students are required to devote their full attention to the task at hand and to follow the directions of the director and stage manager.

■ Students are expected to remain completely quiet while not on stage during rehearsal.

■ Actors are required to stand-by for cues and entrances at all times.

■ Actors are required to be on time and courteous at any costume fitting.

■ Smoking is not permitted in rehearsal rooms, backstage areas, or in the theatres.

■ Food and drink in the rehearsal room are only allowed at the discretion of the director. If eating and drinking is permitted, clean up is mandatory.

■ No one is permitted to eat or drink in theatres, backstage, or while in costume.

■ Missing class because of rehearsal or performance-related activities is unacceptable and cannot be used as an excuse for missing class.

■ No one is allowed to leave rehearsal without the permission of the director or stage manager.

Crew Conduct

- Students are required to read the call boards and check their VCU email daily.
- Students should remember that crew is a class and they will receive a letter grade. Grades are largely based on attendance, attitude, and willingness to work and follow instructions.
- Crew members are required to be on time for every work call.
- Crew members are required to dress appropriately for work in the assigned area.
- All crew members must be prepared and ready to work. Students are required to devote their full attention to the task at hand and to follow the directions of the crew head, scene shop supervisor, and technical director.
- No smoking is allowed in the shops and backstage area.
- Food and drink in the shop is only allowed at the discretion of the technical director or scene shop supervisor. If eating and drinking are permitted, clean up is mandatory.
- No one is permitted to eat or drink backstage.
- No one will attend any crew call under the influence of alcohol or drugs.
- No one is allowed to leave crew for any reason without the permission of the technical director or scene shop supervisor.
- All crew members must clean up their areas at the end of each call.

Performance Conduct

- Cast and crew must be present and sign-in for all calls on time.
- Cast and crew must notify the stage manager as soon as possible if they are ill or unable to reach the theatre on time.
- Cast and crew must take proper care of and make no unauthorized changes in costumes, props, or makeup.
- Actors are responsible for being warmed-up, made-up, dressed and ready for cues and entrances ten minutes before the beginning of each performance.

Please be sensitive that other audience members are not here to watch friends but to enjoy a play.

fore the beginning of each performance.

- Cast and crew are responsible for maintaining the performance as directed.
- Complete quiet is to be maintained backstage.
- Actors must return props and costumes to their proper places at the end of a performance.
- All personnel must cooperate with the stage manager, assistant stage managers, musical director, dance captain, vocal coach, choreographer, and fight captain. Any notes or problems are to be addressed to the stage manager.

- The stage manager is obligated to report any misconduct. Cast and crew will notify and apologize to the stage manager for any serious mistake or breach of professional conduct.
- No smoking is allowed in the dressing rooms, rehearsal spaces, backstage areas, or theatre.
- No one is permitted to eat or drink in the theatre or backstage areas or while in costume.
- No one will attend any performance under the influence of alcohol or drugs.
- No one is allowed to leave a performance for any reason without the permission the director or stage manager.
- If a performance conflicts with a scheduled class it is the student's responsibility to inform the instructor and work with that professor PRIOR to the performance to make up work missed.

Audience Conduct

- **Standing ovations are only reserved for extraordinary performances.** Excessive cheering or applause just because friends are in the production is considered unprofessional in all Theatre VCU performances (i.e. mainstage, Shafer Street Lab, directing scenes, and Showcase).
- **Please be aware that other audience members are not here to watch friends but to enjoy a play.**

DATES TO REMEMBER 2011-2012

PRODUCTION DATES ARE SUBJECT TO CHANGE - CHECK THE CALLBOARD

Application Deadlines:

- Nov 4 Dept deadline for scholarship consideration
- Jan 14 First-year. change of major applicants & transfers
- Feb 14 Graduate Application Deadline

Fall 2011

Advanced Registration - New Undergrads	Aug 18 - 22
University Orientation - New Grad Students	Fri, Aug 19
University Orientation - First-Year, Transfer, Readmits	Aug 15 - 18
Theatre VCU Grad Students Orientation	Mon, Aug 22 , 2:00pm
Theatre VCU Faculty Meeting (LAFM)	Tues, Aug 23, 10am-3pm
Theatre VCU First Year Reception	Wed, Aug 24, 2:00
Theatre VCU Departmental Orientation	Wed, Aug 24 , 3:00
First Year Acting Audition	Fri, Aug 26
First Bi-weekly Faculty Meeting	Wed, Sept 7
Fall Classes Begin	Aug 25
Add/Drop Week	Aug 25 -Aug 31
University Closed - Labor Day	Sept 5
Fall (Dec) Grad. Applications Due	Sept 9

Shakespeare's R & J

Sept 30 - 2 & Oct 5 - 9

Rehearsals Begin	Aug 17
Sound Tech	Sept 16
First Tech	Sept 18
First Dress	Sept 22
IDR/ Student Show	Sept 29
Opening Night	Sept 30
HS Matinees	Oct 4 (T) Female cast, Oct 5 (W) Male cast
Close	Oct 8/9
Strike	Oct 9

First-Year Discovery Project	Oct 3 & 4
Auditions for Spring Mainstage & Workshop	TBA
Fall Open House	Sat, Oct 15
Fall Reading Days	Oct 20 - 21
Advising for Spring	Oct 24 - 28
VTA	Oct 28 - 30
Dept. Advising Day	Mon, Oct 24
Scholarship Application Deadline	Nov 4
Last Day to Withdraw	Nov 4
Fall Open House (also National Portfolio Day)	Nov 5
Advanced Registration	Nov 7
First-Year Friday	Fri, Nov 11

Grease!

