Villanova Theatre Department Student Handbook

**Academic Office:**
St. Augustine Center for Liberal Arts and Sciences, Room 205
(610) 519-4760; FAX (610) 519-6800

**Business Office:**
Vasey Hall, Room 5
(610) 519-4763; FAX (610) 519-6803
PLEASE NOTE:

This handbook is provided as a guide to student responsibilities, resources and opportunities as a graduate student of Theatre, as well as the department’s expectations.

Students should refer to it regularly and use it as a first point of inquiry for questions that arise.

Students are responsible for the following information.
VILLANOVA THEATRE DEPARTMENT

MISSION STATEMENT
Villanova Theatre Department strives to inform and inspire artist-scholars who will impact the future of theatre as well as the wider world. Through rigorous inquiry and creative practice, we aim to transform hearts and minds, fostering compassion in individuals and their communities. Villanova Theatre is a laboratory for students to deepen their understanding of curriculum through productions that aspire to professional standards.

DIVERSITY STATEMENT
Villanova Theatre Department is committed to creating a culture of inclusion that is driven by a curiosity about different perspectives and respect for the variety of human experiences. This culture is fostered both mindfully and deliberately through seeking an ardently receptive, engaged, and accessible learning environment for all.
Faculty and Staff

Chair
Dr. Valerie Joyce, PhD

Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Teaches</th>
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<tbody>
<tr>
<td>Peter Hilliard, MFA</td>
<td>Teaches: Musical Theatre, Resident Music Director</td>
</tr>
<tr>
<td>Michael Hollinger, MA</td>
<td>Teaches: Playwriting, Solo Performance, Artistic Director, Director of Graduate Theses</td>
</tr>
<tr>
<td>James Ijames, MFA</td>
<td>Teaches: Principles of Acting, Collaborative Theatre, Characterization, Resident Director</td>
</tr>
<tr>
<td>Valerie Joyce, PhD</td>
<td>Teaches: Script Analysis, Musical Theatre, Teaching of Theatre, Resident Director</td>
</tr>
<tr>
<td>Chelsea Phillips, MFA, PhD</td>
<td>Teaches: Dramaturgy I and II, Shakespeare on Stage, New Play Development, Associate Assistant Director</td>
</tr>
<tr>
<td>Bess Rowen, PhD</td>
<td>Teaches: Dramatic Vision &amp; Form I and II, Gender Politics &amp; Performance, Visiting Assistant Professor</td>
</tr>
<tr>
<td>Edward Sobel, MFA</td>
<td>Teaches: Directing, Directing and Acting Styles, Resident Director</td>
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Full-Time Staff

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Kevin Esmond, MA</td>
<td>Program Coordinator</td>
</tr>
<tr>
<td>Elisa Loprete Hibbs, MA</td>
<td>Business Manager</td>
</tr>
<tr>
<td>Sharri Jerue, BS</td>
<td>Properties Master; Scenic Charge</td>
</tr>
<tr>
<td>Kimberly Reilly, MA</td>
<td>Director of Marketing and PR, Teaches: Marketing in the Cultural Sector</td>
</tr>
<tr>
<td>Jacob Rothermel, MFA</td>
<td>Technical Director</td>
</tr>
<tr>
<td>Janus Stefanowicz, MFA</td>
<td>Costume Shop Manager, Resident Costume Designer; Adjunct Professor, Teaches: Scenography</td>
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Additional Staff

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<tr>
<td>Eileen Ciccarone, BA</td>
<td>Audience Services Manager</td>
</tr>
<tr>
<td>Jerry Forsyth, MFA</td>
<td>Resident Lighting Designer; Adjunct Professor, Teaches: Scenography</td>
</tr>
<tr>
<td>Rosemarie McKelvey, BFA</td>
<td>Cutter/Draper</td>
</tr>
<tr>
<td>John Stovicek, BA</td>
<td>Resident Sound Designer</td>
</tr>
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</table>
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A-1 GENERAL INFORMATION

Departmental Communication

All Theatre Department graduate students are expected to access the Villanova Theatre Department website and their University email account on a regular basis. Department notices, production information, and other important updates will be circulated via the bi-weekly Theatre online newsletter and university email. Check the Departmental Calendar for updates regularly. Students should refer to the faculty and staff listing at the beginning of this handbook to determine the appropriate point-of-contact for academic, production, business and other concerns.

The Department will try to take class calendars and upcoming project deadlines into consideration in scheduling work schedules. The faculty will likewise consider the Villanova Theatre production calendar in scheduling major course projects.

Class Representatives

At the beginning of each academic year, the Department Chair will ask both the first year and second year students to nominate classmates for their Class Representatives. An election will then take place, with one first year elected as First Year Class Representative and one second year elected as Second Year Class Representative. Both will serve for that entire academic year. Responsibilities include:

- Participating in the Season Selection process
  - Querying the student body every fall for Season Selection play submissions.
  - Communicating student Season Selection submissions to the Season Selection committee.
  - Attending designated Season Selection meetings to represent the student body.
  - Communicating Season Selection information with students.
- Communicating student issues with the Chair, Artistic Director or Production Manager through scheduled meetings.
- Participating in Villanova Theatre Department hiring committees for faculty.

Villanova Theatre Department Pronoun Procedure

Purpose

Pronouns are an important factor of a person’s identification and Villanova Theatre Department (VTD) is committed to creating a safe, inclusive, and welcoming environment for all participants in our productions and classrooms.

To maintain an inclusive environment for our students, faculty, staff, and visiting professionals, we have developed a procedure supporting preferred gender pronoun self-identification.

Procedure

In Production Environments: To support proper pronoun usage for each participant in Villanova Theatre Department productions, a question regarding one’s preferred gender pronoun is included on audition forms, and each production’s Stage Manager will solicit the production’s creative and production personnel individually for their preferred gender pronouns. A person’s preferred gender pronoun will be listed with other pertinent contact information on each production’s contact list.

This contact list is distributed to all production personnel, which includes, but is not limited to, Villanova employees and students, independent contractors, volunteers, and other people who may
not be affiliated with Villanova University or the production referenced on the contact list. Assurance of confidentiality is provided.

As a voluntary procedure, any participant may opt out of the preferred gender self-identification questioning process. When someone does not want to identify a preferred gender pronoun, that person will be advised to leave the question blank.

In cases when a participant opts out of the gender pronoun self-identification process, the gender preferred pronoun option is left blank on the contact list.

In Classroom Environments: To support proper pronoun usage for each participant in Theatre MA coursework, students will be encouraged to share their preferred gender pronouns with the class during the first course meeting, modeling this as part of their own introductions. It is expected that all members of a class will use a person’s preferred gender pronouns. The instructor will ensure that students who do not share this information have done so by design and not by accident.

