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*This must be signed and returned by all students at the beginning of each academic year*
Program Description

Performance experiences and training are at the center of the B.F.A. 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 where 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.

Accreditation

The B.F.A. in Acting has been properly accredited by the National Association of Schools of Theatre (NAST). This means that we conform to a rigorous set of national standards which establish rules and acceptable procedures for maintaining active theatre programs. Every ten years our degree program is evaluated to guarantee that the curricular and production aspects maintain nationally competitive standards.

Curriculum: B.F.A. Acting

The curriculum is well-balanced and comprehensive in performance training (eight semesters of acting; voice and movement sequences), production (directing, stagecraft, make-up), and theory (theatre history, playscript interpretation) and its structure meets the NAST standards for a B.F.A. in Acting. Major requirements are divided into Acting, Supportive Theatre Courses, and Major Electives.

The performance sequence is designed to move students from a basic introduction to the acting process to the accumulation of skills necessary for advanced classical work and preparation for the profession.

The four-year sequence of acting classes is as follows:

First year - Acting I, II: Ensemble training, Viewpoints training, scene work from contemporary plays.

Second year - Acting III, IV: Stanislavski technique. Practical Aesthetics technique, Viewpoints training, scene work from contemporary and modern plays.
Third year - Acting V, VI: Acting Technique with classical material and heightened text, monologues and scene work from the plays of William Shakespeare

Fourth year - Acting VII, Showcase: Advanced Scene Study/ Senior Capstone Project: Integration of Acting/ Voice/ Movement in the creation of the Senior Capstone Project/, Preparation for and participation in the Senior Showcase

Students also enroll in 18 credits of Voice and Speech courses (Voice for the Performer I, II, III; Speech for the Performer I, II, III), 18 credits of a Movement sequence (Movement I - VI). Production experience is gained through required participation in one credit Rehearsal and Production courses that consist of rehearsing a play or working in the scene shop, costume shop, in stage management, or with props or lighting.

Supportive Theatre Courses

Acting majors are required to take a variety of courses that complement the acting sequence and supply a range of practical and theoretical experiences:

   Introduction to Technical Theatre, Playscript Interpretation, Theatre History I, II, Make-Up, Directing I

Major Electives

Finally, students register for electives in musical theatre, playwriting, Directing II, or in other elective, special studies courses offered in any given semester. In addition, students may choose to complete an internship in place of major electives and find ample opportunities in New York City theatres, casting offices, and agencies.

General Education Requirements

All B.F.A. Acting majors are required to fulfill a set of General Education Requirements in Communications, World Language, Humanities, Computer Science, and Social Science – American or European History. These requirements meet the University’s standards for general education across the campus.

Free Electives

Free electives round out the acting major's curriculum.

Students in the B.F.A. Acting program are offered the best of both worlds: a broad array of professional courses, both practical and theoretical, in their major coupled with a range of liberal arts requirements. The faculty engage in the evaluation of the curriculum on a regular basis.

SEE CURRICULUM GUIDE FOR A FULL LISTING OF REQUIREMENTS.
Department Productions

The Department offers a diverse program of productions from professional, fully staged shows in the Kasser Theatre, Fox Theatre, and Memorial Auditorium to workshop productions, staged readings, and touring shows in a variety of venues. The department productions are the laboratory extension and application of classroom work. Students from all programs—actors, designers, 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 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 program. For most students, the curriculum guide offers a clear, direct path toward meeting all requirements of the degree program.

Faculty Advisor

In addition to the initial advisement session offered to beginning students, acting majors meet with an assigned faculty mentor 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. **ALL STUDENTS MUST BE ADVISED EVERY SEMESTER PRIOR TO REGISTRATION.** After being advised, permits are often required for program specific courses.

TO REQUEST A PERMIT CONTACT A BFA ACTING FACULTY ADVISER VIA EMAIL: Please provide your: CWID, the course number and the CRN number for all permit requests via email to the Program Coordinator. *Permits will be pulled in the order that e-mail requests are made.*
Students are responsible for regularly monitoring their own progress toward fulfilling degree requirements on NEST and are advised to seek additional counseling through Academic Advising and Adult Learning if necessary.