Nov 4-16, 10-13 & Nov. 17-20

Rehearsals Begin	Sept 26
First Tech	Oct 26
First Dress	Oct 29
IDR/Student Show	Nov 3
Opening Night	Nov 4
HS Matinees	Nov 8 (T), Nov 9 (W), Nov 15 (T). Nov 16 (W)
Close	Nov 20
Strike	Nov 21

Thanksgiving Break	Nov 23 - 27
2012 Performance Auditions & Portfolio Review	Fri, Dec 2
Last Day of Classes	Sat, Dec 10
Final Exams	Dec 12 - 20
Design/Tech Portfolio Days	Dec 14 & 15
University Offices Closed	Dec 23 - Jan 1
Holiday Intersession Classes	Dec 26 - Jan 7

Spring 2012

Advising/Reg/Orientation (new undergrad students)	Jan 10 - 12
Application Deadline — First Year, Change of Majors & Transfers	Jan 14
MLK Day University Closed	Mon, Jan 16
Spring Classes Begin	Tues, Jan 17
Spring (May) Grad Applications due	Fri, Jan 27

The Elephant Man

Feb 10- Feb19

Rehearsals Begin	Jan 9
First Tech	Feb 1
First Dress	Feb 4
IDR/Student Show	Feb 9
Opening Night	Feb 10
HS Matinees	Feb 14 (T), Feb 9 (W), Feb 15 (T), Feb 16 (W)
Close	Feb 19
Strike	Feb 20

Spring Open House	Sat, Feb 4
2012 Auditions & Portfolio Reviews	Fridays: Feb 3, 10, 17, 24

An Evening of Stand-Up Comedy

Feb 24 & 25

Tech	Feb 23
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SETC	March 7 - 11
Spring Break	March 11 - 18
Last Day to Withdraw	Fri, Mar 23
Advising for Fall 2012	Mar 26 - Mar 30
Summer Advanced Registration Begins	Mon, Mar 26

The 25th Annual...Spelling Bee

April 6 - 22

Rehearsals Begin	Jan 16
First Tech	March 28
First Dress	March 31
IDR/Student Show	April 5
Opening Night	April 6
Closed Easter Sunday	April 8
HS Matinees	Apr 10 (T), Apr 17 (T). Apr 18 (W)
Close	April 22
Strike	April 23

Fall Advanced Registration Begins	Mon, April 2
Block Party	Sat, April 7
Last Day of Classes	Tues, May 1
Final Exams	May 3-11
Design/Tech Portfolio Days	May 9 & 10
School of the Arts Commencement	TBA
University Commencement	Sat, May 12

Production dates will be announced on the callboard and on the Theatre VCU website.

DATES TO REMEMBER 2011-2012

SEPTEMBER 2011

Shakespeare's R & J

Adapted by Joe Calarco • Female Cast Directed by Keri Wormald • Male Cast Directed by Steven Fried

Six prep-school students discover a forbidden copy of *Romeo & Juliet* and begin to read the play. In this refreshing production we experience them slip deeper into self-expression as they go at first from adolescent mocking to soulful re-enactment as the magic of the play takes hold. The rigidity of their lives begins to parallel the lives of the characters in the play as perceptions forever change, the fun of play acting turns serious, and the words and meanings begin to hit home. Two completely different casts, one all male, the other all female. Performed on alternate nights and pulsating with the adolescent abandonment of which Shakespeare himself would approve.

Sept. 29 Female cast - 7:30pm • **Sept. 30** Male cast - 7:30 pm • **Oct.1** Female cast - 7:30 pm • **Oct. 2** Male cast - 3:00 pm
Oct. 6 Male cast - 7:30pm • **Oct. 7** Female cast - 7:30 pm • **Oct. 8** Female cast - 7:00 pm • **Oct. 8** Male cast - 9:30 pm
High School Matinees - Oct. 4 Female cast - 10:00 am • **Oct. 5** Male cast - 10:00 am

NOVEMBER 2011

Grease!

Written and Arranged by Jim Jacobs and Warren Casey • Directed by Patti D'Beck

After an 8 year run on Broadway and 7 Tony Awards, *Grease* is one of the world's most popular musicals. Our production is brought to life by Patti D'Beck, assistant director of the longest running Broadway revival of *Grease*. Summer lovebirds, the cute but nerdy new girl Sandy; and Danny the cool greaser king, try to relive their romance of their "Summer Nights" amongst Rydell High's senior class of 1959: hotrodding "Burger Palace Boys" and their gum-snapping, "Pink Ladies" rocking out with "Look at Me, I'm Sandra Dee", "Greased Lightnin'" and "You're the One that I Want". (Look for Richard P Wenzel, MD, MSc, professor and former chairman of the Department of Internal Medicine at the VCU Medical Center, and world renowned epidemiologist, to play Vince Fontaine, the local radio DJ.) An evening of music, dancing, romance, comedy, and high energy... what more could you ask for?

Nov. 3 Student Opening - 7:30 pm • **Nov. 4** Opening Night - 7:30 pm • **Nov. 5** - 7:30 pm • **Nov. 6** - 3:00 pm
Nov. 10-12 - 7:30 pm • **Nov. 13** - 3:00 pm • **Nov. 17-19** - 7:30 pm • **Nov. 20** - 3:00 pm • **High School Matinees - Nov. 8, 9, 15, 16** - 10 am

FEBRUARY 2012

The Elephant Man

Written by Bernard Pomerance • Directed by Casey Biggs

What is normal? Do you feel different? John Merrick looks different. So grotesquely deformed that women faint in horror at the sight of him. In the world of 1880's Victorian England's freak shows Dr. Frederick Treves rescues John Merrick, the Elephant Man. Brought to a hospital for analysis, Merrick is discovered to be a highly intelligent, sensitive and artistic man. Forever a prisoner of his malformed body, his horrific appearance in fact opens a door to a society he could only dream of. Based on fact, this Tony award-winning play, explores the notion of what and who is normal and how in a world of hypocrisy we may be persuaded to question our own quality of mercy.

