Department of Theatre and Dance

Student Handbook
General Guidelines

2011-2012

and

BFA Musical Theatre
Appendix

(Important note: Please review the Handbook specific to your program of study in conjunction with these General Guidelines.)
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This must be signed and returned by all students at the beginning of each academic year
Message from the Chair

Greetings! I’d like to take this opportunity to welcome you to the Department of Theatre and Dance. We have an outstanding department and we want you to participate in our programs in the most positive and productive ways possible. Therefore, we are providing you with a Theatre and Dance Student Handbook that hopefully answers everything you always wanted to know about the department but didn’t get the chance to ask! (If we missed something, please let us know!)

Please follow the steps listed below:
1. Read this Handbook carefully
2. Fill out the Acknowledgement Form that states that you have read the Handbook and agree to the policies and procedures outlined. This form serves as a contract between you and the department.
3. Return the Acknowledgement Form to the mailbox of the person in the Handbook listed as the coordinator of your particular program.
4. Please refer to the handbook when you want answers to your questions. Chances are, you’ll find them right here.
5. If you do not find an answer to your question, see your program coordinator or the chair.

Have a great year!!
Professor Randy Mugleston
Chair, Department of Theatre and Dance

Department Mission Statement

The Department of Theatre and Dance is committed to melding intensive training in performance and production with a strong foundation in critical analysis and the study of social and historical contexts. The classrooms, shops, rehearsal halls and stages are laboratories wherein students participate collectively and individually in this exciting, vital synergy.

Faculty and guest artists challenge and nurture students throughout their development as creative, confident practitioners and engaged thinkers within the ever-changing worlds of theatre and dance. Committed students emerge with a deep awareness of themselves as unique artists; the skills necessary to work in their specific fields; and an understanding of the essential function of the arts within a global society.

Degree Programs

The Department of Theatre and Dance implements its mission by offering degrees in the following areas:

1) B.A. Theatre Studies
2) BFA Theatre, Acting Concentration
3) BFA Musical Theatre
4) BFA Theatre, Production and Design
5) BFA Dance  
6) BA Dance Education with Certification P-12  
7) BA Dance Education with Studio Concentration  
8) Minor in Theatre  
9) Minor in Musical Theatre  
10) Minor in Dance  
11) MA Theatre Studies

All degree programs have a detailed curriculum guide that outlines the requirements and structure of each program over a four-year period. Copies of the curriculum guide may be found in the department office (Life Hall 126) and can also be found in the individual program handbooks. Students are advised to keep a hard copy of their curriculum guide and update it each semester; you will, thus, be creating a current record of courses taken and requirements met.

Program Descriptions and Philosophies

BA Theatre Studies

The Bachelor of Arts degree is intended to provide a balanced overview of the theatre within a liberal arts setting. The program provides students with a solid foundation in acting, theatrical history, playscript interpretation, stagecraft and other technical aspects of theatre. The BA program underscores the interactive relationship between theory and practice that is the essence of theatrical production. There is also enough flexibility in the program to allow the student to focus on their primary interest(s) in the field: performance, management, production, dramaturgy, etc. The final year of the students’ program empowers them to discover their individual talents, develop their creative skills and apply all of their theory and practice in a culminating creative project.

Students are prepared for careers in a variety of theatre-related professions, as well as for possible graduate study.

- BA Theatre Studies

BFA Theatre, Concentration in Acting

Performance experiences and training are at the center of the BFA in Acting. Entering students demonstrate a professional commitment to their art and a willingness to deepen their physical, emotional, and intellectual talents. The course curricula are arranged so that students begin with elementary classes and performance opportunities and progress to more complex, challenging work. The student curriculum guide details the eight semesters of work in acting, movement, voice and speech, required for completion of the degree. The progressive training culminates in a performance showcase in New York City for agents and casting directors in which students demonstrate the impact of their training, their personal growth, and their ability to present themselves as professional actors. Upon graduation, students will be prepared for a variety of careers in a variety of venues in the professional theatre, whether on traditional stages, as members of touring companies, as participants in staged readings.
and new play development, or in front of the camera. This degree program offers them a comprehensive approach to the study of performance that will allow them to pursue additional professional training if they choose to do so.

- **BFA Theatre, Concentration in Acting**

**BFA Musical Theatre**

Many ambitious young adults have talent, the source from which every successful performer springs. Pursuing a higher education rests not on the issue of talent, but on the performer’s emotional maturity. Being emotionally prepared to face the demands of the professional workplace can only be gained from a practical association of performance expectations, training and experience in production opportunities. The best singers, dancers, and actors all have a depth to them, gained from knowing something about history, philosophy, art, music and literature, as well as singing, dancing and acting. Without an exposure to that broad knowledge base, a performer can only reach a certain, superficial level of performing ability. In college, the opportunity to interact with many diverse forms of musical theatre styles through training and the inclusion of performance opportunities helps students explore their interests and passions while helping them gain personal skills that will lead them towards a more faceted and varied performance career.

- **BFA Musical Theatre**

**BFA Production and Design**

The BFA Production/Design Program is a professional training program within a liberal arts university that is designed for the education of future technicians and designers for the professional theater, live entertainment and related media. The program admits students whose drive and creativity suggest professional promise. The program fosters a close working relationship with practicing professional faculty and staff, and with major visiting artists. Its goal is to provide basic theoretical training in all areas of production and design, and to allow students to build on that theory through practical work experience in their chosen area. The program’s goal is to produce the highest quality work without sacrificing academic excellence and personal growth. Through a disciplined regimen of both practical and theoretical exercises, modeled on the collaborative working process of theatre, the program encourages mastery of professional skills and promotes the synthesis of technique, intellect, and imagination. The production experiences provided through the departments of Theatre and Dance, Music, and Arts and Cultural Programming augment the program’s professional training, thereby creating an excellent entrance into the professional network.

- **BFA Production and Design**
BFA Dance

The Dance Division offers the BFA degree in dance -- a four-year performance-oriented degree. Therefore, the core of the program is comprised of technique (ballet, modern, and jazz), creative studies (improvisation and choreography), theoretical studies (rhythmic analysis, Laban movement analysis, dance history and pedagogy) and performance (repertory). A dance major must take ballet, modern (which sometimes includes jazz) and repertory every semester while at Montclair State. The Dance Division has a commitment to training that emphasizes anatomical soundness over style. However, a number of complementary movement styles and approaches are offered for the purpose of developing a well-rounded dancer. For this reason, a pure movement style is not taught as a steady diet. Teachers come from a variety of backgrounds, which makes for great variety in both the classroom and in repertory.

- BFA Dance

BA in Dance Education

The BA in dance education has two concentrations: Studio Teaching and P-12 with N.J. Teacher Certification.

The studio teaching concentration is a four-year program that prepares students to own and operate dance studios and includes intensive dance courses, as well as business and education courses, and an internship in a dance studio.

All dance education students enter in the Studio Teaching Concentration. After taking four pre-requisite education courses, and meeting criteria such as GPA, students may apply for the P-12 Concentration with N.J. Teacher Certification – usually in the spring of their sophomore year. The P-12 Concentration with N.J. Teacher Certification prepares students to teach in public schools. The Montclair State University Center of Pedagogy coordinates all aspects of teacher education, including intensive hands-on teaching experiences in public schools.

- BA Dance Education

Minor Degree Programs in Theatre, Musical Theatre, and Dance

Students may pursue a minor in one of these three areas

1. Theatre
2. Musical Theatre
3. Dance

To apply for a minor degree, the student must:

1. Obtain the appropriate application from the department (Life Hall 126)
2. Return the application to the department
3. Schedule an interview/audition with the appropriate faculty member through departmental secretary
Students must then successfully complete the minor program sequence listed on the curriculum guide.