Students with problems, ideas, petitions, etc. should approach their faculty advisors first. The adviser may advise or arrange for further consultation with other faculty members, the appropriate program coordinator, or the chair. If the student is unable to reach a satisfactory resolution of the problem with the faculty advisor or program coordinator, then the student should make an appointment with the chair. Students who are unable to resolve problems on the department 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 (Littles and Bigs)**

First year B.F.A. acting majors will also be assigned a second year 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, all acting majors file for graduation, at which time the University completes a final audit of the student's course work. Seniors are responsible for tracking their academic progress and the major requirement of the BFA Acting curriculum on a semester-by-semester basis. All Seniors are required to meet with the Program Coordinator for their final audit to assure that all requirements for the major have been or will be met in time to assure graduation with their class. If all major requirements have NOT been met, the Program and Coordinator and student will meet to determine the most appropriate course of action which could include, but may not be limited to registration for additional classes, completion of a credit adjustment form etc…

**STUDENTS ARE REQUIRED 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 Acting program by audition. They must also be accepted into the University through the Office of Admissions. Students are invited to audition on campus on designated Saturdays between January and April and off campus at the National Unified Auditions in New York, Chicago, and Los Angeles. Students prepare two, two-minute contrasting monologues (one contemporary and one classical) and are evaluated by members of the performance faculty on their ability and potential vocally and physically as well as their internal acting technique. Potential candidates are required to participate in a group audition where they are evaluated on their ability to work impulsively and freely with others, and take direction as well as their focus and presence. A brief interview follows where each potential student is evaluated on their motivation and interest in the program, prior training and future goals, and academic background.

Juries

In addition to individual classroom grades and ongoing assessment of commitment to training, production work, growth, discipline, talent and professional potential, acting juries provide an opportunity for student mentoring and a prescription for personal growth and development. 1st, 2nd and 3rd year students are evaluated annually at the end of the spring semester. 1st and 2nd year students perform scenes from contemporary plays. 3rd year students perform scenes from classical plays. 4th year students are evaluated at the end of the fall semester. 4th year students perform in a capstone project created in the Acting VII class.

ALL JURIES WILL BE VIDEOTAPED AND ARCHIVED.

Annual Feedback: All BFA performance faculty (acting, speech, and movement instructors) provide feedback about each student based on their artistic growth, technical skills in acting, voice and movement, work ethic and performance in classes, and productions and workshops throughout the year. This feedback is shared with each student individually by a panel of faculty members following the Juries as an exit interview before the end of the semester. The Program Coordinator also solicits feedback about each student from the professors who teach academic courses.

BASED ON STUDENTS’ PERFORMANCE IN THE ACTING JURIES, BFA ACTING PERFORMANCE CLASSES AND PRODUCTIONS, EACH STUDENT WILL EITHER:

1. Pass their annual juries and continue on with their course progression in the following semester.
2. Be required to attend Saturday Lab classes in Movement and/or Voice and Speech (as appropriate) for additional instruction in areas where the student may be deficient.

3. Be placed on Artistic or Academic Probation for one semester.

4. Be asked to reevaluate their artistic and academic goals and their major of choice.

Though the great majority of BFA Acting students are retained in the program, the juries are a crucial part of the artistic and academic evaluation of each actor on an annual basis.
Probation and Retention

Artistic Probation will result for students if their Juries indicate “limited” or “deficient” areas as indicated by faculty member's rubrics and responses to either: the Annual Juries or work in individual BFA Acting performance classes (Acting I-VII, Movement I-VI, Voice/ Speech I-III).

Academic Probation will result for students if the cumulative GPA for all Theatre, Dance or Music courses falls below a 2.75 (B-) and/ or 2.0 in cumulative GPA for all courses (see below).

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.

Retention in the program is dependent upon satisfactorily completing each jury; passing all performance 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; demonstrating a positive, professional attitude in class, rehearsal, and performance; demonstrating continuous acting progress and potential for professional success as indicated by casting in department productions.

Failure to meet any one of the above requirements may result in either probation for a semester or dismissal from the acting 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 acting 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.

PROBATION TERMS

The terms of an individual student’s probation is determined by and at the discretion of the BFA Acting Performance Faculty and the Program Coordinator. Probation terms may include, but are not limited to: removal from casting for a semester/year or until a GPA is raised and/ or performance assessment moves beyond “limited” or “deficient” in performance classes; and/ or removal from the Senior NYC Showcase.