Feb. 9 Student Opening - 7:30 pm • **Feb. 10** Opening Night - 7:30 pm • **Feb. 11** - 7:30 pm • **Feb. 12** - 3:00 pm
Feb. 16 -18 - 7:30 pm • **Feb. 19** - 3:00 pm • **High School Matinees - Feb. 14, 15** - 10 am

An Evening of Stand-Up Comedy

Directed by Stephen Rosenfield

Nationally renowned comedian, writer, coach and Director of the New York City's American Comedy Institute, **Stephen Rosenfield** will work with Theatre VCU students to develop two weekends of stand-up comedy in the Hodges Theatre. Rosenfield has produced, written and directed comedy shows at Caroline's on Broadway, Stand-Up New York, The Comic Strip, Don't Tell Mama and The Improv as well as directed and co-authored the Obie Award-winning musical comedy review, *The Present Tense*. His students have appeared on *The David Letterman Show*, *The Conan O'Brien Show*, *The Tonight Show* with Jay Leno, and *Last Comic Standing*. Both performances will also feature the best comic/Improv talent from central Virginia as guest artists. Comedy fans circle these dates!

Feb. 24 & 25

APRIL 2012

The 25th Annual Putnam County Spelling Bee

Conceived by Rebecca Feldman with Music and Lyrics by William Finn • Directed by Gary C. Hopper

A hilarious tale of six geeky adolescent overachievers vying for the spelling championship of a lifetime, this Tony Award winning musical is both tender and quirky. Directed by longtime Theatre VCU faculty member and a favorite of Richmond audiences, Gary C. Hopper, *Spelling Bee* features a wide range of misfits varying from a liberal young girl who has gay dads, a slightly obnoxious speller who uses his "Magic Foot" to spell out the words, and a girl whose parents never seem to notice her. At every performance 4 audience members will be invited on stage to participate in the Bee - You perhaps? This fast-paced adorable show is smart, clever, fun, and a most enjoyable way to wrap up our season!

April 5 Student Opening - 7:30 pm • **April 6** Opening Night - 7:30 pm • **April 7** - 7:30 pm • **April 8** - Easter Sunday - no matinee
April 12-14 - 7:30 pm • **April 15** - 3:00 pm • **April 19-21** - 7:30 pm • **April 22** - 3:00 pm • **High School Matinees - April - 10, 11, 17, 18** - 10 am
April 21 - Theatre VCU Alumni Reunion

CURRICULUM GUIDE 2011-2012

BA in Theatre Emphasis

(120 Credits)

Credits	
First Year Theatre Foundation	
UNIV 111	Focused Inquiry I 3
UNIV 112	Focused Inquiry II 3
THEA 103	Stagecraft 3
THEA 104	Costume Construction 3
THEA 113	Acting I (Part I) 3
	Choose One:
THEA 114	Acting I (Part II) 3
	OR
SPCH 121	Speech 3
THEA 211	Intro. (Part I) 3
THEA 212	Intro. (Part II) 3

Credits	
Second Year Theatre Foundation	
THEA 201	Stage Voice and Speech** 3
THEA 202	Stage Voice and Speech** 3
THEA 203	Movement for the Actor (Part I)** 3
THEA 204	Movement for the Actor (Part II)** 3
THEA 213	Acting II (Part I) 3
THEA 214	Acting II (Part II) 3
THEA/THEZ	Choose One:
THEA 227/THEZ227L	Intro to Lighting Design & Lab 4
THEA 229/THEZ229L	Basic Scene Design & Lab 4
THEA 227/THEZ227L	Basic Stage Costuming & Make-Up Lab 4
THEA 228/THEZ228L	Basic Stage Costuming & Make-Up Lab 4

Credits	
Third Year BA Theatre	
THEA 307	History of Theatre (Part 1) 3
THEA 308	History of Theatre (Part 2) 3
THEA	Choose Two:
	THEA 303 - Black Theatre 3
	THEA 403 - History of Dramatic Lit (Part I) 3
	THEA 404 - History of Dramatic Lit (Part II) 3
	THEA 423 - Modern Drama 3
	THEA 424 - Modern Drama 3

Credits	
Fourth Year BA Theatre	
THEA	Any Upper Level Elective (300/400 Level) 3
THEA	Any Upper Elective (300/400 Level) 3
THEA 495	Senior Project: Portfolio Review 1

** Or an equivalent in AFO, Design, or Stage Management electives
A minimum of 45 upper level credits are needed to graduate. 8/1/11