**MA Theatre**

The Master of Arts Program offers three distinct concentrations:

1. Theatre Studies
2. Production/Stage Management
3. Arts Management

There is a separate handbook for the Graduate Program.

**Accreditation**

The degree programs of the Department of Theatre and Dance have been properly accredited by the National Association of Schools of Theatre (NAST) and the National Association of Schools of Dance (NASD). The John J. Cali School of Music is accredited by the National Schools of Music (NASM). This means that we conform to a rigorous set of national standards that establish rules and acceptable procedures for maintaining active theatre and dance programs like ours. Every 10 years, our degree programs are evaluated to guarantee that the curricular and production aspects of the department maintain nationally competitive standards.

**Department Governance**

The Theatre and Dance Department is one of five departments that make up the College of the Arts (CART). The dean of CART is Dean Geoffrey Newman. Randy Mugleston is the chair, Department of Theatre and Dance.

The various degree programs in the Theatre and Dance Department have faculty designated as deputy chairs or coordinators of the division’s program. Should you have a question about a particular program, you should make an appointment with the coordinator:

- BA Theatre Studies: Dr. Debbie Saivetz
- BFA Acting: Dr. Suzanne Trauth
- BA Dance Education: Dr. Elizabeth McPherson
- BFA Dance: Prof. Lori Katterhenry
- BFA Musical Theatre: Prof. Clay James
- BFA Production and Design: Prof. Debra Otte
- MA Theatre: Dr. Jane Peterson
# Department of Theatre and Dance Staff Directory

**Dept. Office:** 973-655-4217
**Fax:** 973-655-7717

<table>
<thead>
<tr>
<th>Faculty/Staff</th>
<th>Office Ex.</th>
<th>Room No.</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Allen</td>
<td>4496</td>
<td>LI 129</td>
<td><a href="mailto:allenmi@mail.montclair.edu">allenmi@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Neil Baldwin</td>
<td>7340</td>
<td>LI 126</td>
<td><a href="mailto:baldwinn@mail.montclair.edu">baldwinn@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Eric Diamond</td>
<td>7340</td>
<td>LI 129</td>
<td><a href="mailto:diamonde@mail.montclair.edu">diamonde@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Gregory Dlugos</td>
<td>5302</td>
<td>LI 180</td>
<td><a href="mailto:gregdlugos@verizon.net">gregdlugos@verizon.net</a></td>
</tr>
<tr>
<td>Jack Etheridge</td>
<td>2137</td>
<td>LI 231-D</td>
<td><a href="mailto:jackeretheridge3@gmail.com">jackeretheridge3@gmail.com</a></td>
</tr>
<tr>
<td>Clay James</td>
<td>7341</td>
<td>LI 229C</td>
<td><a href="mailto:jamesbr@mail.montclair.edu">jamesbr@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Lori Katterhenry</td>
<td>7080</td>
<td>LI 126J</td>
<td><a href="mailto:katterhenrl@mail.montclair.edu">katterhenrl@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Susan Kerner</td>
<td>4454</td>
<td>LI 229B</td>
<td><a href="mailto:kners@mail.montclair.edu">kners@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Nancy Lushington</td>
<td>7893</td>
<td>LI 080</td>
<td><a href="mailto:nlushington@montclair.edu">nlushington@montclair.edu</a></td>
</tr>
<tr>
<td>Elizabeth McPherson</td>
<td>7831</td>
<td>LI 127A</td>
<td><a href="mailto:mcphersons@mail.montclair.edu">mcphersons@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Randy Mugleston</td>
<td>4022</td>
<td>LI 126</td>
<td><a href="mailto:muglestonr@mail.montclair.edu">muglestonr@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Otte, Debra</td>
<td>7680</td>
<td>LI 230</td>
<td><a href="mailto:otted@mail.montclair.edu">otted@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Jane Peterson</td>
<td>7343</td>
<td>LI 229A</td>
<td><a href="mailto:petersonj@mail.montclair.edu">petersonj@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Linda Roberts</td>
<td>4115</td>
<td>LI 127B</td>
<td><a href="mailto:robertsl@mail.montclair.edu">robertsl@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Erhard Rom</td>
<td>4378</td>
<td>LI 230</td>
<td><a href="mailto:rome@mail.montclair.edu">rome@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Suzanne Trauth</td>
<td>7000</td>
<td>LI 128B</td>
<td><a href="mailto:trauths@mail.montclair.edu">trauths@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Maxine Steinman</td>
<td>7893</td>
<td></td>
<td><a href="mailto:maxfredc@cs.com">maxfredc@cs.com</a></td>
</tr>
</tbody>
</table>

## Theatre Staff/Adjuncts/Visiting Specialists/Graduate Assistants

<table>
<thead>
<tr>
<th>Faculty/Staff</th>
<th>Office Ex.</th>
<th>Room No.</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Ball</td>
<td>4217</td>
<td></td>
<td><a href="mailto:ballh@mail.montclair.edu">ballh@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Heather Benton</td>
<td>4217</td>
<td></td>
<td><a href="mailto:arizonaheatbee@msn.com">arizonaheatbee@msn.com</a></td>
</tr>
<tr>
<td>Charles Coe</td>
<td>4217</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victoria DePew</td>
<td>7345</td>
<td>LI 330</td>
<td><a href="mailto:depewvv@mail.montclair.edu">depewvv@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Reg Flowers</td>
<td>5302</td>
<td>LI 180</td>
<td><a href="mailto:regflowers@gmail.com">regflowers@gmail.com</a></td>
</tr>
<tr>
<td>Christopher Halladay</td>
<td>4217</td>
<td></td>
<td><a href="mailto:halladayc@mail.montclair.edu">halladayc@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Jana Hogland</td>
<td>4217</td>
<td></td>
<td><a href="mailto:hoglundj@mail.montclair.edu">hoglundj@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Julie Lawrence-Edsell</td>
<td>4217</td>
<td></td>
<td><a href="mailto:lawrenceedsj@mail.montclair.edu">lawrenceedsj@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Nick Lawson</td>
<td>5302</td>
<td>LI 180</td>
<td><a href="mailto:santacruzin3@gmail.com">santacruzin3@gmail.com</a></td>
</tr>
<tr>
<td>Jim Ligon</td>
<td>5302</td>
<td>LI 180</td>
<td><a href="mailto:jimligon@jimligon.com">jimligon@jimligon.com</a></td>
</tr>
<tr>
<td>Dianna Marino</td>
<td>4217</td>
<td></td>
<td><a href="mailto:marinod@mail.montclair.edu">marinod@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Rogelio Martinez</td>
<td>4217</td>
<td></td>
<td><a href="mailto:martinezrog@mail.montclair.edu">martinezrog@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Dan O’Driscoll</td>
<td>4217</td>
<td>LI 126</td>
<td><a href="mailto:dan35051@aol.com">dan35051@aol.com</a></td>
</tr>
<tr>
<td>Brian Saxton</td>
<td>4217</td>
<td>Scene Shop</td>
<td><a href="mailto:saxtonb@mail.montclair.edu">saxtonb@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Diane Zaremba</td>
<td>5302</td>
<td>LI 180</td>
<td><a href="mailto:deezee909@aol.com">deezee909@aol.com</a></td>
</tr>
</tbody>
</table>