Graduate Student Council
The Theatre Department will offer the opportunity to nominate a representative to the Graduate Student Council (GSC) who attends meetings on behalf of the graduate theatre students, elicits input from them, and reports to them. This representative will be selected by the Theatre Department faculty during the fall semester. Please alert the Program Coordinator if you wish to be considered for GSC.

GSC is an interdisciplinary organization of graduate students in the Liberal Arts and Sciences, working with the Graduate Studies Office, with a common interest to improve and enhance the quality of the graduate student experience at Villanova. Their goal is to create opportunities for students to participate in social, academic, and community activities.

GSC regards representing our departments in the University as a continuing and progressive movement. We believe that the change, productivity, and community atmosphere we generate will be passed on to the next group of graduate student members.
**A-II ACADEMIC PROCEDURES**

**Advising, Mentors, and Registration**

The Theatre Department Chair (Dr. Valerie Joyce) is the advisor for MA students. While formal advising will be finalized with the Chair, each student will be assigned a faculty Mentor at the beginning of the year. Meetings with a Mentor are an opportunity to connect one-on-one with a faculty member throughout the school year to discuss a wide range of topics, including course selection. The process should proceed as follows:

- Students will meet with their Mentor and forecast their courses for the upcoming semester.
- The Program Coordinator will coordinate student advising sessions with the Department Chair prior to registration.
- Students will confirm their courses for the upcoming semester in their advising session with the Theatre Department chair and map out their academic path.
- The Program Coordinator will provide a PIN to enable students’ registration through Villanova’s online system.

**Class Sessions**

Attendance is required of all theatre students at each session of graduate theatre classes. Students may not excuse themselves from any part or whole of a class due to involvement with a production, whether at Villanova or outside. (This does not apply to a Villanova Theatre performance call academic release, which is coordinated by the Production Manager.) The Production Manager will contact professors regarding specific performance call dismissals. Students, however, must confirm early dismissals with their professor. Students are responsible for turning in work due and any course material covered in their absence.

**Theatre Practicums**

To fulfill the MA/MA + Certificate in Non-Profit Management degree requirements, students must complete three (3) practicums. To fulfill the Practical Certificate requirements, students must complete one (1) practicum.

Practicum experiences are not for credit and are without tuition fee. For more information, please refer to Practicum Guidelines in Part II of this Handbook.

**Comprehensive Exam**

The Theatre Comprehensive Exam is intended to assess the student’s mastery of theatre history, as well as their ability to independently synthesize dramaturgical and script analysis skills. The prerequisites for the exam are the completion of Script Analysis and the two-semester sequence of Dramaturgy. The exam will cover material included in all three courses.

The Comprehensive Exam is held each year and consists of a timed theatre history portion, as well as a take-home component that will require students to apply the research, analytical, and scholarly writing skills developed and practiced during their Dramaturgy and Script Analysis coursework. This year’s Comprehensive Exam dates will be announced at a later date.
The Comprehensive Exam will be graded by a panel of at least three faculty members. A student must successfully pass each portion of this Comprehensive Exam to be approved for continued coursework, as well as degree completion.

If a student fails any part of the exam, the student may re-take the exam one (1) time. If the student is a Graduate Assistant or Tuition Scholar, this re-take must be within six (6) weeks of the original testing date and no later than July 15 of the same year. Other students may re-take the exam when they are prepared. No student will be permitted to proceed to Vision and Form or the Thesis process without having successfully passed the Comprehensive Exam.

**Graduation**

To graduate, a student must have achieved a cumulative GPA of 3.0 or higher. Degree and certificate completion requirements are listed below.

**MA students must:**
- Complete thirty-six (36) credit hours.
- Complete three (3) practicums.
- Pass the Script Analysis/Dramaturgy Comprehensive Exam.
- Pass the Thesis Project Defense.

**MA with Certificate in Non-Profit Management students must:**
- Complete thirty-nine (39) credit hours.
- Complete three (3) practicums.
- Pass the Script Analysis/Dramaturgy Comprehensive Exam.
- Pass the Thesis Project Defense.

**Practical Certificate students must:**
- Complete fifteen (15) credit hours of production or performance related courses.
- Complete one (1) practicum.

**Notes:**
- Certificate students do not participate in University Commencement exercises.
- Students have six (6) years from the first semester in which they enroll to complete their degree or certificate.

**Decorum**

Eating, drinking and cell phone use in the classrooms and rehearsal spaces should be at a minimum and should be respectful to everyone in the space. All food and drink must be disposed of properly and promptly. The personal use of costume shop appliances, set and props tools, props, lighting equipment, and business office computers/printers is not permitted without the permission of the
shop/office managers. If students would like to borrow materials, please follow protocols set by shop managers (i.e. rental forms).

From 9:30 to 5:00 each day, Vasey 5 is the Villanova Theatre Business Office, and should be respected as such. Students should not eat, drink or socialize in this space.

**Content Warnings and Brave Spaces**

**Establishing Brave Spaces**:  
In our department, we strive to create an environment in which we feel safe sharing our views, our experiences, and ourselves. To learn from each other, we need an environment that allows us to open up, to feel safe challenging ourselves and challenging each other.

Villanova Theatre Department seeks to cultivate brave spaces rather than safe spaces for group learning about a broad range of diversity and social justice issues within theatrical scholarship, dramatic literature, and performance. By emphasizing the need for courage rather than the illusion of safety, we better position ourselves to accomplish our learning goals and more accurately reflect the nature of genuine dialogue regarding challenging and controversial topics. In our classrooms and rehearsal spaces, we look to encourage dialogue.

We affirm that in *dialogue*:

- Emotional responses are honored and highlighted as important information that can be used to deepen our understanding of personal issues, group dynamics, our content, and the implications of our exchange.

- Personal experience is one of the key avenues through which participants deepen their understanding of conceptual and political issues. Dialogue works to uncover specificity, contradictions, paradox, and a deeper understanding of and respect for one's own personal reality and reality as it is experienced by others.

- Our mistakes, biases, and shortsightedness can sometimes be the most important thing we have to offer to the process of bringing about personal and social change.

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Villanova Theatre Statement on Content Warnings for Classroom and Production

Villanova Theatre Department intends to always create brave spaces that encourage our students to be their more expressive and successful selves. Theatre work delves into the very heart of the human experience which comes with many iterations of joy and triumph, as well as pain and trauma.

For some individuals who have experienced personal trauma, engaging with specific types of content may act as a psychological "trigger," causing them to relive pain and experience feelings of fear, panic or anxiety. Although the nature of triggers and their stimulation is not always predictable, we believe that potentially triggering content should be preceded with a warning so that students feel empowered to take care of themselves when engaging with it, according to their own boundaries and limits. We hold space for all to engage with difficult content, and also for those who may they need to remove themselves from engagement with content that will cause them to relive pain.

Faculty and staff will strive to maintain brave learning environments that are inclusive and challenging as well as physically and emotionally safe. Should triggering content emerge, we will seek to modify the dialogue so that all will feel capable of engaging fully in it.