Credits	
General Education Requirement	
(MAY BE TAKEN ANYTIME DURING FOUR YEARS)	
NAT. OR PHYS. SCIENCE	Choose One:
	BIOL 101 - Biological Concepts 3
	BIOL/ENVS 103 - Environmental Science 3
	CHEM 110 - Chemistry and Society 3
	FRSC 202 - Crime and Science 3
	INSC 201 - Energy! 3
	(pre-reqs of MATH 131 or STAT 208 or higher)
	PHYS 103 - Elementary Astronomy 3
	LFSC 201 -Earth System Science 3
HUM. OR FINE ARTS	Choose One:
	ENGL 215 - Textual Analysis 3
	HIST 201 - The Art of Historical Detection 3
	HUMS 250 - Reading Film 3
	MASC/INTL 151 - Global Communication 3
	PHIL 201 Critical Thinking About Moral Problems 3
	PHIL 250 Thinking About Thinking 3
	RELS 108 - Human Spirituality 3
	UNIV 217 Finding Your Voice in Contemporary Society 3
	WRLD 203 - Cultural Texts and Contexts 3
	WRLD 230 - Intro to World Cinema 3
ART HISTORY	Choose One:
	ARTH 103 - Survey of Western Art 3
	ARTH 104 - Non-Western Art History 3
ENGLISH	UNIV 200 Writing and Rhetoric Workshop II or Equivalent 3
MATH	Choose One:
	MATH 131 - Intro to Contemporary Math (or higher) 3
	STAT 208 - Statistical Thinking (or higher) 3
SOC. OR BEHAV. SCI	Choose One:
	ANTH/INTL 103 - Cultural Anthropology 3
	ECON 101/INTL 102 Introduction to Political Economy 3
	HUMS 300 - Great Questions of the Social Sciences 3
	INTL 101 Human Societies and Globalization 3
	POLI/INTL 105 International Relations 3
	POLI 103 - US Government 3
	PSYC 101 - Intro to Psychology 4
	SCTS 200 Science in Society: Values, Ethics and Politics 3
	SOCY 101 - Gen Sociology 3
	UNIV 211 Food for Thought 3
	WMNS 201 - Intro to Women's Studies 3
GEN. ED. ELECTIVES	Choose One:
	Social/Behavioral Science 3
	Natural and Physical Science 3
	Humanities and Fine Arts 3
ADDITIONAL REQUIRED COURSES	
	Foreign Language 3
	Foreign Language 3
	Shakespeare or other play reading 3
ELECTIVES	Minor Area or directed course of study 24

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CURRICULUM GUIDE 2011-2012

BFA Costume Design/Technical Production Emphasis

(120 Credits)

Credits

Credits

First Year Theatre Foundation

UNIV 111	Focused Inquiry I	3
UNIV 112	Focused Inquiry II	3
THEA 103	Stagecraft	3
THEA 104	Costume Construction	3
THEA 113	Acting I (Part I only)	3
THEA 211	Intro (Part I) (WI*)	3
THEA 212	Intro (Part II) (WI*)	3
THEA 491	Topic: Figure Drawing	3

Second Year Theatre Foundation

THEA 227/THEZ 227L	Basic Stage Costuming & Make-Up Lab	4
THEA 228/THEZ 228L	Basic Stage Costuming & Make-Up Lab	4
THEA 309	History of Costumes (Part 1)	3
THEA 310	History of Costumes (Part 2)	3
THEA 491	Topic: Figure Drawing	3

Third Year BFA Costume Design

THEA 307	History of Theatre (Part 1)	3
THEA 308	History of Theatre (Part 2)	3
THEA 221	Intro to Scene Design	3
THEA 229	Intro. to Lighting Design	3
THEA 328	Draping & Patternmaking for the Theatre(Part 1)	3
THEA 329	Draping & Patternmaking for the Theatre (Part 2)	3
DESIGN ELECTIVES	Choose Three**:	9
	THEA 305-306 Advanced Scene Design-II	3
	THEA 505-506 Scene Design	3
	THEA 508 Scene Painting	3
	THEA 321-322 Research Techniques for Costume Design	3
	THEA 325 Stage Management	3
	THEA 429 Advanced Lighting	3
	THEA 327 Theatrical Drafting or Advanced Scenic Techniques	3
THEA	Choose One:	3
	THEA 303 - Black Theatre	3
	THEA 403 - History of Dramatic Lit (Part 1)	3
	THEA 404 - History of Dramatic Lit (Part 2)	3
	THEA 423 - Modern Drama	3
	THEA 424 - Modern Drama	3

Fourth Year BFA Costume Design

THEA	3 or 4 Upper Level Theatre Electives	3
THEA	Design Electives**	9
THEA 495	Senior Project: Portfolio Review	1
ELECTIVES		9

**Design electives are to be chosen with advice from your faculty advisor. Design electives may also consist of classes in other departments of the School of the Arts such as Sculpture, Furniture Building, Jewelry, Architecture and Interior Design.

***See Department Advisor for list of approved Non-Western Art History classes.

A minimum of 45 upper level credits are needed to graduate. 8/1/11

Note: All Costume Design majors are required to work in the costume shop on the shows produced by Theatre VCU. This provides the opportunity to put into practice those skills learned in classes. Those assignments will be determined by the faculty supervisor. Students may be asked to act as a design assistant for a faculty designer or to design an aspect of one of Theatre VCU's seasons. This opportunity may be taken as a senior seminar or as a design elective.

General Education Requirement

(MAY BE TAKEN ANYTIME DURING FOUR YEARS)

NAT. OR PHYS. SCIENCE	Choose One:	
	BIOL 101 - Biological Concepts	3
	BIOL/ENVS 103 - Environmental Science	3
	CHEM 110 - Chemistry and Society	3
	FRSC 202 - Crime and Science	3
	INSC 201 - Energy! 3	
	(pre-Regs of MATH 131 or STAT 208 or higher)	
	PHYS 103 - Elementary Astronomy	3
	LFSC 201 -Earth System Science	3
HUM. OR FINE ARTS	Choose One:	
	ENGL 215 Textual Analysis	3
	HIST 201 - The Art of Historical Detection	3
	HUMS 250 - Reading Film	3
	MASC/INTL 151 - Global Communication	3
	RELS 108 - Human Spirituality	3
	WRDL 203 - Cultural Texts and Contexts	3
	WRDL 230 - Intro to World Cinema	3
	PHIL 201 Critical Thinking About Moral Problems	3
	PHIL 250 Thinking About Thinking 3	
	UNIV 217 Finding Your Voice in Contemporary Society 3	
ART HISTORY	Choose Two:	
	ARTH 103 - Survey of Western Art	3
	ARTH 104 - Non-Western Art History	3
	Non-Western Art History***	3
ENGLISH	UNIV 200 Writing and Rhetoric Workshop II or Equivalent	3
MATH	Choose One:	
	MATH 131 - Intro to Contem. Math (or higher)	3
	STAT 208 - Statistical Thinking (or higher)	3
	MGMT 171 Mathematical Applications for Business 3	
	MGMT 301 Business Statistics	3
SOC. OR BEHAV. SCI	Choose One:	
	ANTH/INTL 103 - Cultural Anthropology	3
	HUMS 300 - Great Questions of the Social Sciences 3	
	POLI 103 - US Government	3
	PSYC 101 - Intro to Psychology	4
	SOCY 101 - Gen Sociology	3
	WMNS 201 - Intro to Women's Studies	3
	ECON 101/INTL 102 Introduction to Political Economy 3	
	INTL 101 Human Societies and Globalization	3
	POLI/INTL 105 International Relations	3
	SCTS 200 Science in Society: Values, Ethics and Politics	3
	UNIV 211 Food for Thought	3
GEN. ED. ELECTIVES	Choose One:	
	Social/Behavioral Science	3
	Natural and Physical Science	3
	Humanities and Fine Arts	3
ELECTIVES		12