## Dance Adjuncts/Visiting Specialists

<table>
<thead>
<tr>
<th>Faculty/Staff</th>
<th>Office Ex.</th>
<th>Room No.</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Abramson</td>
<td>4175</td>
<td></td>
<td><a href="mailto:labramson@princeton.edu">labramson@princeton.edu</a></td>
</tr>
<tr>
<td>Rachel Brown</td>
<td>4217</td>
<td></td>
<td><a href="mailto:brownrac@mail.montclair.edu">brownrac@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>Office Ex.</td>
<td>Room No.</td>
<td>Email Address</td>
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<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Joao Carvalho</td>
<td>4217</td>
<td></td>
<td><a href="mailto:carvalhoj@mail.montclair.edu">carvalhoj@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Jennifer Chin</td>
<td>4217</td>
<td></td>
<td><a href="mailto:chinj@mail.montclair.edu">chinj@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Ruth Clark</td>
<td>4175</td>
<td></td>
<td><a href="mailto:ruthclarkdance@verizon.net">ruthclarkdance@verizon.net</a></td>
</tr>
<tr>
<td>Geoffrey Doig-Marx</td>
<td>4217</td>
<td></td>
<td><a href="mailto:dqmrx@yahoo.com">dqmrx@yahoo.com</a></td>
</tr>
<tr>
<td>Jessica Dimauro</td>
<td></td>
<td></td>
<td><a href="mailto:dimauroj@mail.montclair.edu">dimauroj@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Karen Gayle</td>
<td></td>
<td></td>
<td><a href="mailto:gaylek@mail.montclair.edu">gaylek@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Lisa Grimes</td>
<td>7893</td>
<td></td>
<td><a href="mailto:lisamgrimes@hotmail.com">lisamgrimes@hotmail.com</a></td>
</tr>
<tr>
<td>Lynn Grossman</td>
<td>4217</td>
<td></td>
<td><a href="mailto:grossmanl@mail.montclair.edu">grossmanl@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Jay Jenkins</td>
<td>4175</td>
<td></td>
<td><a href="mailto:jaytmanchild@aol.com">jaytmanchild@aol.com</a></td>
</tr>
<tr>
<td>Lonne Moretton</td>
<td>4175</td>
<td></td>
<td><a href="mailto:lonmore@hotmail.com">lonmore@hotmail.com</a></td>
</tr>
<tr>
<td>Jeff Shade</td>
<td>4217</td>
<td></td>
<td><a href="mailto:jeffshade@mac.com">jeffshade@mac.com</a></td>
</tr>
<tr>
<td>Diann Sichel</td>
<td></td>
<td></td>
<td><a href="mailto:sicheld@mail.montclair.edu">sicheld@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Nicole Smith</td>
<td></td>
<td></td>
<td><a href="mailto:smithn@mail.montclair.edu">smithn@mail.montclair.edu</a></td>
</tr>
<tr>
<td>Cindy Thole</td>
<td>4175</td>
<td></td>
<td><a href="mailto:c.thole@verizon.net">c.thole@verizon.net</a></td>
</tr>
<tr>
<td>Kim Whittam</td>
<td>4175</td>
<td></td>
<td><a href="mailto:tonyandkim@nyc.rr.com">tonyandkim@nyc.rr.com</a></td>
</tr>
</tbody>
</table>

**Important Telephone Extensions**

- Emergencies: 4111
- Campus Police: 5222
- Psychological Services: 5211
- Weather Hotline: 7810
- Residence Life: 5188
- Department Main Number: 4217
- Department Secretary: 7738
- Health Center: 4361

- Academic Advising: 7114
- Bookstore: 4310
- Information Technology: 8021
- Sprague Library: 4298/4291

See also Montclair State University’s website at [www.montclair.edu](http://www.montclair.edu) or [www.montclair.edu/family/campusservices.html](http://www.montclair.edu/family/campusservices.html).

**Student Representatives**

Each division in the department elects student representatives, who speak for the students in that program, at the beginning of the academic year. Find out who your elected representatives are and contact them if you have a problem in the division that needs resolution. The student rep is in direct contact with the program faculty and the chair.

**Department Policies**

**Attendance/Lateness**

In keeping with the professional objectives of the programs, attendance and punctuality are of the utmost importance. Chronic absences and lateness will not be tolerated, will affect the final grade and may result in probation or dismissal from the program.
Students are expected to be in class every session. No absence will be excused unless sufficient reason is presented in a timely and responsible manner.

Communication regarding absences or lateness must be made in person or directly to the instructor, not through a phone call to the department. If you must be late or absent due to unavoidable circumstances (i.e. illness), promptly notify the individual faculty member in person, by phone voice mail or email. Unavoidable emergencies are handled on an individual basis. Other than for a religious holiday, the instructor will determine whether or not the absence or lateness is for an acceptable reason and whether or not the student will be permitted to make up the missed work.

See individual program handbooks for additional specific policies.

An unexcused absence from a strike call will result in a FAILING grade for any students enrolled in Rehearsal and Performance.

REPEATED LATENESS or UNEXCUSED ABSENCE FROM REHEARSALS, PERFORMANCES, AND CREW CALLS ARE CONSIDERED A SERIOUS BREACH OF PROFESSIONALISM AND MAY RESULT IN PROBATION OR DISMISSAL FROM A SHOW.

Advisement

Once in the department, all students are assigned a departmental/program advisor with whom they meet on a regular basis to monitor their progress toward graduation. Students are also given a detailed curriculum guide that not only lists all major requirements and electives, as well as General Education Requirements (GER), but also provides a layout of courses for their degree program and the date they were accepted into the department. For most students, the curriculum guide offers a clear, direct path toward meeting all requirements of the degree program. Curriculum guides are available in the department office or in the appendices of this Handbook and should be brought to meetings with the advisor.

All students are required to meet with their program advisor during the registration period each semester. To locate your advisor, check the lists of program advisors posted on the bulletin boards outside the Department of Theatre and Dance or see the department secretary. Contact your program advisor by phone or email (check their doors for a listing of office hours) to make an appointment.

Transfer students are seen first by the academic counselor for the College of the Arts in Morehead Hall, who will determine which and how many credits from your former school will transfer to Montclair State. The counselor will also fill out a curriculum guide listing those transfer credits. After that meeting, you must see your program advisor in the department to help set up your schedule. Remember to take the curriculum guide filled out by the academic counselor to the meeting with your program advisor.

Eric Diamond is the academic advisor for the department. If the student or program advisor is not sure how to handle an academic problem, make an appointment to see
him for help. However, do NOT go to Professor Diamond until you have been to your program advisor first.

The Office of Academic Advising has counselors who may be able to assist students with general questions. Each academic discipline has a counselor who is familiar with the General Education and programmatic requirements unique to a departmental major. Students should familiarize themselves with the Academic Calendar (available on the University website) and any dates regarding registration and/or graduation (available on WESS).

**Director of Academic Success and Retention Programs, Academic Success and Retention Programs, Morehead Hall 331.**

- **E-Mail:** morlandot@mail.montclair.edu
- **Phone:** 973-655-7107
- **Fax:** 973-655-3414

Students should also familiarize themselves with the University Student Handbook, which contains University regulations and policies, as well as other important information.

Printed on the inside cover of the Schedule of Courses (published each semester) is a list of important dates titled “**Student Deadlines to Be Met.**” Read this list carefully to note any dates that are relevant to you. Missing registration deadlines may affect your graduation. If you have any questions at all, you should see your advisor.

See callboards of individual degree programs for specific advising information.

**Evaluation and Retention**

**Juries or Portfolio Reviews**

Students in all department programs are required to complete a jury evaluation or portfolio review at least once each year. The specific requirements of the jury, whether it includes presentation of work and/or an interview, are established by the faculty of that program. The outcome of the evaluation is passed on to each student individually and is used to determine if the student progresses to the next level, is placed on probation, or dismissed from the program.