Finally, we encourage students to recognize the difference between discomforts – an inherent part of living, learning and art making -- and relived trauma. Discomfort with ideas we don’t agree with, subject matter that is foreign to us, or communication styles that may be different from our own are not triggers, but rather opportunities to engage with a way of moving through the world that potentially will make us better artists and citizens.

The Code of Academic Integrity

Villanova University’s Code of Academic Integrity applies to all students on all projects, research, and performances. You can view the Code here. Please be clear on what constitutes plagiarism in all forms.
GRADUATE THEATRE PROGRAM: Tracking Sheet

Required (for most):

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Practicums:

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Comprehensive Exam:

Date of Exam: _____________________

Circle One: Pass   Pass with Distinction   Fail

Thesis Project:

Title of Project: _____________________ Date of Defense: ______________

Circle One: Pass   Pass with Distinction   Fail
**A-III INDEPENDENT STUDIES GUIDELINES**

**Philosophy:** Students may apply to undertake an independent study to further and deepen their exploration of an area of the curriculum not supported by the current course offerings.

Graduate students who wish to undertake independent tutorials for advanced study in the area of theatre scholarship, acting, directing, playwriting, solo performance, scenography, production, or theatre administration may do so by applying for an Independent Study with a faculty member who specializes in that area. An Independent Studies project earns three credits and should be completed in a single term. Independent Studies may be undertaken only after completing first-year required courses 7110 (Script Analysis), 7120 (Dramaturgy Classic), 7130 (Dramaturgy Modern); additional (elective) prerequisites for each area are listed on the Application for Independent Studies.

All students wishing to register for Independent Studies must follow this procedure:

1. The student makes an appointment with their prospective faculty advisor to present their proposed plan of study. While nothing written is due in this meeting, the presentation of plan should be coherent and well-conceived.

2. If the project appears to be appropriate for Independent Studies credit, the student independently prepares the Proposal according to the template and submits it to the faculty advisor for approval. The advisor may consult with the Department Chair and/or require revisions and resubmission as necessary.

3. Upon the faculty advisor’s approval, the student submits the proposal to the Chair for final approval by the Faculty. The Faculty will weigh:
   1. The merits of the course of study
   2. The clarity of articulated goals and components
   3. The student’s ability to pursue self-generated inquiry under the mentorship of an advisor.

4. Proposals for the following Spring semester must be submitted for the faculty meeting in November. Proposals for the following Fall must be submitted for the faculty meeting in April.

**NOTES:** The final application must be approved by the end of registration for the term in which the Independent Studies project is to be undertaken. A student may not register for Independent Studies until final approval from the Chair.

*The Independent Studies Application and Proposal Guidelines are located [here](#).*
A-IV PRACTICAL AND SCHOLARLY OPPORTUNITIES

Irish Summer Studio
From the studio to the stage, students will study the workings and history of Ireland's world-class national theatre while developing their own theatre skills, knowledge, and practice. Students from Villanova will work alongside students from Irish and other universities and be taught by practitioners and professors from the U.S. and Ireland. Student work will culminate in a showing of final work at the Lir, Ireland's National Academy of Dramatic Art and guided by Abbey Theatre professionals.

There will be a general interest meeting in early October for CLAS Graduate students and applications will be due the second week of April, although early applicants are encouraged for scholarship purposes.

Abbey Theatre Internship
The Villanova University-Abbey Theatre Exchange Program will provide a grant to a Villanova student to intern at the Abbey Theatre in Dublin, Ireland during the summer season. Junior and senior undergraduates and graduate students in the College of Arts and Sciences at Villanova University are eligible. A grade point average of at least 3.0 is required.

The paid internship will begin at the end of May and continue for eight weeks into July. The student will work alongside theatre professionals in the day-to-day operations of Ireland's national theatre and help develop an innovative summer program for students interested in theatre.

Independent Project Proposal
Villanova Theatre Department (VTD) seeks to provide space and support for creative opportunities in order to advance our students' learning and practical experience. The Independent Project (IP) Proposal is an opportunity for MA in Theatre candidate(s) to propose a project of their own design. Applicants must write a proposal of no more than 500 words describing the vision of the project. The scope of the project must be conceived within the limits of a modest design and implementation. An IP Proposal must be submitted to the VTD Chair and Production Manager no less than 60 days ahead of the production/event date. The proposal will be reviewed by members of the faculty and staff, who will make their best efforts to provide a decision within two weeks of application.

Much more information and the form for the IP Proposal can be found here.

The Philadelphia Theatre Research Symposium
The goal of the Philadelphia Theatre Research Symposium is to provide a forum for theatre scholars and practitioners to share their research and enter into a dialogue about current trends in theatrical practice and scholarship. All Assistants and Scholars are required to attend. This conference is conceived and implemented by Villanova Theatre each spring. Some students may be chosen to present papers at the conference as well.
**Kennedy Center American College Theatre Festival (KCACTF)**

A second-year student may be selected by the faculty to represent Villanova in the National Critics Institute. Actors, Designers, Dramaturgs, and Stage Managers involved in Villanova Theatre’s fall shows may also be chosen to represent Villanova Theatre at ACTF to compete for artistic excellence.

Started in 1969 by Roger L. Stevens, the Kennedy Center’s founding chairman, the Kennedy Center American College Theater Festival (KCACTF) is a national theater program involving 18,000 students from colleges and universities nationwide which has served as a catalyst in improving the quality of College Theater in the United States. The KCACTF has grown into a network of more than 600 academic institutions throughout the country, where theater departments and student artists showcase their work and receive outside assessment by KCACTF respondents.

In January of each year, regional festivals showcase the finest of each region's entered productions and offer a variety of activities, including workshops, symposia, and regional-level award programs.

For more information, click here: [KCACTF](#)

**Gender and Women’s Studies Conference**

Every spring, the Gender and Women’s Studies program organizes the Gender and Women's Studies Student Research Conference to highlight and celebrate gender-focused work produced by students from across the university during the previous year. Undergraduate and graduate students present their work on panels or through performance. The afternoon culminates with a keynote address by a nationally recognized scholar or performer. **The conference is free and open to the public.**

The conference is presented with The Greater Philadelphia Women's Studies Consortium and will feature work from students from many regional universities and colleges.

A Call for Papers will be sent with proposals due Mid-February and the conference taking place the first week of April. Exemplary papers will receive a cash prize. Many graduate theater students also consider doing a performance piece pertaining to Gender and Women’s Studies for the performance segment of the day. This is done by invitation or proposal submission.

**CONCEPT**

CONCEPT is an interdisciplinary journal of graduate studies sponsored by the Graduate Studies division of the College of Liberal Arts and Sciences at Villanova University. CONCEPT accepts submissions from Villanova graduate students in all fields of the arts and sciences. Submissions are reviewed by graduate student editors, faculty editors and peer reviewers, with final decisions made by the editors. For more information, click here: [CONCEPT](#)
A-V THESIS GUIDELINES
The graduate thesis is the capstone project for the MA in Theatre, culminating in an oral defense before a committee of three faculty members, one of whom is the project advisor. The Thesis project is designed to encourage students to build on and integrate their coursework, both academic and practical, into a substantial project that demonstrates their mastery within one of the following areas.