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CURRICULUM GUIDE 2011-2012

BFA Lighting Design/Technical Production Emphasis

(120 Credits)

Credits

Credits

First Year Theatre Foundation

UNIV 111	Focused Inquiry I	3
UNIV 112	Focused Inquiry II	3
THEA 103	Stagecraft	3
THEA 104	Costume Construction	3
THEA 113	Acting I (Part I only)	3
THEA 211	Intro to Drama (Part I)	3
THEA 212	Intro to Drama (Part II)	3
THEA 229/ THEZ 229L	Intro. to Lighting Design & Lab	4
THEA 121	Intro. to Drawing (Fall Semester Only)	2
THEA 122	Intro to Color Theory (Spring Semester Only)	2

Second Year Theatre Foundation

THEA 227	Basic Stage Costuming & Make-Up	3
THEA 228	Basic Stage Costuming & Make-Up	3
THEA 221	Intro to Scene Design	3
THEA 225/THEZ 225L	Basic Stage Electronics Lighting & Lab	4
THEA 323	Practicum in Advanced Theatre Tech	3
THEA 324	Practicum in Advanced Stage Lighting	3

Third Year BFA Lighting Design

THEA 307	History of Theatre (Part 1)	3
THEA 308	History of Theatre (Part 2)	3
THEA	Choose One:	3
	THEA 303 - Black Theatre	3
	THEA 403 - History of Dramatic Lit (Part 1)	3
	THEA 404 - History of Dramatic Lit (Part 2)	3
	THEA 423 - Modern Drama	3
	THEA 424 - Modern Drama	3
THEA 327	Theatrical Drafting	3
THEA 323	Practicum in Advanced Theatre Tech	3
THEA 324	Practicum in Advanced Stage Lighting	3
THEA	Design Electives**	3

Fourth Year BFA Lighting Design

THEA 429/ THEZ 429L	Advanced Lighting Design & Lab	4
THEA	3 or 4 Upper Level Theatre Electives	3
THEA	Design Electives**	6
THEA 495	Senior Project: Portfolio Review	1

Note: All Lighting Design majors are required to work in the scene shop on the shows produced by Theatre VCU. This provides the opportunity to put into practice those skills learned in classes. Those assignments will be determined by the faculty supervisor. Students may be asked to act as a design assistant for a faculty designer or to design an aspect of one of Theatre VCU's seasons. This opportunity may be taken as a senior seminar or as a design elective.

**Design electives are to be chosen with advice from your faculty advisor.

***See Department Advisor for list of approved classes

A minimum of 45 upper level credits are needed to graduate. 8/2/11

General Education Requirements

(MAY BE TAKEN ANYTIME DURING FOUR YEARS)

NAT. OR PHYS. SCIENCE	Choose One:	
	BIOL 101 - Biological Concepts	3
	BIOL/ENVS 103 - Environmental Science	3
	CHEM 110 - Chemistry and Society	3
	FRSC 202 - Crime and Science	3
	INSC 201 - Energy!	3
	(pre-Reqs of MATH 131 or STAT 208 or higher)	
	PHYS 103 - Elementary Astronomy	3
	LFSC 201 -Earth System Science	3
HUM. OR FINE ARTS	Choose One:	
	ENGL 215 Textual Analysis	3
	HIST 201 - The Art of Historical Detection	3
	HUMS 250 - Reading Film	3
	MASC/INTL 151 - Global Communication	3
	RELS 108 - Human Spirituality	3
	WRLD 203 - Cultural Texts and Contexts	3
	WRLD 230 - Intro to World Cinema	3
	PHIL 201 Critical Thinking About Moral Problems	3
	PHIL 250 Thinking About Thinking 3	
	UNIV 217 Finding Your Voice in Contemporary Society	3
ART HISTORY	Choose Two:	
	ARTH 103 - Survey of Western Art	3
	ARTH 104 - Non-Western Art History	3
	Non-Western Art History***	3
ENGLISH	UNIV 200 Writing and Rhetoric Workshop II or Equivalent	3
MATH	Choose One:	
	MATH 131 - Intro to Contem. Math (or higher)	3
	STAT 208 - Statistical Thinking (or higher)	3
	MGMT 171 Mathematical Applications for Business	3
	MGMT 301 Business Statistics	3
SOC. OR BEHAV. SCI	Choose One:	
	ANTH/INTL 103 - Cultural Anthropology	3
	HUMS 300 - Great Questions of the Social Sciences	3
	POLI 103 - US Government	3
	PSYC 101 - Intro to Psychology	4
	SOCY 101 - Gen Sociology	3
	WMNS 201 - Intro to Women's Studies	3
	ECON 101/INTL 102 Introduction to Political Economy	3
	INTL 101 Human Societies and Globalization	3
	POLI/INTL 105 International Relations	3
	SCTS 200 Science in Society: Values, Ethics and Politics	3
	UNIV 211 Food for Thought	3
SPEECH	SPCH 121 - Effective Speech	3
GEN. ED. ELECTIVES	Choose One:	
	Social/Behavioral Science	3
	Natural and Physical Science	3
	Humanities and Fine Arts	3