**Probation and Dismissal**

Failure to meet the requirements of a program or to satisfactorily pass a jury may result in probation for a semester. Each student on probation is re-evaluated at the end of the semester during which the probation occurs to determine if sufficient progress has been
made, academically and/or artistically, to warrant reinstating the student into the program.

See individual program handbooks for additional information on juries and probation.

Grading

The Department of Theatre and Dance adheres to the University grading system as follows:

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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td>3.7</td>
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<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
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<td>C-</td>
<td>1.7</td>
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<td>D+</td>
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<tr>
<td>F</td>
<td>0.0</td>
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</tbody>
</table>

Each program requires that students maintain a B-/(2.7) average in order to remain in good standing.

Information Centers

The main information center is located outside the Business Office (LI 129) and information for individual degree programs is located in various places in Life Hall (see below). These centers are used to announce department meetings, audition and casting information, crew calls, rehearsal dates and times, and all other pertinent production and program information. **Check these information centers every day:**

- Dance: outside Linda Roberts’ office (LI 127B)
- Production/Design: outside the drafting room (LI 228)
- Graduate: outside department office (LI 126)
- All other programs: the board outside Business office (LI 129)
- Production callboards (for each production): in hall between LI 126 and LI 129 provide specific rehearsal information

Plagiarism and Writing Standards

Montclair State University has a strict policy on plagiarism. Any student who passes off the words or ideas of another without proper citation is subject to severe penalties and risks failure and probation in the program. The department adheres to the University policy on writing standards as appears below. (Check the University online catalogue about plagiarism and Student Code of Conduct for further information.)

**II. VIOLATIONS** (from Student Code of Conduct - see website above).
A. Academic Dishonesty

Minimum sanction: Probation; Maximum sanction: Expulsion

Academic dishonesty is any attempt by a student to submit as his/her own work that which has not be completed by him/her, or to give improper aid to another student in the completion of an assignment, i.e., plagiarism. No student may intentionally or knowingly give or receive aid on any test or examination, or on any academic exercise, that requires independent work. This includes, but is not limited to, the use of technology (i.e., instant messaging, text messaging, or using a camera phone) or any other unauthorized materials, of any sort, to give or receive aid on a test or examination without the express permission of the instructor. The following are examples of academic dishonesty:

1. Copying from another student's paper.
2. Using materials not authorized by the instructor on a test or examination.
3. Collaborating with any other person during a test or examination without authorization from the instructor.
4. Knowingly obtaining, using, buying, selling, transporting or soliciting, in whole or in part, the contents of a non-administered test or examination.
5. Coercing any other person to obtain a non-administered test or examination, or to obtain information about such an examination or test.
6. Substituting for another student, or permitting any other person to substitute for oneself to take a test or examination.
7. Altering test answers and then claiming the instructor improperly graded the test or examination.
8. Collusion or purchased term papers:

Collusion, the unauthorized collaboration with another person in preparing work offered for credit, is academically dishonest. Montclair State University prohibits the preparation for sale and/or subsequent sale of any term paper, thesis, dissertation, essay or other assignment with the knowledge that the assignment will be submitted in whole or in part for academic credit.

9. Plagiarism:

Plagiarism is defined as using another person's words as if they were your own, and the unacknowledged incorporation of those words in one's own work for academic credit. Plagiarism includes, but is not limited to, submitting as one's own a project, paper, report, test, program, design, or speech copied from, partially copied, or partially paraphrased work of another (whether the source is printed, under copyright in manuscript form or electronic media) without proper citation. Source citations must be
given for works quoted or paraphrased. The above rules apply to any academic dishonesty, whether the work is graded or ungraded, group or individual, written or oral. The following guidelines for written work will assist students in avoiding plagiarism:

(a) General indebtedness for background information and data must be acknowledged by inclusion of a bibliography of all works consulted;

(b) Specific indebtedness for a particular idea, or for a quotation of four or more consecutive words from another text, must be acknowledged by footnote or endnote reference to the actual source. Quotations of four words or more from a text must also be indicated by the use of quotation marks;

(c) Project work will be considered plagiarism if it duplicates completely or in part, without citation, the work of another person to an extent that is greater than is commonly accepted. The degree to which imitation without citation is permissible varies from discipline to discipline. Students must consult their instructors before copying another person's work.

(d) Information taken from the Internet/websites must be cited; otherwise, it will be defined as plagiarism.

(e) Falsifying or inventing any information, data or citation.

(f) Submitting identical or similar papers for credit in more than one course without prior permission from the course instructor.

**Outside Work**

Students must petition the faculty of their program if they wish to participate in outside activities such as productions or events that require outside rehearsal or crew work. A letter outlining the rehearsal, performance, and production requirements of the activity must be presented to the coordinator of the program in advance of a commitment to the outside activity. Each request will be considered individually. Failure to obtain permission may result in the student being placed on probation. These activities must not:

a. Conflict with department classes, rehearsals, performances, or production calls;

b. Overtax the student’s energy so that department work suffers

**Blackboard**

Students are expected to familiarize themselves with Blackboard for course information, documents, and assignments. The Montclair State email system that is linked to Blackboard is the fastest and best way for faculty to communicate with students in their classes. However, this requires that all students either check their University email account on a regular basis (one or more times per day) or that
students use the “Option” selection on the University’s email system to have their email forwarded to their preferred email account. Faculty will NOT open email from other accounts, so it is necessary to send all email correspondence through the University’s email system.

See individual professor’s syllabi for more information.

Rehearsal and Production
“Practicum”

All theatre majors are required to register for Rehearsal and Production, which is affectionately known as “practicum.” This course provides credit for all rehearsal and crew work on a show. The number of credits needed is determined by the individual degree program. See your curriculum guide to determine the number of Rehearsal and Production courses you are required to take. When registering, be advised that there are different course numbers (200-207) for each crew and for actors receiving performance credit.

Information on crew assignments and crew calls is placed on the callboard and it is the student’s responsibility to check for this information daily.

Space and Facilities

A. Building Maintenance and Security:

No food or drink (with the exception of bottled water) is permitted into rehearsal spaces (Life Hall 075, 123, 124, 125, 135, Fox Theatre). Street shoes are not permitted in the studios designated exclusively for dance. Students are responsible for maintaining classroom and rehearsal spaces in good condition. Under no circumstances should rehearsal furniture be moved from one space to another without prior approval. If furniture is moved with permission, it is the student’s responsibility to return the furniture to its original location as soon as possible. Unauthorized groups or individuals using the rehearsal spaces should be reported to the Campus Police.

Props used for classroom performances must be removed from the area after class or neatly placed on shelving provided in the space. PROPS LEFT LYING AROUND WILL BE DISPOSED OF. At the end of class, all furniture used during class must be cleared from the performance area.

B. Hours:

Classrooms and rehearsal studios in Life Hall close at 11 p.m.

C. Department Library:

A small department library contains primarily plays and anthologies. Materials are available in LI 129, the department Business Office. Check
the office to see what hours the library is open.

D. Sprague Library:
Check the Montclair State University website to contact the Sprague Library for its hours and resources.

E. Scheduling Rehearsal and Performance Space:
Student majors may sign out a space for rehearsal use if the space is not already reserved for classroom or production use. Michael Allen (LI 129) supervises all theatre and dance space reservations.