LACK OF PROGRESS WHILE A STUDENT IS ON ACADEMIC OR ARTISTIC PROBATION MAY RESULT IN REMOVAL FROM THE PROGRAM.
Grading

Students in the acting program are graded on professional potential as well as their growth, discipline, and commitment to training. The program adheres to the University grading system:

A  4.0
A- 3.7
B+ 3.3
B  3.0
B- 2.7
C+ 2.3
C  2.0
C- 1.7
D+ 1.0
F  0.0

Other Grading Standards

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>IN</td>
<td>Incomplete</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
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</tbody>
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Grade Point Average (GPA)

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

Grading Descriptions
For All Performance Courses

In all performance classes, grades are based on each individual student’s personal growth, understanding, and development as well as the practical application of the technique(s) learned from the first day of classes to the final exam. Because of the nature of performance courses, the following are all factors that may contribute to and impact final grades: the ability to work with respect and generosity with an ensemble, the ability to receive/ respond to constructive criticism, full engagement in the student’s own work and the work of others, professionalism, punctuality.

The tools of measurement in each course will depend upon the specific instructor’s technique(s) and approach to the work. Following is an example (but not limited to) the kind of assignments and work that may be asked of students in BFA Acting Performance Classes:
• In class exercises, improvisations, scene work etc…
• Reading assignments, written response papers, essays and journaling etc.
• Rigorous physical and vocal exercises and technical drills
• Full memorization/rehearsal of text, physical/vocal exercises, assignments etc…
• Providing basic costume pieces and props for exercises and scene work in class (as necessary and appropriate)
• Attending professional theatre (B’way, Off B’way, Off Off B’way, regional theatre or Peak Performances on campus)
• Attending department productions

Individual and group rehearsals outside of class or homework assignments are prescribed by department credit hour policy. See departmental website for more information:

http://www.montclair.edu/arts/theatre-and-dance/academic-programs/undergraduate/undergraduatecoursecreditsandsemesterhours/

A = Student exhibits a large amount of growth and development as a result of the work and demonstrates a strong practical application of the technique(s) presented in the course.

B = Student exhibits growth and development as a result of the work and demonstrates some practical application of the technique(s) presented in the course.

C = Student exhibits some growth but development is inconsistent or uneven, demonstrates a sporadic practical application of the technique(s) presented in the course.

D = Student exhibits little growth and development as a result of the work, demonstrates little practical application of the technique(s) presented in the course.

F = Student does not exhibit growth and development as a result of the work. Student does not demonstrate an ability to practically apply the technique(s) presented in the course.

**Academic Dishonesty Policy**

*(Excerpted from the University Code of Conduct)*

“Minimum sanction: Probation; Maximum sanction: Expulsion.

Academic dishonesty is any attempt by a student to submit 1) work completed by another person without proper citation or 2) to give improper aid to another student in the completion of an assignment, such as 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 using technology (i.e., instant messaging, text messaging, or using a camera phone) or any other unauthorized materials of any sort, or giving or receiving aid on a test or examination without the express permission of the instructor.”
Title IX Prohibits Sexual Harassment and Sexual Violence

"Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private colleges, and universities receiving any federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Through the policies and procedures outlined, Montclair State University seeks to comply with all Department of Education Title IX regulations. While the University cannot guarantee that campus individuals will always act with good judgment and with the best of intentions, the University can assure that it will endeavor to comply with these regulations while ensuring that students have "an environment as safe as possible."

Absences and Lateness

In keeping with the professional objectives of the programs, attendance and punctuality are of the utmost importance. Chronic absences and lateness will affect the final grade, your participation in the department season, 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 (phone call or email), not through a phone call to the department.

1 ABSENCE = PERMITTED FOR EMERGENCIES OR SEVERE ILLNESS ONLY (Doctor's note or equivalent must be presented in order to receive an unexcused absence)

2 ABSENCES = FINAL GRADE LOWERED BY 1/3 OF A LETTER GRADE (If A-, then B+ etc...)

3 ABSENCES = FINAL GRADE LOWERED BY ONE FULL LETTER GRADE.

4 ABSENCES = STUDENT IS PLACED ON ACADEMIC PROBATION.

5 ABSENCES = STUDENT FAILS THE COURSE.

In the event of ONLY the following circumstances, THE PROGRAM COORDINATOR MUST BE CONTACTED IN ADVANCE and a formal request must be placed for consideration of excused absences. Excused absences are at the discretion of the Program Coordinator of the BFA Acting Program:
1. Severe Illness: Requires an official note from the student's doctor specifically stating they are unable to attend class due to the detriment of their health or the health of others.

2. Wedding (For participation in a wedding of an immediate family member ONLY): Requires an official note from an immediate family member.

3. Hospitalization or Death of a Family Member: Requires an official note from an immediate family member.

REPEATED ABSENCES AND LATENESS FOR CLASSES, REHEARSALS, PERFORMANCES, AND CREWS ARE CONSIDERED A SERIOUS BREACH OF PROFESSIONALISM AND MAY RESULT IN PROBATION OR REMOVAL FROM THE PROGRAM.