Areas/Subjects for Thesis Projects:
- Research/academic project
- Acting in an approved role in a mainstage production
- Design of a mainstage production
- Playwriting
- Directing a laboratory production
- Dramaturgy of a mainstage production
- Solo performance

Please Note:
- Thesis project proposals will only be accepted for work done at Villanova, as this is the only context in which appropriate supervision and focus can be assured.
- If you have an idea for a project outside of the specified areas/subjects above, please contact Professor Michael Hollinger to discuss.

Prerequisites
- Successful completion of Script Analysis, Dramaturgy (Modern and Classic)
- Comprehensive Exam passed
- At least 18 credits earned

Prerequisites for Certain Thesis Projects:
- **DESIGN:**
  - Serve as Stage Manager for a Villanova Theatre production
  - Complete the Scenography course or a comparable Independent Studies project
  - Selection as a designer for a Villanova Theatre production
- **ACADEMIC/RESEARCH:**
  - Either one semester of Vision and Form OR another theory course
- **ACTING:**
  - Audition for and be cast in an approved role in a Villanova Theatre production
- **DIRECTING:**
  - Serve as Stage Manager for a Villanova Theatre production
  - Complete the Directing and Directing Styles courses
- **DRAMATURGY:**
  - Apply for a production dramaturg position in the second semester of this course
- **SOLO PERFORMANCE:**
  - Complete Solo Performance course.
- **PLAYWRITING:**
  - Complete the Playwriting course

First Step: At the beginning of the second year, students will attend a Thesis Orientation, after which you must contact the Director of Graduate Theses, Professor Michael Hollinger, to discuss your project ideas and the scope of your project.
**Mentors:** Students will be assigned a mentor by Professor Hollinger according to their respective area of expertise.

Acting .................. Prof. James IJames

Dramaturgy ............. Dr. Chelsea Phillips

Playwriting ............... Prof. Michael Hollinger

Solo Performance ........ Prof. Michael Hollinger

Directing .................. Prof. Edward Sobel

Design ..................... Janus Stefanowicz (Costume Design)
                        Jerold Forsyth (Lighting Design)

Academic .................. Dr. Valerie Joyce
                        Dr. Chelsea Phillips
                        Dr. Bess Rowen

**NOTE:** Mentors in other areas will be assigned as appropriate.

**Proposals:** Each type of thesis project has its own proposal guidelines which are available online here. The proposal should be developed with the advisor and submitted in final form to the faculty to read at least a week before the faculty meeting at which it will be discussed (contact the Program Coordinator for specific dates).

Acting, design, and dramaturgy proposals are tied to the departmental production schedule. Acting theses must be in a pre-approved role (roles announced before auditions), with proposals submitted as soon as possible after casting. Since late proposals will not be accepted, check immediately with Prof. Hollinger after you are cast for the proper deadline. A Dramaturgy thesis requires a series of deadlines to accommodate production needs. These deadlines are production-specific and will be administered upon the announcement of season dramaturgs.

**Budget:** Students pursuing graduate theses must adhere to the discipline-specific budget proposal requirements laid out in the Thesis Budget Guidelines and Template document, located here. Individual budget proposals should be submitted no later than one month prior to Thesis completion so they may be approved by the Department Chair and Business Manager. Following completion of the project, receipts for approved expenses must be submitted to the Business Manager for reimbursement.

Project budgets are capped at the following amounts:

- Directing: $300
- Solo: $200
- Playwriting: $100
- Academic: $50
- Design: $50
- Dramaturgy: $50 (in addition to season budget)
**Project Committee:** Each thesis project will be assigned a three-person committee, including the thesis advisor, who chairs the committee. In most cases, the student will propose the two other members of the committee to Michael Hollinger who will invite those individuals to serve. **Students should not invite individual faculty or staff members personally.** Final decisions regarding the composition of a thesis committee rests with the faculty. The director of the production you are working on cannot serve on the Thesis committee.

**Qualifying for the Oral Defense:** The committee will evaluate the quality of the work and decide on its artistic/academic acceptability. If the committee approves the work, the advisor will schedule the Thesis Defense, which will consist of the student’s self-assessment and a discussion with the committee. The project is finished with the successful completion of the Thesis Defense, which should be held no later than two weeks following completion of the project.

**Thesis projects and defenses must be completed by May 22nal (faculty’s last contractual day for the academic year) in order to qualify for graduation. Students who complete their thesis project defense after May 8, 2020 will not receive their diploma until the start of the Fall Semester.**

**Personnel:**
Any student using personnel (actors, dramaturg, etc.) other than Villanova Theatre graduate students for their thesis must contact the Business Manager to arrange for waivers.

**Outcome:**
The outcome of the Oral Defense is based on the student’s ability to articulate their process rather than a qualified assessment of its success or failure. The student will receive a Pass or a Fail at the completion of the oral defense. Pass with Distinction will be awarded at the completion of the academic year and is granted based on superior integration of the student’s experience and their ability to articulate that during the Oral Defense.
A-VI RESOURCES

Learning Support Services
Learning Support Services provides learning and study skills resources for all students who wish to enhance their academic experience in preparing to meet their educational goals. These services include study skill workshops, academic coaching, accommodation support for students with disabilities, and study skills consultation. Workshops and one-on-one sessions are available in university-relevant skills such as time management, study strategies, academic reading, learning styles, test-taking, and test anxiety. Students of all abilities, including successful students who want to enhance their academic skills and students who are struggling, are welcome to use these services. There is no extra charge for these services, and they are open to all registered Villanova students. Click here to contact Learning Support Services.

Writing Center
The Villanova Writing Center provides a comfortable atmosphere for your one-to-one session with a qualified tutor.

Writing Center appointments are scheduled for 50 minutes. For lengthy papers (generally over ten pages), a block of 2 sessions is suggested for your appointment.

**PLEASE NOTE – the Writing Center is busy during mid-terms and finals and closed over Fall and Spring Break. Plan ahead and make an appointment in advance!

The Writing Center is located in 210 Falvey Library. Writing Center hours of operation are:

- **Sunday:** 3:30 to 7:30 p.m.
- **Monday through Thursday:** 11:30 a.m. to 7:30 p.m.
- **Friday:** 11:30 a.m. to 3:30 p.m.
- **Saturday:** Closed

Career Guidance
In addition to career-related Department events throughout the school year, faculty and staff welcome questions related to seeking theatre work, teaching opportunities, and terminal degree options at any time. Beyond the Theatre Department, career-related questions, including help with creating resumes, cover letters, etc., may also be addressed to the Career Counseling Center in Garey Hall.

