# Appendix: BFA Musical Theatre

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

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Appendix

B.F.A. 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 where 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: B.F.A. 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; one semester of freshman studio, production (practicum’s, 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) and its structure meets the NAST and NASM standards for a B.F.A. 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.

B.F.A. Musical Theatre Curriculum Guide:

http://www.montclair.edu/arts/theatre-and-dance/academic-programs/undergraduate/bfa-musical-theatre/bfamusicaltheatrecurriculum/

General Education Requirements

All B.F.A. Musical Theatre majors are required to fulfill a set of General Education Requirements 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. **Students must be proactive in taking and passing the required Gen Eds that are recommended for each semester. Being delinquent with this accomplishment as the student enters their Junior year will prohibit the student from being cast in performance opportunities and/or participation in the Senior Showcase.**

**Free Electives**

There are no free electives in the B.F.A. 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 B.F.A. 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 School will have a robustly healthy and diverse program of professional level, fully mounted productions in the Kasser Theatre, 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, permits needed for program specific courses (music, theatre and dance) will need to be pulled and are requested by the student via an e-mail sent to the assigned Musical Theatre Faculty mentor and should contain the correct call number specific to the course (course sections for a specific term are found on NEST) as well as the student’s ID#. Permits will be pulled 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 an appointment with Professor Eric Diamond, Deputy Chair, Department of Theatre and Dance.

Academic Advising and Adult Learning.

Students with problems, ideas, petitions, etc. should approach their MT Faculty 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 B.F.A. 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 the participation 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 through the National Unified Auditions which 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**

B.F.A. Musical Theatre student evaluations by faculty members provide a basis for student mentoring and a prescription for personal growth and development. 1st and 2nd 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** - 1st year students perform a monologue. 2nd year students perform a scene with a scene partner. 3rd 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 will 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.

4th 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 4th year BFA Senior Showcase in NYC. Students 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 twenty-seven (27) songs through the course of their six semesters of study. The list represents a **minimal** repertoire goal of four to six (4-6) 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) which 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 2 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 below.

**Jury Requirements and Policies**

**Semester 1: 3 Songs**
- 2 songs from standard music theater repertoire in a variety of vocal styles
- 1 piece in a classical style (see below)
* It is recommended that songs requiring heavy or high belting not be assigned,
according to the discretion of the teacher and the skills of the student

**Semester 2: 4 songs**
3 songs from standard music theater repertoire in a variety of vocal styles
1 piece in a classical style
* It is recommended that songs requiring heavy or high belting not be assigned, according to the discretion of the teacher and the skills of the student

**Semester 3: 4 songs**
3 songs from standard music theater repertoire in a variety of vocal styles and from a variety of time periods
1 piece in a classical style

**Semester 4: 5 songs**
4 songs from standard music theater repertoire in a variety of vocal styles and from a variety of time periods: classical Broadway, 70’s, 80’s, 90’s, contemporary, pop, rock, etc.
1 (minimum) piece in a classical style
* The repertoire should be varied and not multiples of the same composer, style or voice production
* Belt and legit required

**Semester 5: 5 songs**
5 songs from standard music theater repertoire in a variety of vocal styles and from a variety of time periods: classical Broadway, 70’s, 80’s, 90’s, contemporary, pop, rock, etc.
* The repertoire should be varied and not multiples of the same composer, style or voice production
* Belt and legit required
* At least one “right off the radio” is recommended

**Semester 6: 6 songs**
6 songs from standard musical theater repertoire in a variety of vocal styles and from a variety of time periods: classical Broadway, 70’s, 80’s, 90’s, contemporary, pop, rock, etc.
* The repertoire should be varied and not multiples of the same composer, style or voice production
* Belt and legit required
* At least one “right off the radio” is recommended
* Your choices should reflect your audition book selections.