Health Waiver

Prior to participation in technique classes each student is asked to return a Health Waiver signed by their physician stating that they are healthy and strong enough to participate in dance classes. If the student is unable to have an outside physician perform the physical, they will be asked to have it done by Montclair State University’s Health Center. This needs to be done no later than the first two weeks of class. The student will not be allowed to participate if this waiver is not in by then. Other divisions may also require a health waiver.

Placement for Dance Technique Classes

Department students who take dance technique classes will be placed in a level commensurate with their major and abilities. Advancement to a higher level must be approved by the teacher of record of the class in which a student is currently enrolled.

Disabilities

Any student with a documented physical, sensory, psychological or learning disability requiring academic accommodations should make arrangements through The Office of Services with Disabilities (Morehead Hall 305, ext. 5431).

Physical Contact

In classes, rehearsals, and in performances that involve movement, physical contact between teacher and student, student and student, and student and self may be used as part of the training and/or rehearsal process or required for performance. Examples of physical contact are dance lifts, an extension of character interaction in an acting scene, or tactile feedback used to guide alignment placement. Physical contact will always be conducted in a professional manner and with respect to the body. If a student is uncomfortable with physical contact, they should inform the instructor, choreographer, or director.
Production Policies

Casting

All audition information for dance and theatre productions is posted on the appropriate callboard. Please read the procedures carefully regarding time allotment, audition material, and casting schedule. See individual program handbooks for additional information on the auditioning and casting process for each program.

Professionalism

Production activity is required of all students in the department. All students are expected to conduct themselves in a professional manner. See division handbooks for further information on professional expectations.

Strikes

All students involved in a Department of Theatre and Dance production, whether as a performer or crew member, are required to attend the strike for that production. Students may not leave the strike area until released by the technical director or his/her designated assistant.

Department Activities and Opportunities

Theta Alpha Phi

New Jersey Gamma Chapter

Theta Alpha Phi is a national honor society that recognizes high achievement in theatre study and production among undergraduate and graduate students. Founded in 1919, Theta Alpha Phi is the oldest national educational theatre honors society in the world. It charters only colleges and universities with the highest academic and finest theatre standards.

Montclair State University’s chapter of Theta Alpha Phi membership includes students from all the degree programs. With the support of the department, TAP sponsors various fund-raising activities and service projects during the school year. It also organizes the annual Spring Gala.

If you are interested in learning more about the qualifications for joining, please see faculty advisor Dr. Neil Baldwin or TAP president.

Internships

During their final year, students in theatre and dance have the opportunity to complete an internship for a variable number of credit hours (4-16) depending on the demands of the internship and the amount of time, or number of days, they intend to work. Internships provide an opportunity for students to gain hands-on experience in a
professional setting. Students may be placed at professional theatres, television studios, agencies, casting directors’ offices, production companies, and dance companies in a variety of management, technical, and artistic positions. For some students, the internship replaces all on-campus credits for a semester and results in a paid position upon graduation. Internships are a wonderful way to gain professional experience and to start meeting people who are actually working in the field that interests you.

**Scholarships**

The College of the Arts awards several scholarships each year. Students in the Department of Theatre and Dance are eligible to apply for these awards, and, if you meet the necessary criteria, you are encouraged to apply. For details and further information, see the department faculty liaisons, the department secretary or Linda Davidson, Assistant Dean of CART (224 Life Hall).

- **College of the Arts Scholarship and Talent Award** (Juniors and first semester Seniors, 3.65 GPA for scholarship, 2.5 GPA for talent)
- **College of the Arts Dean’s Scholar/Artist Award** (Graduating Seniors, 3.85 GPA)
- **Jeanne Wade Heningburg Scholarship for the Arts** (African-American Theatre, Dance and Music majors, 3.0 GPA in their major)
- **Centa Amici Scholarship for the Arts** (Italian-American students in the College of the Arts, good academic standing and 2.5 GPA)

For an overview of Montclair State’s scholarships, consult the Appendix of the University Online Catalog or the University’s website.

**Theatre in the Raw**

In addition to work in the classroom and in department productions, students have the opportunity to pursue independent activities in acting, writing, and directing, with other members of the department. These events provide occasions for students to explore creative outlets not available within the structure of a course or a rehearsal process.

**053 Lab Readings**

Throughout the year, students will have the opportunity to participate in staged readings of new plays, as well as classic and contemporary pieces. Whether the reading furthers the development of new material or allows students to explore established texts, readings encourage the consideration of the script at its most basic, textual level. Readings will take place in LI 053. Check the callboard for more information.

**Informance**

The INFORMANCE is an informal performance. It provides an opportunity for the students and faculty in the Dance Division to share ideas and to perform for each other in an informal setting. Thus, the INFORMANCE also serves to inform the presenters as well as the members of the audience about the work in which they are currently engaged. Most recently, the Informance has provided a forum for the discipline of
“danceaturgy.” Performers, as spectators, critique and discuss with the audience the elements of the current repertory that bring master works, as well as contemporary choreography, to life in performance. Students examine the aesthetic, cultural, social and historical context of dances in addition to the technical, creative, and performance challenges of various dance works. This holistic approach allows the performers, as well as the audience members, to experience these dances on a deeper level.

Kennedy Center American College Theatre Festival

The Theatre Division participates in the five-state Region II American College Theatre Festival every year. As a result, campus productions are attended by professional respondent(s) who nominate students for awards in the areas of playwriting, dramaturgy, design, management, directing and acting (Irene Ryan Acting Scholarship Auditions). In recent years, the department has sent three productions to regional festivals and Montclair State’s students have won multiple awards in each area. These students have then represented the region at the national festival where several have won major national level awards in design and acting. The University’s faculty members have also participated as KCACTF panelists, respondents for other universities, and served on the Region II and National Executive committees.

Kennedy Center American College Dance Festival

Each year, the Dance Division attends one of eight regional American College Dance Festival conferences to present works for adjudication and to participate in master classes and lectures. The Northeast Regional Festival Conference was held at Montclair State University in 2006.

On even-numbered years, each regional festival selectes three to five dances to be performed at the National American College Dance Festival Conference held at the Kennedy Center in Washington D.C.

Smoking…

… in any of the campus buildings
Appendix

BFA MUSICAL THEATRE

Program Description

Musical-theatre artists have had to adapt to a new climate of competitiveness, as have the college programs that support them educationally. The business of musical theatre is a long and difficult process that requires specific kinds of knowledge, training and work, and students rarely are able to access the educational and technical demands reliably on their own. Educational training and performance opportunities require a consistent level of expertise concurrent with professional industry standards. The student curriculum guide details the eight semesters of work required for completion of the degree. The progressive training culminates in a senior performance showcase in New York City for agents and casting directors in which students demonstrate the impact of their training and their ability to present themselves as professional actors.

This pre-professional training program is intended to prepare students for careers in the professional theatre upon graduation and to offer them a comprehensive approach to the study of musical theatre performance that will allow them to pursue additional training if they choose to do so. In the course of their four years in the Department of Theatre and Dance and the John J. Cali School of Music, students take both practical and theoretical courses that allow them to pursue their art in the classroom and on the stage.

Curriculum: BFA Musical Theatre

The pre-professional Bachelor of Fine Arts Musical Theatre program and correlating curriculum is well-balanced, comprehensive in performance training and will offer: six semesters of acting, applied voice and vocal performance practicum; five semesters of musical theatre dance; three semesters of ballet; two semesters of choral ensemble and acting for the singer; and one semester of freshman studio, production (practicums, stagecraft, make-up), theory (theatre history, history of Broadway, Music Theory I and II, vocal technique for musical theatre, Piano I and II, opera workshop). Its structure meets the NAST and NASM standards for a BFA in Musical Theatre. Major requirements are divided into music, theatre, dance and general education.