ELECTIVES 12

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CURRICULUM GUIDE 2011-2012

BFA Performance Emphasis

(120 Credits)

Credits		Credits
First Year Theatre Foundation		
UNIV 111	Focused Inquiry I	3
UNIV 112	Focused Inquiry II	3
THEA 103	Stagecraft	3
THEA 104	Costume Construction	3
THEA 113	Acting I (Part I)	3
THEA 114	Acting I (Part II)	3
THEA 211	Intro. (Part I)	3
THEA 212	Intro. (Part II)	3
Second Year Theatre Foundation		
THEA 201	Stage Voice and Speech	3
THEA 202	Stage Voice and Speech	3
THEA 203	Movement for the Actor (Part I)	3
THEA 204	Movement for the Actor (Part II)	3
THEA 213	Acting II (Part I)	3
THEA 214	Acting II (Part II)	3
THEA	Choose One	
	THEA 221/221L - Scene Design/Lab	4
	THEA227/227L - Basic Costume & Make-up Lab	4
	THEA229/229L - Lighting Design/Lab	4
Third Year BFA Performance		
THEA 301	Advanced Voice & Speech (Part I)	3
THEA 302	Advanced Voice & Speech (Part II)	3
THEA 307	History of Theatre (Part 1)	3
THEA 308	History of Theatre (Part 2)	3
THEA 311	Advanced Movement for the Actor (Part I)	3
THEA 312	Advanced Movement for the Actor (Part II)	3
THEA 313	Actor's Studio (Part I)	3
THEA 314	Actor's Studio (Part II)	3
THEA	Choose One:	
	THEA 303 - Black Theatre	3
	THEA 403 - History of Dramatic Lit (Part I)	3
	THEA 404 - History of Dramatic Lit (Part II)	3
	THEA 423 - Modern Drama	3
	THEA 424 - Modern Drama	3
THEA	Any Upper Level Elective (300/400 Level)	3
Fourth Year BFA Performance		
THEA 415	Choose One:	
	Business of Theatre	3
	Solo Performance	3
THEA	Choose Two:	
	THEA 315 - Audition Technique	3
	THEA 413 - Actor's Studio II (Period Styles)	3
	THEA 414 - Actor's Studio III (Acting for the Camera)	3
	THEA 491 - TBA (491-494 are rotating electives)	3
	THEA 492 - TBA	3
	THEA 493 - TBA	3
	THEA 494 - TBA	3
THEA	Any Upper Elective (300/400 Level)	3
THEA 441	Showcase (by audition) or 300/400 elective	3
THEA 495	Senior Project: Portfolio Review	1

General Education Requirement

(MAY BE TAKEN ANYTIME DURING FOUR YEARS)

NAT. OR PHYS. SCIENCE	Choose One:	
	BIOL 101 - Biological Concepts	3
	BIOL/ENVS 103 - Environmental Science	3
	CHEM 110 - Chemistry and Society	3
	FRSC 202 - Crime and Science	3
	INSC 201 - Energy!	3
	(pre-Reqs of MATH 131 or STAT 208 or higher)	
	PHYS 103 - Elementary Astronomy	3
	LFSC 201 - Earth System Science	3
HUM. OR FINE ARTS	Choose One:	
	ENGL 215 Textual Analysis	3
	HIST 201 - The Art of Historical Detection	3
	HUMS 250 - Reading Film	3
	MASC/INTL 151 - Global Communication	3
	RELS 108 - Human Spirituality	3
	WRLD 203 - Cultural Texts and Contexts	3
	WRLD 230 - Intro to World Cinema	3
	PHIL 201 Critical Thinking About Moral Problems	3
	PHIL 250 Thinking About Thinking 3	
	UNIV 217 Finding Your Voice in Contemporary Society	3
ART HISTORY	Choose One:	
	ARTH 103 - Survey of Western Art	3
	ARTH 104 - Non-Western Art History	3
ENGLISH	UNIV 200 Writing and Rhetoric Workshop II or Equivalent	3
MATH	Choose One:	
	MATH 131 - Intro to Contem. Math (or higher)	3
	STAT 208 - Statistical Thinking (or higher)	3
	MGMT 171 Mathematical Applications for Business	3
	MGMT 301 Business Statistics	3
SOC. OR BEHAV. SCI	Choose One:	
	ANTH/INTL 103 - Cultural Anthropology	3
	HUMS 300 - Great Questions of the Social Sciences	3
	POLI 103 - US Government	3
	PSYC 101 - Intro to Psychology	4
	SOCY 101 - Gen Sociology	3
	WMNS 201 - Intro to Women's Studies	3
	ECON 101/INTL 102 Introduction to Political Economy	3
	INTL 101 Human Societies and Globalization	3
	POLI/INTL 105 International Relations	3
	SCTS 200 Science in Society: Values, Ethics and Politics	3
	UNIV 211 Food for Thought	3
SPEECH	SPCH 121 - Effective Speech	3
GEN. ED. ELECTIVES	Choose One:	
	Social/Behavioral Science	3
	Natural and Physical Science	3
	Humanities and Fine Arts	3
ELECTIVES		12

A minimum of 45 upper level credits are needed to graduate. 8/2/11

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CURRICULUM GUIDE 2011-2012

BFA Scene Design/Technical Production Emphasis

(120 Credits)