**Classical Style** – This selection should be from the classical repertoire. It can include operetta, opera, spirituals, folksongs and art songs. Songs by Ricky Ian Gordon, Marc Blizstein, and Adam Guettel are good examples. Songs from the American Songbook or the “Golden Age” musical would not count as classical style. Please note, there is NO language requirement. Singing an English translation is acceptable.

**Policy for being excused from a Jury** – A student who has a lead role in a main stage show that is performed at the end of any given semester can be excused from doing a jury at the discretion of the teacher, and with approval of the coordinator of the voice department. If a student has a lead role in a mainstage show at the beginning of the semester, that student may give a reduced jury. Freshmen and Sophomore students can reduce their jury songs by one, and
may include a solo they performed from the show on their jury list. Juniors and Seniors can reduce their jury songs by 2, and may include a solo they performed from the show on their jury list. The classical selection, if required, may not be cut from the list.

**Missing Required Repertoire** – If a jury is presented in which all of the requirements are not met and the student hasn’t been given approval to reduce their jury, the missing required repertoire will need to be added to the student’s jury the following semester. For example, if a classical piece is not presented during a student’s second semester jury, then they will need to add that to their third semester jury’s requirements. S/he will have 2 classical pieces for a total of 5 songs for Semester Three.

**Submit Repertoire List at the final jury** – Throughout the students’ studies they should be assembling a repertoire list that will be submitted at the final jury. It should include all songs that were worked on in voice lessons, as well as songs prepared for other classes, such as practicum, acting for the singer, styles, auditions class, etc. This can also be used as a guide when choosing songs for the student to ensure a wide and varied rep list.

**AUDITION BOOK PREPARATION:**

Selections should include at least 1 song, and preferably 2 songs each (up-tempo and ballad) for each of the following categories:

- **16 Bars Best**
- **32 Bars Best**
- **Broadway Hit (Current)**
- **Old Broadway**
  (Cohan, Kern, Berlin, Youmans, Porter, Henderson, DeSylva and Brown, Rodgers and Hart, Weill)
- **Golden Age**
  (At least one from each of the following: Rodgers and Hammerstein, Bernstein, Lerner and Lowe, Styne, Loesser, Coleman, Herman, Strouse and Adams, Kander and Ebb, Sondheim)
- **Contemporary**
  (At least one from five of the following: Yeston, Sondheim, Schwartz, Jason Robert Brown, Lloyd Webber, Wildhorn, LaChiusa, Guettel, Yazbek, Bucchino, Lippa, Tesser, Finn, Ahrens and Flaherty)
- **Country**
Pop
Oldie
40’s – 60’s
(One from each Decade if possible)
Contemporary
80’s – Present
(One from each Decade if possible)

Disney

Classical / Operetta
(Herbert, Romberg, Gilbert and Sullivan, Lehar, Friml, Harbach)

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 GPA for all Theatre, Dance or Music courses falls below a 2.7 (B-) and/or 2.3 (C+) in cumulative GPA for all courses. Music, Theatre and Dance courses are progressive in nature and students must successfully complete each course in sequence. Failure to pass successfully 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 (acting, dance, music) with no less than a B- (2.7); 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, mature, 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, maturity in commitment to training and their ability to work collaboratively. The Musical Theatre program adheres to the University grading system:

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<tr>
<th>Grade</th>
<th>Points</th>
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<tr>
<td>A</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<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>
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</tr>
<tr>
<td>C</td>
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<tr>
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<tr>
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Other Grading Standards

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<td>P</td>
<td>Pass</td>
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<tr>
<td>IN</td>
<td>Incomplete</td>
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<tr>
<td>WD</td>
<td>Withdrawal</td>
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<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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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.)

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 tardy 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 for public
performance a 50 minute show. 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** — 4th year students may participate in the annual New York
Showcase produced during the spring semester. The NY showcase is a 50-minute
presentation of scenes and songs. The showcase has two performances on one day and
usually has about 45 industry representatives in attendance. In the past few years many
students have found personal representation and management or have earned
employment as a result of their work in the showcase. Students participate in the
preparation of marketing materials and invitations for agents and casting directors.