The performance sequence is designed to move students from a basic introduction of the collaborative process of musical theatre disciplines (acting, dancing and singing) to the accumulation of skills necessary for advanced class work and professional preparation.

BFA Musical Theatre Curriculum Guide:
http://www.montclair.edu/arts/theatredance/AcademicPrograms/ugthemustheater.html
General Education Requirements (GER)

All BFA Musical Theatre majors are required to fulfill a set of General Education Requirements (GER) in Scientific Issues, Communications, World Language, Humanities, Computer Science, World Cultures and Social Science – American or European History. These requirements meet the University’s standards for general education across the campus.

Free Electives

There are no free electives in the BFA Musical Theatre degree. Students can, by permission of the coordinator in consultation with the chair, substitute certain required courses with comparable electives in the interest of the student and degree fulfillment. Majors in the BFA Musical Theatre program are offered the best of both worlds: a broad array of professional courses, both practical and theoretical, within their major, coupled with a range of liberal arts requirements. Faculty in the Department of Theatre and Dance and the John J. Cali School of Music engage in evaluation and revision of the curriculum on a regular basis.

Departmental Productions

The department and college will have a robustly healthy and diverse program of professional-level, fully mounted productions in the Kasser Theater, Fox Theatre, Memorial Auditorium and Leshowitz Recital Hall, as well as concerts, recitals and workshops in other venues. The departmental productions are the laboratory extension and application of classroom work. Students from all programs, actors, designers, musicians, technicians, and managers learn invaluable lessons in planning, collaboration, professional expectations, teamwork, time management, setting and meeting goals and the challenges and rewards of audience reaction and feedback.

Advising and Mentoring

Advisement for students begins upon their acceptance. During the summer months preceding their arrival on campus, students are assigned an advisement day on which they visit the campus, meet with department faculty, and receive instructions to prepare them for their first online registration. A question-and-answer session with theatre faculty, prior to the actual registration for classes, focuses on basic skills requirements, testing out of general education courses, and creating a schedule that includes the necessary major classes and GER options.

Students are given a detailed curriculum guide that not only lists all major requirements and electives as well as GER requirements, but also provides a layout of courses for the eight semesters during which they will be members of the acting or musical theatre programs. For most students, the curriculum guide offers a clear, direct path toward meeting all requirements of the degree program.
Students will also receive, during the summer months, information regarding required materials, fees, shoe requirements and dress codes for all classes and performance opportunities.

**Faculty Mentors (Advisor)**

In addition to the initial advisement session offered to beginning students, once in the department, musical theatre majors are assigned a faculty mentor with whom they meet on a regular basis to monitor their progress toward graduation. Transfer students who have accumulated credits at another institution use advisement sessions to determine how previous coursework will be accepted by the department and in what manner those credits will affect required classes at Montclair State.

**Advising**

Advising and pre-registration are scheduled by the University each semester and students will be advised before the scheduled registration date. After being advised, students requiring permits for program-specific courses (music, theater, and dance) will need to send an e-mail to the faculty advisor that should contain the correct call number specific to the course (course sections for a specific term are found on WESS), as well as the student’s ID number. Permits will be processed in the order that e-mail requests are made.

Faculty mentors keep a record of each student’s academic progress and update each student’s remaining degree requirements on a yearly basis. However, students are responsible for maintaining their own progress toward fulfilling degree requirements and are advised to seek additional counseling through Academic Advising and Adult Learning.

Students with problems, ideas, petitions, etc. should approach their mentor first. The mentor may advise or arrange for further consultation with other faculty members, the appropriate division coordinator, or the chair. If the student is unable to reach a satisfactory resolution of the problem from the faculty mentor, then the student should make an appointment with the chair. Students who are unable to resolve problems on the departmental level are advised to consult with the Office of the Dean or Office of Student Affairs but only after the above avenues for resolution are exhausted.

**Student Mentors**

Incoming BFA students will also be assigned a student mentor (a “biggie”). The student mentor will help the new student in getting acquainted with the University, the department, the school and adapting to college life away from home.

**Senior Audit**

In the final year of the program, musical theatre majors file for graduation, at which time the University completes a final audit of the student’s course work. If all requirements are not accounted for, students meet with advisors to determine the most appropriate course of action – registration for additional classes or completion of a credit adjustment
form in order to change the reassignment of credits. STUDENTS ARE URGED TO MEET WITH THEIR ADVISOR EVERY SEMESTER AND MAINTAIN AN UP-TO-DATE CURRICULUM GUIDE IN ORDER TO GRADUATE ON TIME.

Evaluation and Assessment

Admission

Students are accepted into the BFA Musical Theatre Program by both application and audition. First they must be accepted into the University through the Office of Admissions. Students are then invited to attend an audition where they will perform two contrasting songs from the American Musical Theatre repertoire, two monologues and participate in a dance class. Aside from the four on-site auditions held on Saturday mornings between November and March, Montclair State participates in a national recruitment process affiliated with the National Unified Auditions that are held in New York City, Chicago, Las Vegas and Los Angeles. Full-time members of the performance and music faculty participate in the adjudication of all auditions. Potential candidates are evaluated on vocal and physical control, internal technique, motivation and interest, prior training and academic background.

Juries

BFA Musical Theatre student evaluations by faculty members provide a basis for student mentoring and a prescription for personal growth and development. First- and second-year musical theatre students are evaluated at the end of each semester through individual classroom grades, commitment to training, production work, growth, discipline, talent and professional potential. Students are adjudicated in each spring semester by the performance and vocal faculty at the annual juries.

**Acting** – First-year students perform a monologue. Second-year students perform a scene with a scene partner. Third-year students perform a scene from a Shakespeare play with a partner. The faculty mentor receives feedback from the acting and speech faculty about each student. This feedback is passed on to each student in an exit interview before the end of the semester. The faculty mentor also solicits feedback about each student from the professors who teach academic courses. The acting teacher uses this input, as well as the student’s progress in acting classes, to determine whether the student can progress to the next level, go on probation for a semester, or be asked to leave the BFA program. The great majority of the students are retained in the program.

Fourth-year students receive feedback on their work from a New York casting director who also conducts weekend audition workshops with the students several times throughout the academic year. These workshops are required for students who wish to participate in the fourth-year BFA Senior Showcase in NYC. Student’s may opt out of the senior showcase but must make up the lost credits by taking electives supportive of the degree requirements.

**Music** - Students in the musical theater program are juried at the end of each semester of their applied vocal requirements (private studio) and are required to
develop a Repertoire List of 42 songs through the course of their six semesters of study. The list represents a minimal repertoire goal of seven (7) new songs per semester. This list should be started in the first semester and maintained under the headings listed below. Student's should not rely solely on their instructor for the assignment of vocal selections and are encouraged to be proactive in finding vocal material (current and historical) that serves their vocal/casting type and broadens their casting potential.

Each semester of study should include at least one classical song or aria. These may be mostly in English, however, at least two must be in a foreign language of the teacher’s and student’s choice. (Italian, Spanish or Latin are recommended unless the student already speaks French or German). Additional “Audition Book” selections are listed at the bottom.