		Credits			Credits
First Year Theatre Foundation			General Education Requirement		
			(MAY BE TAKEN ANYTIME DURING FOUR YEARS)		
UNIV 111	Focused Inquiry I	3	NAT. OR PHYS. SCIENCE	Choose One:	
UNIV 112	Focused Inquiry II	3		BIOL 101 - Biological Concepts	3
THEA 103	Stagecraft	3		BIOL/ENVS 103 - Environmental Science	3
THEA 104	Costume Construction	3		CHEM 110 - Chemistry and Society	3
THEA 113	Acting I (Part I only)	3		FRSC 202 - Crime and Science	3
THEA 211	Intro to Drama (Part I)	3		INSC 201 - Energy!	3
THEA 212	Intro to Drama (Part II)	3		(pre-Reqs of MATH 131 or STAT 208 or higher)	
THEA 121	Intro to Drawing (Fall Semester Only)	2		PHYS 103 - Elementary Astronomy	3
THEA 122	Intro to Color Theory (Spring Semester Only)	2		LFSC 201 - Earth System Science	3
Second Year Theatre Foundation			HUM. OR FINE ARTS	Choose One:	
THEA 221/THEA221L	Basic Scene Design and Lab	4		ENGL 215 Textual Analysis	3
THEA 229	Intro to Lighting Design	3		HIST 201 - The Art of Historical Detection	3
THEA 223	Practicum or THEA 323 Practicum in Advanced Tech	3		HUMS 250 - Reading Film	3
THEA	Design Elective	6		MASC/INTL 151 - Global Communication	3
Third Year BFA Scene Design				RELS 108 - Human Spirituality	3
THEA 227	Basic Costuming (Part I)	3		WRLD 203 - Cultural Texts and Contexts	3
THEA 228	Basic Costuming (Part II)	3		WRLD 230 - Intro to World Cinema	3
THEA 307	History of Theatre (Part 1)	3		PHIL 201 Critical Thinking About Moral Problems	3
THEA 308	History of Theatre (Part 2)	3		PHIL 250 Thinking About Thinking 3	
THEA	Choose One:	3		UNIV 217 Finding Your Voice in Contemporary Society 3	
	THEA 303 - Black Theatre	3	ART HISTORY	Choose Two:	
	THEA 403 - History of Dramatic Lit (Part 1)	3		ARTH 103 - Survey of Western Art	3
	THEA 404 - History of Dramatic Lit (Part 2)	3		ARTH 104 - Non-Western Art History	3
	THEA 423 - Modern Drama	3		Non-Western Art History***	3
	THEA 424 - Modern Drama	3	ENGLISH	UNIV 200 Writing and Rhetoric Workshop II or Equivalent	3
THEA 327	Theatrical Drafting	3	MATH	Choose One:	
THEA 323	Practicum in Advanced Theatre Tech	3		MATH 131 - Intro to Contem. Math (or higher)	3
THEA 324	Practicum in Advanced Stage Lighting	3		STAT 208 - Statistical Thinking (or higher)	3
THEA	Design Electives**	6		MGMT 171 Mathematical Applications for Business	3
				MGMT 301 Business Statistics	3
Fourth Year BFA Scene Design			SOC. OR BEHAV. SCI	Choose One:	
THEA 407	Advanced Scenic Technique**	3		ANTH/INTL 103 - Cultural Anthropology	3
THEA	3 or 4 Upper Level Theatre Electives**	3		HUMS 300 - Great Questions of the Social Sciences	3
THEA	Design Electives**	6		POLI 103 - US Government	3
THEA 495	Senior Project: Portfolio Review	1		PSYC 101 - Intro to Psychology	4
				SOCY 101 - Gen Sociology	3
				WMNS 201 - Intro to Women's Studies	3
				ECON 101/INTL 102 Introduction to Political Economy	3
				INTL 101 Human Societies and Globalization	3
				POLI/INTL 105 International Relations	3
				SCTS 200 Science in Society: Values, Ethics and Politics	3
				UNIV 211 Food for Thought	3
			GEN. ED. ELECTIVES	Choose One:	
				Social/Behavioral Science	3
				Natural and Physical Science	3
				Humanities and Fine Arts	3
			ELECTIVES		12

Note: All Scene Design majors are required to work in the scene shop on the shows produced by Theatre VCU. This provides the opportunity to put into practice those skills learned in classes. Those assignments will be determined by the faculty supervisor. Students may be asked to act as a design assistant for a faculty designer or to design an aspect of one of Theatre VCU's seasons. This opportunity may be taken as a senior seminar or as a design elective.

**Design electives are to be chosen with advice from your faculty advisor.

A minimum of 45 upper level credits are needed to graduate. 8/1/11

This curriculum guide is not an official listing of degree requirements. Please refer to the Bulletin page on the VCU website. Bulletins (catalogs) and course descriptions for the current and past years are archived here as PDF files. The Bulletin for the academic year a student enters or re-enters a degree program identifies the curriculum degree requirements for that student. The archived copy reflects all policies and procedures in effect at the beginning of the stated academic year. They can be easily downloaded and used as reference throughout your enrollment in the university. See your advisor if you have any questions.