4th year students may also participate in the **New Jersey Theatre Alliance University
Showcase**. Instituted by MSU 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 MSU’s profile in the New Jersey theatre community.

**Auditions, Casting and Production Policies**

**Callboard**

The callboards that announce audition information, specific music and monologue requirements,
crew calls, rehearsal dates, times, and all other pertinent production information will be located in
the vestibule of LI - #1210 (Acting Studio) and #1250 (Dance Studio). **AUDITION
SPECIFICITY AND REQUIREMENTS WILL BE POSTED PRIOR TO THE AUDITION DATE.
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 could 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 B.F.A. acting majors and musical theatre majors are required to audition each semester and to accept roles as cast.** B.F.A. musical theatre students who withdraw from a department production are automatically withdrawing from the musical theatre program.

- **Freshmen** entering the program **must audition for all seasonal productions** and may be considered for ensemble and supporting roles beginning in the spring semester. In special circumstances, they may also be cast in the fall semester in ensemble and supporting roles, but in most cases the program regards the fall semester as a time to acclimate to the department and to university life.

- **Senior Musical Theatre majors have the option of not auditioning their final semester in the program.** But if an audition is initiated and the senior is cast, full compliance in accepting the performance opportunity is expected. Failure to accept a casting opportunity after the fact could prohibit the student from participating in the Senior Showcase.

- Students should check the callboard and sign up for a specific time that is convenient to their class schedule. Students are not allowed to be excused from regularly scheduled class times for audition purposes and are responsible in notifying each correlating production stage manager of any and all conflicts.

- Students are expected to have fully memorized and prepared material as specified in the audition announcement. (usually a one and half minute monologue and sixteen (16) or thirty two (32) bars of music.) Students not prepared may be asked to stop the audition. Students will be stopped during the audition after ninety seconds or 16 bars have 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 may need to download the materials from the internet and print at their own expense.**

- 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 circumstances, 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.
Performance opportunities and the casting of Freshman, Sophomore, Junior and Senior Musical Theatre majors is contingent based on established and/or pending GPA and any established or pending probationary infractions or status.

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 performance 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 REPLACE 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 (1200, 1210, 1250, 1251, 0200, 0325, Fox Theatre, Memorial Auditorium, Kasser Theatre).

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 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 be 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 (AEA)

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.

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 Call board located in the vestibule of LI - #1210 (Acting Studio) and #1250 (Dance Studio).

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 11:00 pm on Sunday through Saturday regardless of start time. 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 1 ½ hour rest period exclusive of half-hour, between performances of matinee and evening.

Rehearsal and Performance Practicum Credits

All B.F.A. 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 are required to register for an R&P credit whenever cast in a production regardless of how many have already been earned. 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 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.
Auditioning for Performance Opportunity, Work and Employment Outside the Department and University

Students must first petition the Coordinator of Musical Theatre, all the full-time musical theatre faculty as well as assigned Studio Vocal Instructors of the B.F.A. Musical Theatre (MUTR) program if they wish to audition, accept and participate in outside activities such as productions or events that require off campus rehearsal and performance obligations. A letter detailing the opportunity, audition dates, location and the time line of the rehearsal and performance requirements of the activity must be presented to the Coordinator of the Musical Theatre Program, the full-time Musical Theatre faculty as well as your assigned Private Vocal Instructor IN ADVANCE of the audition or commitment to the outside activity. Each request will be considered individually. Failure to obtain permission PRIOR to the audition opportunity by the Musical Theatre Coordinator and faculty and notification after the fact will 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 and academic work suffers

Students can request a leave of absence for professional performance opportunity outside the University for one semester or a full academic year by officially withdrawing from the University and Musical Theatre program. They can return to the program as a student by applying for readmission in good standing with the understanding that their time away will delay their completion of the program requirements and initial graduation date. After a period of one year and failure of the student to apply for readmission to the University, their position in the program will be terminated.
I have read the attached Handbook, including 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