Please contact the Program Coordinator for information regarding the job listings supplied by ArtSearch and the Association for Theatre in Higher Education (ATHE).
Printing and Print Allowance
Department copy machines cannot be used by students without permission. The Graduate Studies Department provides a limited print allowance to enrolled students. Full time students receive a print allowance of $60; part time students receive an allowance of $20. The credit will be added to their Wildcard account on June 1st. Unused print credit will be cleared from all accounts on May 31st. Computers are available in Bartley Hall, Mendel, Tolentine, and the Falvey Library. For additional information, click here.

TechZone
University Information Technology (UNIT) has two support stations in Falvey Library and Chapter Hall. Their staff will help you with University technology, including printing and providing you with Microsoft Office, and with your personal computing devices. Details regarding what services they do and do not provide can be found here.

Booking Rehearsal Spaces
For Vasey Studio or Garey 103:
- Contact the Program Coordinator (610-519-4760) to reserve timeslots.
- Both calendars exist as Google calendars—please request access to view these calendars from the Program Coordinator.
- Booking Guidelines will be issued to all students at the beginning of each new academic year and must be signed & returned to receive booking privileges. Please refer to Booking Guidelines here for further information.
- If neither Vasey Studio nor Garey 103 is available, you can ask the Program Coordinator to find space in a classroom through the greater University’s booking system.
- To report issues with space or equipment in Vasey Studio or Garey 103, please contact the Program Coordinator.

For Vasey Theatre:
- Contact the Technical Director to request the Vasey Theatre space.
- Our production season takes precedence in the scheduling of this space.

PLEASE NOTE: If you are using any of our spaces and working with students who are not Villanova graduate theatre students or theatre minors, those individuals must sign a waiver. You can find a copy of this waiver here, or receive a paper copy from the Business Manager or the Office Manager.

If you are using the spaces for events not sponsored by the Villanova Theatre Department, you must consult the Program Coordinator and follow the appropriate procedure.

Graduate Study Lounge
Graduate students in the College of Liberal Arts and Sciences have access to a quiet study lounge in Old Falvey Library, Room 306. This space can be accessed 24/7 using your Wildcard.

Emergency Procedure
In case of an emergency, Public Safety should be contacted immediately at 610-519-4444.
Student Health Center
The Health Center offers a variety of support services, including flu shots during the flu season. While the physician hours are only available during the day, they remain open 24/7 throughout the academic year. Contact and appointment information can be found [here](#).

Counseling Center
The University Counseling Center offers individual counseling sessions and emergency intervention resources free of charge to all current students. It is located in Room 206 of the Health Services Building. More information about booking appointments and relevant policies can be found [here](#).

Fitness Center
Villanova University currently has five fitness centers available for use by students, faculty, and staff. The locations are as follows:

- 3rd floor of the Davis Center for Athletics and Fitness (Main Campus)
- Basement of Stanford Hall (South Campus)
- Basement of Farley Hall (West Campus)
- 1st floor of Arch Hall (Main Campus)
- 1st floor of Canon Hall (Main Campus)

Each location’s hours will vary from each other and the day of the week, so please review their hours on the Villanova website and plan accordingly.

Additionally, there is a catalog of exercise classes being held throughout the year. Listings, schedules, and procedures can be found [here](#).
A-VII DEPARTMENTAL AWARDS, EVENTS, AND OPPORTUNITIES

Awards

The Brian G. Morgan ’67, ’70 Endowed Theatre Award
The Brian G. ’67, ’70 Morgan Endowed Theatre Award is funded by Mary Anne Carlson Morgan and donors in the memory of her late husband Brian G. Morgan, ’67, ’70, an actor, director and teacher. Students in their final year of graduate study within the MA Theatre program may be nominated by a faculty member and voted on by VTD faculty and staff. The recipient of this award should carry on the legacy of Brian Morgan and embody the following characteristics:

- Professionalism on and off the stage
- Superlative creative talent
- Generosity of spirit
- Commitment to ensemble work

This honor is awarded annually following the designated Brian Morgan Benefit Night performance. The recipient will receive a monetary award. Learn more here.

The Sally Curley Service Award
In honor of Sally Curley, beloved volunteer and friend of VTD for over 25 years, this honor is awarded to a second-year graduate student in their final semester. Nominations are solicited from VTD faculty, staff, and students and voted on by faculty and staff.

The recipient of this award should embody the following characteristics:

- Service to the Department
- Volunteerism
- Working towards the greater good
- Generosity and a positive attitude

At the annual Graduate Showcase, the recipient of this award will receive the Sally Curley Service Medallion, to be worn at graduation. Learn more about this award here.

The Sue Winge Playwriting Competition
Annually, Villanova Theatre welcomes a visiting playwright to campus to develop a new play in collaboration with graduate and undergraduate students, culminating in a professionally-directed New Works Reading in late spring. In the coming year, this program will merge with the Department’s Sue Winge Playwriting Competition, which has annually awarded a play development opportunity to a Villanova alum, student, staff or faculty member. Looking forward, we plan to establish a rotating cycle that will alternately accommodate invited guest playwrights and the submission-based competitive process for Villanovans only. Look for an announcement about the spring, 2020 New Works Reading during the school year!
The Belle Masque Scholarship
This scholarship was established in Memory of Rev. William J. Krupa, OSA, '41 by Dorothy Ann and Bernard A. Coyne, Ph.D. '55. The purpose of this fund is to provide financial support to academically talented theatre students. Recipients will be selected by the VTD Chair in consultation with the Director of Financial Assistance. The scholarship will be awarded once per academic year. The recipient will receive a monetary award.

The Maskinas Award
This fund was established in the memory of Patricia A. Maskinas '76 with the purpose of providing an annual stipend to a graduate theatre student who demonstrates financial need, talent and promise. The recipient of this scholarship will be selected by the Chair of the Theatre Department.

The Marianne M. and Charles P. Connolly, Jr. '70 Theatre Endowment
This endowment will be used to provide supplemental financial support in the form of a one-time $5000 scholarship to a graduate student in the Theatre Department who has demonstrated academic merit. Recipients of the scholarship will be selected by the Chair of the Theatre Department.

The Brian G. '67, '70 and Mary Ann Carlson '70 Endowed Theatre Scholarship
The Brian G. '67, '70 and Mary Ann Carlson '70 Morgan Endowed Theatre Scholarship will be awarded to a second-year graduate student in the theatre program who demonstrates financial need and theatre-related promise.

The Joseph C. Franzetti, Jr. '78 and Patricia M. Franzetti '78 Award
This fund was created by Joseph C. Franzetti Jr. '78 and Patricia M. Franzetti '78 and will provide financial support in the form of a one-time scholarship to a graduate student in the Theatre Department who demonstrates academic talent. The recipient will be chosen by the Chair of the Theatre Department in consultation with the Director of Financial Assistance.