CURRICULUM GUIDE 2011-2012

BFA Stage Management Emphasis

(120 Credits)

Credits	
First Year Theatre Foundation	
UNIV 111	Focused Inquiry I 3
UNIV 112	Focused Inquiry II 3
THEA 103	Stagecraft 3
THEA 104	Costume Construction 3
THEA 113	Acting I (Part I only) 3
THEA 121	Intro to Drawing (Fall Semester Only) 2
THEA 122	Intro to Color Theory (Spring Semester Only) 2
THEA 251/252	Rehearsal and Production 3
THEA 325	Stage Management Practicum 3

Credits	
Second Year Theatre Foundation	
THEA 432 or THEA 433 or THEA 434 or THEA 435	Stage Management 6
THEA 251	Rehearsal and Performance 3
THEA 211	Intro to Drama (Part I) 3
THEA 212	Intro to Drama (Part II) 3

Credits	
Third Year BFA Stage Management	
THEA 221	Basic Scene Design and Lab 3
THEA 227	Basic Costuming and Lab (Part I) 3
THEA 228	Basic Costuming (Part II) 3
THEA 229	Intro to Lighting Design and Lab 3
THEA 432 or THEA 433 or THEA 434 or THEA 435	Stage Management 6
THEA 251	Rehearsal and Performance 3

Credits	
Fourth Year BFA Stage Management	
THEA 307	History of Theatre (Part 1) 3
THEA 308	History of Theatre (Part 2) 3
THEA 361	Directing 3
THEA 362	Directing 3
THEA	Choose One: 3
	THEA 303 - Black Theatre 3
	THEA 403 - History of Dramatic Lit (Part 1) 3
	THEA 404 - History of Dramatic Lit (Part 2) 3
	THEA 423 - Modern Drama 3
	THEA 424 - Modern Drama 3
THEA 495	Senior Project: Portfolio Review 1

All Stage Management students are required to have and maintain current CPR/First Aid certification through the Red Cross or other certifying organization (such certifications are typically current for only one [CPR] to three years [First Aid]).

**All Stage Management students are required to work on Theatre VCU productions. This gives them the opportunity to put into practice those skills learned in classes. Those assignments will be determined by the faculty supervisor. Students will be asked to serve as Production Assistant, Assistant Stage Manager or Stage Manager under a faculty or guest director during Theatre VCU's season. A total of 36 credits of Stage Management Practicum are required to graduate.

+Students may also elect, in consultation with their advisor, to have one semester of their senior year as a professional internship at an approved theatre.

A minimum of 45 upper level credits are needed to graduate. 8/2/11

Credits	
General Education Requirement	
(MAY BE TAKEN ANYTIME DURING FOUR YEARS)	
NAT. OR PHYS. SCIENCE	Choose One: 3
	BIOL 101 - Biological Concepts 3
	BIOL/ENVS 103 - Environmental Science 3
	CHEM 110 - Chemistry and Society 3
	FRSC 202 - Crime and Science 3
	INSC 201 - Energy! 3
	(pre-Reqs of MATH 131 or STAT 208 or higher)
	PHYS 103 - Elementary Astronomy 3
	LFSC 201 - Earth System Science 3
HUM. OR FINE ARTS	Choose One: 3
	ENGL 215 Textual Analysis 3
	HIST 201 - The Art of Historical Detection 3
	HUMS 250 - Reading Film 3
	MASC/INTL 151 - Global Communication 3
	RELS 108 - Human Spirituality 3
	WRLD 203 - Cultural Texts and Contexts 3
	WRLD 230 - Intro to World Cinema 3
	PHIL 201 Critical Thinking About Moral Problems 3
	PHIL 250 Thinking About Thinking 3
	UNIV 217 Finding Your Voice in Contemporary Society 3
ART HISTORY	Choose One: 3
	ARTH 103 - Survey of Western Art 3
	ARTH 104 - Non-Western Art History 3
ENGLISH	UNIV 200 Writing and Rhetoric Workshop II or Equivalent 3
MATH	Choose One: 3
	MATH 131 - Intro to Contem. Math (or higher) 3
	STAT 208 - Statistical Thinking (or higher) 3
	MGMT 171 Mathematical Applications for Business 3
	MGMT 301 Business Statistics 3
SOC. OR BEHAV. SCI	Choose One: 3
	ANTH/INTL 103 - Cultural Anthropology 3
	HUMS 300 - Great Questions of the Social Sciences 3
	POLI 103 - US Government 3
	PSYC 101 - Intro to Psychology 4
	SOCY 101 - Gen Sociology 3
	WMNS 201 - Intro to Women's Studies 3
	ECON 101/INTL 102 Introduction to Political Economy 3
	INTL 101 Human Societies and Globalization 3
	POLI/INTL 105 International Relations 3
	SCTS 200 Science in Society: Values, Ethics and Politics 3
	UNIV 211 Food for Thought 3
SPEECH	SPCH 121 - Effective Speech 3
GEN. ED. ELECTIVES	Choose One: 3
	Social/Behavioral Science 3
	Natural and Physical Science 3
	Humanities and Fine Arts 3
ELECTIVES	12

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EPILOGUE

As a student of theatre, you have an opportunity, at Virginia Commonwealth University, to stretch your imagination and to develop your talent.

- There is no limit to your potential for personal growth.
- There is no limit on the amount of hours you may spend preparing for a performance or a production.
- There is no limit on the number of hours you may spend researching in the libraries.
- There is no limit on the rewards you may reap for your endeavors.

As a student of theatre, you have an opportunity at Virginia Commonwealth University, to stretch your imagination and to develop your talent.

It is up to you to establish your own limits. Take advantage of the resources of the university, especially the faculty members. They have a wide range of knowledge and expertise and are eager to assist you.

The faculty and staff of Theatre VCU wish you a successful, safe and exciting career here at Virginia Commonwealth University's School of the Arts!



All students **MUST** sign the Student Agreement within the first two weeks of classes and give this agreement to their advisor in order to receive their grades.

vcuarts

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Richmond, Virginia 23284-2524
www.vcu.edu/artweb/Theatre/

David Leong, Theatre Department Chair

Member of NAST (National Association of Schools of Theatre)

Virginia Commonwealth University is an equal opportunity/affirmative action institution providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability.



Please direct all Student Handbook changes or suggestions to
Glynn Brannan, Creative Director, Theatre VCU ■ 828.2695 ■ gbrannan@vcu.edu