Disability Resource Center

Students who require accommodations and/or services necessary to equalize access in academic and performance classes must be registered with the Student Disability Resource Center (DRC) to receive accommodations. The DRC provides assistance to students with physical, sensory, learning, psychological, neurological, and chronic medical disabilities.

“Montclair State University is committed to the full inclusion of students with disabilities in all curricular and co-curricular activities as mandated by Section 504 of the Rehabilitation Act of 1973. The Disability Resource Center (DRC) will assist you in receiving the accommodations and services necessary to equalize access. The DRC provides assistance to students with physical, sensory, learning, psychological, neurological, and chronic medical disabilities.”

http://www.montclair.edu/disability-resource-center/

Required Meetings, Master Classes, Workshops

From time to time, acting majors will be required to attend meetings, master classes, workshops, or productions. Failure to attend may place a student on probation.

New York Showcase

**Senior NYC Showcase** – 4th year students may participate in the annual New York Showcase produced during the spring semester. The NYC showcase is a 50-minute presentation of material, usually contemporary scenes (and sometimes songs) with graduating BFA Acting Seniors and Musical Theatre Seniors. Participation in the NYC
Showcase includes an additional fee for the THTR 425: Senior Showcase course. Additional expenses will likely be accrued for headshots in the fall of Senior year.

The New York Showcase includes a Closed Showcase (through Actor’s Connection) for industry professionals and feedback in NYC and an Open Showcases at a studio theatre on Theatre Row in NYC with two performances on one day. Typically the Open Showcase has approximately 30 plus industry representatives (including agents, casting directors, freelance directors and playwrights) in attendance.

Many of our students find representation and/or earn auditions opportunities as well as begin to make professional connections and contacts in New York City as a result of their work in the Showcase. All Senior BFA Actors actively participate in the creation and preparation of all marketing materials and invitations for the Senior Showcase.

THE SENIOR SHOWCASE IS AN ELECTIVE COURSE AND NOT A NECESSARY REQUIREMENT TO RECEIVING A BFA ACTING DEGREE. Participation in the NYC Senior Showcase is determined by the BFA Acting Performance Faculty and Program Coordinator. Only students in good academic and artistic standing will be eligible to participate in the NYC Senior Showcase.

Auditions, Casting, and Production Policies

Callboards

The callboards that announce audition and casting information, rehearsal dates and times, and all other pertinent production information are located in Life Hall outside of Studio 1250. Individual show information and announcements are posted on the callboards outside of their designated rehearsal rooms.

IT IS THE RESPONSIBILITY OF EVERY STUDENT TO CHECK THIS INFORMATION REGULARLY TO KEEP UP-TO-DATE.

Auditions and 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 directors.

-- All B.F.A. acting majors are required to audition each semester and to accept roles as cast. B.F.A. students who withdraw from a department production are automatically withdrawing from the acting 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.) Students not prepared may be asked to stop the audition.

-- 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 into the Reserve Desk when finished copying.

-- 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. The programs choose plays and musicals each year with the intention of using as many majors as possible, but casting is not guaranteed.

The acting program attempts to provide students with opportunities to grow and develop as performers. Required auditioning every semester furthers this goal. However, acting 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. A student’s placement or year in the program is a secondary consideration.

CASTING IS BASED PRIMARILY ON STRONG AUDITION PREPARATION, AND THE APPROPRIATENESS FOR INDIVIDUAL ROLES AND PROJECTS BASED ON EACH ACTOR’S CURRENT ABILITY.

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 acting 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 REPLACE THE FURNITURE TO ITS ORIGINAL LOCATION AS SOON AS POSSIBLE.

FOOD AND DRINK ARE NOT PERMITTED IN ANY OF THE REHEARSAL OR PERFORMANCE SPACES IN LIFE HALL (1200, 1210, 1250, 1251, 200, 334, 325 etc..) MEMORIAL AUDITORIUM, FOX THEATRE OR THE KASSER THEATRE (with the exception of bottled water)

Props used for classroom performances must be removed from the space 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.

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.

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 Assistant Director, Stage Manager and Assistant Stage Managers, Dance Captain and Fight Captain.

e. 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 twelve 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 production’s designated callboard outside the rehearsal room.