The Susan Trimble Schaeffer Scholarship
The Susan Trimble Schaeffer Scholarship fund was established in her memory by her husband Eric J. Schaeffer. This scholarship will be awarded for one academic year and will provide financial support to an academically talented full-time graduate student in the Department of Theatre and Studio Art with the potential for a future in Theatre. The recipient will be selected by the Chair of the Theatre Department in consultation with the Director of Financial Assistance and will strive to carry on the legacy of Susan Trimble Schaeffer by embodying the characteristics of professionalism and creative talent.
**Events**

**Speaker’s Night**
A brief lecture and Q&A session with an invited guest speaker is held on the second Thursday of every run, directly following the performance. The show’s director and dramaturg are also present to field questions. **Graduate assistants and tuition scholars are required by the Chair to attend this event.** All other students are strongly encouraged to attend the speaker portion of the evening for educational purposes.

**Showcase**
At the end of the spring semester, the department presents a showcase featuring selected student work from the spring semester’s graduate courses. The showcase is produced by a Theatre faculty member. **All graduate students are required to attend.**

**The Philadelphia Theatre Research Symposium**
**All Assistants and Scholars are required to attend.** This conference is conceived and implemented by Villanova Theatre each spring. Some students may be chosen to present papers at the conference as well. Please see page 13.

**Mandatory Events**
Please refer to our **Departmental Calendar** located [here](#) for information.
A-VIII GUIDELINES FOR ASSISTANTS AND SCHOLARS

As part of the graduate scholarship responsibilities, all students receiving tuition remission must maintain the work and needs of the Theatre Department as a top priority. Therefore, participation in work outside of the department, whether on or off-campus, must be approved by the Department Chair. The student must seek approval for any work outside by consulting with both their supervisor and the Chair in writing ahead of agreeing to any outside work.

This approval is particularly important in regard to artistic work, including professional work, non-compensated work, and extra-curricular on-campus work. While the Department is eager to see students flourish in their experience of the profession, students must meet their primary responsibilities first and foremost. In seeking approval, students must be clear about the obligations related to the outside opportunity and be transparent about their intentions. This will enable the faculty to ensure the best possible balance between facilitating these opportunities and ensuring that the needs of the department, both curricular and production, are still met.

PLEASE NOTE: Tuition remission for Assistants and Scholars covers a maximum of 36 credit hours. (Students pursuing the Certificate in Non-Profit Management will be required to pay tuition for the additional 3 credit hours that certification requires.)

Guidelines for Graduate Assistants (GA)

- GA must review and sign GA contract.
  - Full-time GA must complete 300 hours per semester. These MUST be logged!
  - Full-time GA is not allowed to work outside the department during the academic year.
    - Exceptions may be granted by the Chair in consultation with the Department Supervisor on a case-by-case basis on work within the field of Theatre.
  - Part-time GA must complete 200 hours per semester. These MUST be logged!
- GA must maintain a standard of excellence in performance and scholarship as a representative of the Villanova Theatre Department.
- GA is expected to attend all mandatory events listed on the Departmental Calendar and other mandatory events announced during the academic year.
- GA may be asked to report to work prior to the beginning of the Fall and Spring semesters.
- GA may work through Fall and Spring break if scheduled by supervisor to do so.
- GA may be asked to drive University vehicles and will be allowed to drive only after (1) insurance forms are filled out, (2) training is complete, and (3) approval is emailed. DO NOT DRIVE without completing all three components!
- GA may be given department keys which should be used only by the GA. There will be a $25.00 fee for each lost key.
- All library fees will be waived for overdue books that are returned.

Production:
- GA will be asked to assist with auditions, if needed.
• GA must be at all Tech Weekends beginning on Friday. **Tech weekend does not count for GA hours.** If released from Tech Weekend, the GA must attend the final dress rehearsal that Sunday.

• GA will fill a show’s running crew slot if called on by the VUTD. This could mean operating lights or sound, and/or helping backstage. This may be required with little advance notice.

• GA must attend set strike. **Strike does not count towards GA hours.**

**Summer Course**

• GA may take a summer course and have the tuition waived. **The waiver of tuition for one summer course requires 35 hours of service over the course of the summer at the discretion of the Department Chair.** The GA will then take one less class during the fall or spring semester. Requests for summer tuition waivers are due to the Program Coordinator April 15.

**Renewal**

• At the end of the Fall semester of the first year, each GA is required to send a letter to the Chair requesting a GA renewal. This is not a guarantee for renewal. An evaluation interview will be scheduled to determine a GA’s status for the following year.

**Guidelines for Acting Tuition Scholars (ATS)**

• ATS must review and sign ATS contract.
  o ATS must complete a minimum of 100 Tuition Scholar (TS) hours per semester. These MUST be logged!
  o ATS is not allowed to audition for outside work during the school year. (Winter break may be an exception and requires the approval of the VTD Chair).

• ATS must maintain a standard of excellence in performance and scholarship as a representative of the VUTD.

• ATS is expected to attend all mandatory events listed on the Departmental Calendar and other mandatory events announced during the academic year.

• ATS is required to participate in a minimum of 7 productions over 4 semesters—functioning as either an actor or fulfilling a production practicum.
  o If ATS is cast in all shows, the final show is considered service to the department.

• ATS may be asked to drive University vehicles and will be allowed to drive only after (1) insurance forms are filled out, (2) training is complete, and (3) approval is emailed. DO NOT DRIVE without completing all three components!

• ATS may be given department keys which should be used only by the GA. There will be a $25.00 fee for each lost key.

• All library fees will be waived for overdue books that are returned.

• ATS are permitted to serve as a Production Dramaturg. This must be coordinated with the Resident Dramaturg (Dr. Chelsea Phillips), VTD Chair, and the production director.
Production
- ATS is required to audition for every show. Note: being cast is not guaranteed.
- ATS is required to complete 3 production practicums (acting can count for all production practicums for ATS). Three production practicums are required for all Villanova Department Theatre (VTD) MA students for graduation.
- ATS will be asked to assist with auditions, if needed.
- ATS is required to work through Fall and Spring break if scheduled by director or Stage Manager.
- If Cast...
  - ATS is required to accept any role. Each role may qualify for either TS hours or a production practicum.
  - ATS may be asked to report to rehearsals prior to the start of a semester.
- If Not Cast...
  - In a semester, an ATS is required to work 100 TS hours for that semester (even if all practicums have already been filled).
    - ATS must work on the production in the area of most need as determined by the VTD.
  - ATS is required to be at Tech Weekend beginning 4 pm Friday evening. Tech weekend does not count for TS hours.
  - The ATS must attend the final dress.
  - VTD may call on an ATS, if the ATS is not in a show, to fill a show’s running crew slot. This could mean operating lights or sound, and/or helping backstage. This may happen at the last minute.
- ATS is required to attend all set strikes. This does not count towards TS hours.