- American Art Songs and/or Arias from opera or operetta 6
  British Art Songs and/or Arias from opera or operetta
  Art Songs and/or Arias in a foreign language from opera or operetta

- Songs written prior to 1942 including, operetta, parlor songs, vaudeville, etc. (Kern, Berlin, Gershwin, Arlen, Coward, Porter, Romberg, Youmans, Herbert, Gilbert and Sullivan, Henderson-DeSylva-Brown) 6

- CLASSIC BROADWAY: Songs written between 1940 and 1960 8
  (Loesser, Rodgers & Hammerstein, Lerner & Loewe, Hague, Rome, Bernstein, Rodgers & Hart, Jule Styne)

- Songs written between 1960 and 1980 (Bock & Harnick, Schmidt & Jones, Leigh & Darion, Herman, Kander & Ebb, Strouse, Sondheim, Hamlisch) 6

- 1980 – 2000 (Yeston, Sondheim, Schwartz, Jason Robert Brown, Lloyd Webber, Wildhorn, LaChiusa, Guettel, Yazbek) 6

- Contemporary: 2000 on (including composers listed in the previous category and Bucchino, Lippa, DeBartolo, Michael Allen, Heissler and Goldrich, Tessori, Douglas Cohen) 6-9

AUDITION PREPARATION: Selections should include at least one song, and preferably two songs each (up-tempo and ballad), for each of the following categories:

- Current Pop
- Contemporary Musical Style
- Contemporary Classical
- Country/Folk
- Jazz Standard

Note: Students should have at least one song each of Sondheim, JRB and Disney.
Probation and Retention

**Artistic Probation** takes place when a student does not demonstrate satisfactory artistic development as measured in the Program evaluations.

**Disciplinary Probation** will result if there is an infraction of University or departmental regulations as spelled out in this Handbook. Disciplinary probation may also be implemented against students who are chronically absent or late to classes, performances, rehearsals or other program responsibilities.

**Academic Probation** will result for students if the cumulative GPA for all theatre, dance or music courses falls below a 2.7 (B-) and/or 2.0 in cumulative GPA for all courses (see below).

Music, theatre and dance courses are progressive in nature and students must successfully complete each course in sequence. Failure to successfully pass the requirements of any particular class may result in the students’ dismissal from the program.

While on academic probation, the student will not be cast in productions or serve on crews, unless required by a course. Students on artistic and/or disciplinary probation may, at the discretion of the coordinator or faculty advisor, be allowed to participate in production. **Probation is permissible for one semester only.** Any subsequent artistic or disciplinary probation will be considered just cause for dismissal from the program.

Retention in the program is dependent upon satisfactorily completing each acting and vocal jury; passing all performance-related courses with no less than a B-; passing all practicum requirements in a timely fashion; auditioning each semester and performing as cast in assigned roles; meeting attendance requirements in performance classes; work habits; demonstrating a positive, professional attitude in class, rehearsal, and performance; demonstrating continuous discipline, growth, progress and potential for professional success as indicated by class responsibilities and casting opportunities in department productions.

Failure to meet any one of the above requirements may result in either probation for a semester or dismissal from the musical theatre program. Each student on probation is re-evaluated at the end of the semester during which the probation occurs to determine if sufficient progress has been made, academically or artistically, to warrant reinstating the student into the musical theatre program. Probation for academic reasons (cumulative GPA drops below 2.0) may result in the student being ineligible for casting during the semester on probation.

**Grading**

Students in the musical theatre program are graded on professional potential as well as their, growth, discipline, commitment to training and their ability to work
collaboratively. The Musical Theatre program adheres to the University grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
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<tr>
<td>A-</td>
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<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
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</table>

**Other Grading Standards**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Incomplete</td>
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<td>No Credit</td>
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<tr>
<td>WD</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

**Grade Point Average (GPA)**

The GPA is determined by dividing the total quality points earned by the total number of quality hours earned. (See University Student Handbook for examples.)

**Unexcused Absences (CUTS) from Class**

- **One-class meeting/week**: maximum of 1 unexcused absence
  2 unexcused absences will result in an automatic "F"

- **Two-class meetings/week**: maximum of 2 unexcused absences
  each additional absence will result in the drop of a letter grade
  4 unexcused absences will result in an automatic "F" (C to F)

- **Three tardies in any course**: Equals drop of one (1) letter grade

If you must be late or absent due to unavoidable circumstances (i.e. illness), an unexcused absence may be avoided by promptly notifying individual faculty members in person, by phone, voice mail or email.

In keeping with the professional objectives of the programs, attendance and punctuality are of the utmost importance. Chronic absences and lateness will not be tolerated and will affect the final grade and may result in probation or dismissal from the program. Communication regarding absences or lateness must be made in person or directly to the instructor, not through a phone call to the department. Unavoidable emergencies are handled on an individual basis. Other than for a religious holiday, the instructor will
determine whether or not the absence or lateness is for an acceptable reason and whether or not the student will be permitted to make up the missed work.

REPEATED ABSENCES AND LATENESS FOR REHEARSALS, PERFORMANCES, AND CREWS ARE CONSIDERED A SERIOUS BREACH OF PROFESSIONALISM AND MAY RESULT IN PROBATION.

Showcases

**MSU Encore** – First-year musical theatre students, under the direction of the faculty member responsible for Freshman Studio I, will rehearse and prepare a 50-minute show for public performance. The show will include selections from American Popular Music and Broadway. This show will be fully staged and choreographed and is available and booked throughout the year for private and public performances. Proceeds from MSU Encore support the New York Senior Showcase and the musical theatre program.

**Senior Showcase** – Fourth-year students may participate in the annual New York Showcase produced during the spring semester. The NY showcase is a 45-minute presentation of scenes and songs. The showcase has two performances on one day and usually has about 30 industry representatives in attendance. In the past few years, several students have found representation and many have earned auditions as a result of their work in the showcase. Students participate in choosing a location for the showcase, and prepare marketing materials and invitations for agents and casting directors.

Fourth-year students may also participate in the **New Jersey Theatre Alliance University Showcase**. Instituted by Montclair State and NJTA in 2002, the University Showcase introduces the BA and BFA theatre majors graduating from NJ universities to the artistic directors and casting directors from New Jersey’s professional regional theatres. This Showcase has given our students access to many of the theatre companies throughout the state and has greatly increased the University’s profile in the New Jersey theatre community.

**Auditions, Casting and Production Policies**

**Callboard**

The callboards that announce audition information, crew calls, rehearsal dates and times, and all other pertinent production information are located outside the Production Office LI - #129 and on glass enclosed bulletin cases in the hallway adjacent to the Production Office. IT IS THE RESPONSIBILITY OF EVERY STUDENT TO CHECK ALL FORMS OF NOTIFICATION AND INFORMATION REGULARLY TO KEEP UP TO DATE.
Auditions/Casting

Auditions for department productions are held either at the start of the fall semester during the first week in September or during the semester prior to the semester during which the productions will take place (i.e. April/May for the fall semester; November/December for spring semester). Auditions may take place on weekends as well as on weekdays, depending on the demands of the productions and the needs of the director, musical director and choreographer.

--All BFA acting majors and musical theatre majors are required to audition each semester and to accept roles as cast. BFA musical theatre students who withdraw from a department production are automatically withdrawing from the musical theatre program.

--Students should check the callboard and sign up for a specific time.

--Students are expected to have fully memorized and prepared material as specified in the audition announcement. (a one and half minute monologue and sixteen bars of music.) Students not prepared may be asked to stop the audition.

--Students will be stopped during the audition after 90 seconds or 16 bars has elapsed.

--Following general auditions, students should check the callboard for the days, times, and requirements of callbacks. Students are expected to initial their names to acknowledge the callback.

--Students called back for specific roles will need to personally check out character-specific callback materials held at the Reserve Desk in the Sprague Library and copy the materials at their own expense. In consideration of your fellow colleagues, please do not remove the reserve materials from the library and kindly turn them back in to the Reserve Desk when finished copying.