**Rehearsal Preparation**

**LATENESS AND ABSENCES FOR REHEARSALS/ PERFORMANCES ARE UNACCEPTABLE.** Performers and technicians are expected to be on time and ready to work. **All Performers must be signed in, properly dressed (including appropriate rehearsal clothing and footwear) and physically and vocally warmed up at call time.**

In the event of unavoidable lateness, absence or emergencies, the stage manager must be notified ASAP (prior to call time) via email or text. All lateness and absences will be recorded and reported daily by the Stage Managers on the daily rehearsal report. This report will be distributed to all faculty and students working on the production as well as the BFA Acting Program Coordinator.

**ALL BFA ACTING MAJORS ARE REQUIRED TO BE AVAILABLE FOR ALL AUDITIONS, REHEARSALS AND PERFORMANCES.**

**CONFLICTS WITH ANY AUDITION, REHEARSAL OR PERFORMANCE MUST REQUESTED BY THE STUDENT TO THE PROGRAM COORDINATOR, DIRECTOR AND STAGE MANAGER.** The honoring of conflicts are at the discretion of the Director and the Program Coordinator.

**Consequences to Chronic Lateness of Absences** are at the discretion of the Director and Program Coordinator and may include the following outcomes:

- Student will be removed from the production and their role will be recast.
- Student will be placed on disciplinary probation.
- Student may be removed from participation in the Senior Showcase.
- Student may be dismissed from the BFA Acting Program.
End of Day

All activities and rehearsals will conclude promptly at 11:00 pm. There are ongoing exceptions to this rule: technical rehearsals, dress rehearsals, picture calls and strikes. 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 appropriate breaks throughout the scheduled rehearsal period. There will be every effort to coordinate meal breaks with meal plan hours if possible. There will be a rest period, exclusive of half-hour, between matinee and evening performances.

Rehearsal and Production Credits

All B.F.A. acting majors are required to register for six credits of Rehearsal and Performance. Three of these credits are obtained by completing crew assignments in areas such as production, costumes, operations. 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 FOUR SEMESTERS IN THE PROGRAM.

ALL BFA ACTORS ARE REQUIRED TO REGISTER FOR THE APPROPRIATE PERFORMANCE PRACTICUM DURING THE SEMESTER IN WHICH THEY ARE CAST.

Three additional R&P credits are earned when students are cast in productions, staged readings, and touring shows. 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.

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 ASSISTANT.
Work Outside the Department

Students must petition the Program Coordinator of the B.F.A. 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, meetings, workshops, rehearsals, or performances

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

Internships

During their final year students 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, offices of casting directors, 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.

Study Abroad

Students in the B.F.A. Acting Program have multiple opportunities to study abroad, particularly in the summer and during spring break. In recent years BFA actors have participated in MSU programs in London, England; Berlin, Germany; Shanghai, China; and Santiago, Chile. Participation in study abroad programs for BFA Acting majors are generally created in coordination with the Global Education Center and include a separate application process, additional expenses and fees. All BFA Actors must participate in study abroad programs that fall during the programs’ holiday periods (winter break, spring break and summer break).

BFA Acting Reading List
The following plays are required reading for every member of the BFA Acting Program:

BETRAYAL by Harold Pinter
RICHARD III by Williams Shakespeare
THE CHERRY ORCHARD by Anton Chekhov
A STREETCAR NAMED DESIRE by Tennessee Williams
THE CLEAN HOUSE by Sarah Ruhl
THE IMPORTANCE OF BEING EARNEST by Oscar Wilde
WHO’S AFRAID OF VIRGINIA WOOLFE by Edward Albee
IN THE BLOOD by Suzan-Lori Parks
DEATH OF A SALESMAN by Arthur Miller
MACHINAL by Sophie Treadwell
THE ORESTEIA by Aeschylus
CLYBOURNE PARK by Bruce Norris
THE CAUCASIAN CHALK CIRCLE by Bertolt Brecht
LONG DAYS JOURNEY INTO NIGHT by Eugene O’Neill
A DOLL’S HOUSE by Henrik Ibsen
WAITING FOR GODOT by Samuel Beckett
ARMS AND THE MAN by George Bernard Shaw
THE GLASS MENAGERIE by Tennessee Williams
MEDEA by Euripides
MISS JULIE by August Strindberg
OEDIPUS THE KING by Sophocles
AMERICAN BUFFALO by David Mamet
PRIVATE LIVES by Noel Coward
OUR TOWN by Thornton Wilder
DR. FAUSTUS by Christopher Marlowe
ACKNOWLEDGMENT SHEET

BFA Acting

________________________________________________________________________ (Print Name)

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

________________________________________________________________________

Student Signature

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Date 2017