Summer Course
- ATS may take a summer course and have the tuition waived. The waiver of tuition for one summer course requires 35 hours of service over the course of the summer at the discretion of the Department Chair. The ATS will then take one less class during the fall or spring semester. Requests for summer tuition waivers are due to the Program Coordinator by April 15.

Renewal
- At the end of the Fall semester of the first year, each ATS is required to send a letter to the Chair requesting an ATS renewal. This is not a guarantee for renewal. An evaluation interview will be scheduled to determine an ATS’ status for the following year.

Guidelines for Tuition Scholars (TS)
- TS must review and sign TS contract.
  - TS must complete a minimum of 100 Tuition Scholar (TS) hours per semester. These MUST be logged!
  - TS may be asked to report to work prior to the start of a semester.
TS are required to work through Fall and Spring break if scheduled by their supervisor to do so.

TS may work outside of Villanova, but the scholarship comes first. Work schedules must be approved by the VTD Chair.

- TS must maintain a standard of excellence in performance and scholarship as a representative of the VUTD.
- TS is expected to attend all mandatory events listed on the Departmental Calendar and other mandatory events announced during the academic year. It is especially important that all TS attend all colloquia provided by their departments and that all TS participate and assist in seminars and forums as directed by the VTD Chair.
- TS may be asked to drive University vehicles and will be allowed to drive only after (1) insurance forms are filled out, (2) training is complete, and (3) approval is emailed. DO NOT DRIVE without completing all three components!
- TS may be given department keys which should be used only by the GA. There will be a $25.00 fee for each lost key.
- All library fees will be waived for overdue books that are returned.

Production
- TS are required to complete 3 production practicums. Three production practicums are required for all Villanova Department Theatre (VTD) MA students for graduation.
- TS are not required to attend Tech rehearsals or strike for shows with which they are not otherwise involved. Any hours accumulated at tech and strike do not count for TS hours.
- TS will be asked to assist with auditions, if needed.
- VTD may call on a TS, if the TS is not in a show, to fill a show’s running crew slot. This could mean operating lights or sound, and/or helping backstage. This may happen at the last minute.

Renewal
- At the end of the Fall semester of the first year, each TS is required to send a letter to the Chair requesting a TS renewal. This is not a guarantee for renewal. An evaluation interview will be scheduled to determine a TS’ status for the following year.

Summer Course
- TS may take a summer course and have the tuition waived. **The waiver of tuition for one summer course requires 35 hours of service over the course of the summer at the discretion of the Department Chair.** The TS will then take one fewer class during the fall or spring semester. Requests for summer tuition waivers are due April 15.

More information about summer tuition waivers can be found [here](#).
Part 2: Production
P-I PRODUCTION SELECTION & STAFFING

Season Selection Procedure

Since Villanova Theatre’s mainstage season is designed to be a laboratory for the ideas that circulate in our classrooms, selecting a season is one of the most important tasks we undertake. Ideally, each season will reflect and illuminate the curriculum, provide meaningful casting opportunities for graduate and undergraduate students, entertain and edify our audiences, and engage the intellects and artistic sensibilities of our department. Student representatives will release a call for play suggestions every fall and will then communicate these suggestions to the faculty, who will incorporate those of interest when proposing their own ideas. The full Season Selection Committee (comprised of student reps, staff and faculty) will meet to discuss play and musical proposals, with an eye toward ratifying our next mainstage season.

Season Dramaturgs

Once the season is settled, students who have completed the full-year Dramaturgy sequence are invited to apply to be a season dramaturg for the following season. The Dramaturgy professor will then work with the directors to determine the needs of the respective shows, the best fits, etc. Chosen dramaturgs will be announced at the annual Departmental Showcase, which occurs in early May. Dramaturgs are mentored by the Dramaturgy professor. Villanova Theatre’s Education Dramaturgy program aims to foster closer connections between the Department’s productions and our audiences. Each year, a team of students creates pedagogical resources around our mainstage plays and enters a wide array of classrooms as guest lecturers and workshop leaders.

Casting

Philosophy

All students are encouraged to audition for every production, as each rehearsal/performance process represents one of the richest learning opportunities our program offers. Current students receive first consideration in the casting process, but all auditions are also open to everyone in the university community. In order to fulfill the artistic aims of departmental productions, casting may often include both students and non-student actors. Some members of the cast may be drawn from former students or the larger community, particularly when a production poses special casting challenges. On occasion the department may also invite Guest Equity Artists to perform roles within productions, a practice that also allows student actors to work with and learn from professional artists.

Nondiscrimination

The department will not discriminate against any auditioning actor by reason of race, ethnicity, sex, sexual orientation, gender identity, age, physical ability, or belief. We are committed to expanding the participation of women and all minority and ethnic groups in the artistic process. We encourage and actively pursue flexible and imaginative casting that provides stage opportunities for all ethnic backgrounds and gender identities. Final casting decisions lie with the director, pending approval of the department Chair and Artistic Director.
Participation
Participation in productions is dependent on good academic standing and is at the discretion of the Chair of the department. Any student that is a member of AEA and is cast in a production performs for education purposes within the degree program. These are listed in the program as members of Actors Equity but are not paid a professional salary. AEA students need to obtain an educational waiver from AEA and submit to the Business Manager.

Assistant Stage Managers and Stage Managers

Assistant Stage Managers
All first-year full-time students will assistant stage manage (ASM) in their first year. In the summer e-packet, all first-year students are asked to rank which of the four shows they want to ASM, from most interested to least interested. ASMing counts for one practicum.

Stage Managers
Students who want to stage manage (SM) one of our mainstage productions should contact the Business Manager to express their interest. In most cases, students must ASM before stage managing. SMs will be considered through a variety of factors, including past experience and thesis project intentions. SMs are chosen through consultation between the Business Manager, the Production Manager, the Artistic Director, and production directors. SM counts for two (2) practicums.
P-II REHEARSAL PROCEDURES

Actor Guidelines

All actors also agree to the following during Rehearsals, Tech and the Run of the Production…

Punctuality

- All actors agree not only to be present, but also **ready to work** at the start of all calls including (but not limited to):
  - Callbacks
  - Rehearsals
  - Costume fittings
  - Photo calls
  - Show calls

- Repeated lateness or other infractions of these guidelines will be considered grounds for dismissal from a production.

Integrity

- All actors agree to perform their roles as set by their director and to conform to the language of the script to the best of their ability.
  - Due to the educational nature of our theatrical productions, actors may receive notes from the director after opening.

Costumes

- Fittings…
  - Arrive ten minutes early to your appointment (if possible) and remember to wear proper undergarments.
  - The process of a costume fitting is an ongoing one in which multiple people have inputs on the costumes you are wearing.
  - The standard procedure for a fitting is as follows:
    - Wait outside to be called into the office.
    - Hang your personal clothes up on the hooks in the fitting room, place your shoes under the chair.
    - Please note that any comments made about one’s costume or the way it fits are purely artistic and not directed toward any individual in any way.