--A student may be excused from a production if the faculty mentor has granted written permission with the agreement of the coordinator of the performance programs and the chair, but that student cannot be excused from open auditions.

--It is the policy to cast actors in productions on the basis of the quality of the audition given, the attitude and work ethic of the student, as well as the actor’s emotional and physical compatibility for the role. BA, BFA as well as BM students are all eligible for roles. The programs choose plays and musicals each year with the intention of using as many majors as possible, but casting is not guaranteed. A student may be, under certain circumstance assigned to understudy a role. If this occurs the student understudy will be given at least one performance opportunity in that role. If a student volunteers to understudy a role, no such guarantee will be made.
The musical theatre program attempts to provide students with opportunities to grow and develop as performers. Required auditioning every semester furthers this goal. However, acting, dancing and singing is a competitive, demanding art and the complexities of casting do not allow the program to guarantee roles for any student. We acknowledge that upperclassmen have the most experience, and greatest need, with regard to acting training and casting. However, all casting is based primarily on successful, competitive auditioning. A student’s placement or year in the program is a secondary consideration. Repeated inability to cast a student may indicate a student’s lack of progress in the program and may result in release of the student from the musical theatre program.

**Professionalism in the Classroom and in Rehearsal**

**Classroom and Theatre Maintenance**

Students are responsible for maintaining classroom and rehearsal spaces in good condition. UNDER NO CIRCUMSTANCES SHOULD REHEARSAL FURNITURE BE MOVED FROM ONE SPACE TO ANOTHER WITHOUT PRIOR APPROVAL. IF FURNITURE IS MOVED WITH PERMISSION, IT IS THE STUDENT'S RESPONSIBILITY TO RETURN THE FURNITURE TO ITS ORIGINAL LOCATION AS SOON AS POSSIBLE.

No food or drink (with the exception of bottled water) is permitted into classroom/rehearsal and performance spaces (123, 124, 125, 135, 053, 075, Fox Theatre, Memorial Auditorium, Kasser Theater).

Props used for classroom performances must be removed from the area after class or neatly placed on shelving provided in the area. PROPS LEFT LYING AROUND WILL BE DISPOSED OF. At the end of each class, all furniture and acting blocks or cubes used during class must be cleared from the performance area.

**Hair and Body Decoration**

As actors, students will be continually called upon to portray a variety of characters, many of whom will differ significantly from the student’s own persona. If a student chooses to have a radically unusual hairstyle or body decoration (tattoos, piercing etc.) the student may be asked to neutralize his or her own persona to accommodate the needs of the play and character. Students may be required to cut, color, or restyle hair and remove body jewelry.

**Plagiarism**

Montclair State University has a strict policy on plagiarism. Any student who passes off the words or ideas of another without proper citation is subject to severe penalties and risks failure and probation in the program.
Rehearsal/Performance Etiquette and Duties

a. Actors are required to be prepared and to be prompt for all rehearsals and performances (time determined by the director and stage manager); this includes bringing pencils, scripts, and scores to every rehearsal and performance.

b. Actors must refrain from eating, drinking, and smoking when in costume, must remove costumes immediately following a performance, and must return costumes, properly hung, following a performance.

c. Actors must notify the stage manager if an emergency arises and they will be late for a call.

d. Actors are expected to check their own costumes and props well before curtain, and report any problems to the appropriate crew head.

e. Actors are expected to care for props and costumes properly and to respect the physical property of the production and the theatre program.

f. Actors are responsible for meeting all costume-measurement and costume-fitting appointments as indicated by the stage manager and posted on the callboard.

g. Actors are to cooperate with the Stage Manager and Assistant Stage Managers, Dance Captain and Fight Captain.

h. Actors are to maintain their performance as directed and/or choreographed.

Rehearsal and Crew Call Postings

All rehearsal dates, times, and crew calls will be distributed, e-mailed and posted no later than noon of each rehearsal day so that students may plan their schedules accordingly. Students will receive notification of call times and responsibilities through their MSU Net ID account as well as being posted on the callboard outside the Production office – LI #129.

Rehearsal Preparation

Punctuality is crucial. Performers and technicians are expected to be on time and ready to work. Performers should be signed in, properly dressed including appropriate footwear and warmed up at call time.

The stage manager must be notified as soon as possible if a cast member will be late or absent. Lateness and absences are not taken lightly.

--If a student is consistently late for rehearsals or show calls they will be placed on disciplinary probation and/or dismissed from the production. If chronic lateness continues, the student may be dismissed from the program.
Stage manager’s reports are required to include individual names of performers who are absent or late. These reports are disseminated to the entire theatre faculty.

Curfew/End of Day

All activities and rehearsals will conclude promptly at 11 p.m. on Sunday through Thursday, and at 12 p.m. on Friday and Saturday. There are ongoing exceptions to this rule: technical rehearsals, dress rehearsals, picture calls and strikes. In these cases, the cast and crew will be held no later than midnight.

The final decision of extending a call would be made by the production’s Production Manager as well as department chair and the overtime will be no more than one hour.

Rehearsal Breaks

During regular and technical rehearsals, there shall be a break of 5 minutes after no more than 55 minutes of rehearsal or 10 minutes after no more than 80 minutes of rehearsal for each member of the company.

During non-stop run-throughs, dress rehearsals and previews, there shall be a break of no less than 10 minutes at the intermission points.

Meal breaks will be scheduled to coincide with meal plan hours if possible.

There will be a 1½-hour rest period exclusive of half-hour, between performances of matinee and evening.

Rehearsal and Performance Practicum Credits

All BFA musical theatre majors are required to register for six credits of Rehearsal and Production. Three of these credits are obtained by completing crew assignments on a production in areas such as set and costume construction and the running of a show. Students register for R&P during the normal registration process and are assigned to crews at the beginning of the semester. THESE THREE CREDITS MUST BE COMPLETED DURING THE FIRST FIVE SEMESTERS IN THE PROGRAM.

Students also register for three R&P credits when cast in productions. Students may register for two R&P credits in a single semester if they are cast in shows during their first five semesters while they are still completing crew requirements.

ALL ACTORS ARE REQUIRED TO ATTEND THE STRIKE FOR EVERY PRODUCTION IN WHICH THEY APPEAR AND MUST REMAIN IN THE STRIKE AREA UNTIL RELEASED BY THE TECHNICAL DIRECTOR OR HIS/HER ASSISTANT.

Information on crew assignments and crew calls is placed on the callboard and it is the student’s responsibility to check for this information daily.
Work and Employment Outside the Department and University

Students must petition the faculty of the BFA Acting Program if they wish to participate in outside activities such as productions or events that require outside rehearsal. A letter outlining the rehearsal and performance requirements of the activity must be presented to the Coordinator of the Acting Program IN ADVANCE of a commitment to the outside activity. Each request will be considered individually. Failure to obtain permission may result in the student being placed on probation. These activities MUST NOT:

a. Conflict with department classes, rehearsals, or performances;

b. Overtax the student’s energy so that department work suffers.
Department of Theatre and Dance Student Handbook
ACKNOWLEDGEMENT SHEET

Important note: Please review the General Guidelines Handbook in conjunction with these.

__________________________________ (Print Name)

Check program you are enrolled in:

____ BFA Dance
____ BA Dance Education
____ B.A. Theatre Studies
____ BFA Theatre, Concentration in Acting
____ BFA Musical Theatre
____ BFA Production/Design
____ MA Theatre

I have read the attached Handbook, major specific appendix and agree to all rules and regulations pertaining to the Theatre and Dance programs, in general, and my degree program, in particular.

__________________________________
Student Signature

__________________________________
Date