- In rehearsal and production, all actors agree…
  - To care properly for their costumes.
  - To pay strict regard to make-up, dress, and hairstyle as indicated by the director and costume designer.
  - To refrain from eating, drinking or smoking at all times while in costume, including breaks and photo calls.

Props/ Sets/ Theatre

- In rehearsal and production, all actors agree:
To respect the props, set, and physical property of the production and theatre.
To return any rented scripts or scores to the stage manager at the end of a run, with all blocking and notes erased. If scripts are not returned in proper condition or not returned at all, a fee will be assessed.

**Backstage Etiquette**

Villanova Theatre productions aspire to professional standards from season selection through the entire run of the play. Therefore, we expect that backstage decorum is respected and reinforced by students. Out of respect for the process of acting and performance we require that all students/actors maintain professional and respectful behavior...

- The **Dressing Room** is a place for preparation and concentration; thus eating, use of cell phones or computers, playing of music, and unnecessary noise are not permitted.
- During performances, the **Green Room** and all backstage areas are places for actors to focus and ready themselves; we count on all students/actors to contribute to this atmosphere of concentration and respect. The Green Room should not be used as a social space during performances. This standard of etiquette is a code of honor for each individual student/actor.
- All personal belongings must be safe guarded during all day activities, rehearsals, and performances. **Lockers** are available in the Vasey Hall basement hallway (students provide their own locks). If something of value is damaged or stolen, it is the responsibility of the student to file a claim with their personal homeowner's or renter's insurance. Only University owned equipment is covered by the University insurance.

**Rehearsal Period**

- The rehearsal period for any production generally extends from four to six weeks.
- All weeknight rehearsals are limited to 4 hours and must end by 11:00 pm, with an exception made for the following scheduled events only: First Read-Through Rehearsal, Spacing Run, Designer Run, Invited Dress, Tech days, and Preview Performance. For exception rehearsal days, the rehearsal end time is 11:30pm.
- On Saturdays and Sundays, actors may be called for a total of eight hours per day. For extended rehearsals, actors must be given an hour break after five hours of rehearsal, in addition to the regularly scheduled breaks.
- Directors will make every effort to organize the schedule to minimize the possibility of called actors not being used.
- The crew must elect a spokesperson similar to the actors’ representative as stated in the Production Guidelines. The Stage Manager Consultant (SMC) will organize the voting.
Overlapping Productions

- Auditions or callbacks may be scheduled on rehearsal or show days/evenings. In this case, students should consult with the Production Manager.
- If an actor begins rehearsals for one Villanova Theatre production while in performance for another, they may rehearse for no more than four hours on Saturdays and will not rehearse on other days until the first production has closed. They will have a two-hour break before their scheduled performance call.

Breaks

- All students must be given a 30-minute dinner break between class and rehearsal (this policy may differ for Stage Managers and Assistant Stage Managers).
- Except during run-throughs and dress rehearsals, there shall be a break of five minutes after no more than fifty-five minutes of rehearsal or ten minutes after no more than eighty minutes of rehearsal for each member of the company.
- There should be no less than a ten-hour rest period between the end of the rehearsal on one day and the beginning of rehearsal on the next. It is not always possible to give a twelve-hour rest period for crew (during tech).

Days Off

- There will be one scheduled day off per rehearsal week (though additional days off may be granted at the director’s discretion).
- Cast and crew/ members of the production may be required to work through Fall and Spring break and may be called back early from Christmas break if scheduled by the director. There will be no rehearsal or performance when the University is closed.
- These rules have been developed as general guidelines; external commitments on the part of the cast can make scheduling extremely difficult and therefore exceptions to these guidelines may have to be made by the director in consultation with the department’s production personnel.

Stage Fighting

- Stage fights will be choreographed by a fight director, a choreographer, or other suitably trained professional. Every effort will be made to achieve the optimum degree of safety. Actors who participate in a choreographed fight will run through the routine during the fifteen minutes prior to the call for any dress rehearsals, previews or performances. A fight captain will be designated and who will oversee and document fight calls.

Intimacy Procedure

- Villanova Theatre Department recognizes that acting in a play may require a degree of emotional and physical vulnerability. Villanova Theatre Department will make its best effort to inform actors of roles in productions anticipated to require physical intimacy (beyond casual touching) at the time of audition. The rehearsal and production process is an
evolutionary one, and it is understood actors may be asked to or suggest conduct in a scene considered intimate subsequent to auditions. In either case, the department affirms the principle of a safe and consensual space, and rehearsals will be conducted with the following guidelines*:

- Prior to rehearsing scenes involving intimate contact, actors, director, stage manager and choreographer (if one) will discuss content, create consent and discuss boundaries. A “safe word” (such as “hold”) will be established. The stage manager will document consent and details of any intimate choreography. Actors have the option to decline staging depicting intimacy not disclosed at the audition.
- A conversation about consent should specify the range of contact that is acceptable (e.g. anything but “underwear area” is approved, kissing shall be close-mouthed, etc.) Boundaries may change during the process, but any changes will be discussed and agreed upon prior to rehearsing the scene. There will be an opportunity to discuss any boundary violations at the end of each rehearsal and performance. The agreed upon structure of intimate contact shall be maintained at all rehearsals and performances. *
- In the event an actor feels boundaries or consent have been violated, they should speak to a Villanova Theater Department representative, including the stage manager, cast representative, the Production Manager or Chair of the department.

*Adapted from Chicago Theater Standards, #NotInOurHouse.

**Tech Rehearsals and Performances**

- On tech weekend, per professional standards, actors may be called for two ten-out-of-twelve-hour rehearsals during the weekend. Tech will begin on Friday.

- During dress and performance weeks, regular call will be 7:30 pm (with exceptions for special dress or warm-up calls).

- Stage management and crew calls vary from show to show and will be determined by the Production Manager.

- Class Dismissal: Actors and tech crew will need to be excused from classes one half-hour before their call. Earlier calls will be coordinated by the director, stage manager, and Production Manager with the approval of the Chair. Release times will be communicated to the students and the professors. Students should not leave class for calls without such prior arrangements. **Certificate in Non-Profit Management students should be proactive in communicating with their professors as soon as cast.**

**Rehearsal Methods**

Directors often use improvisation, theatre games, and physical exercises in preparing a production. To fully ensure the physical and emotional well-being of the actor who participates in these exercises, the department has developed the following guidelines:

1. The actor must inform the director and the stage manager of any personal physical conditions that should be taken into consideration prior to the beginning of rehearsal,
particularly with regard to any vigorous or unusual physical activity; this concern will also be addressed by a specific question on the callback form.

2. Actors should come to rehearsals appropriately dressed for that day’s work as indicated by the director; for example, the actor must remove any items of jewelry before beginning any physical exercises.

3. In consideration for cast mates and collaborators, given the close quarters and physical nature of performance, actors should be conscientious of personal hygiene at all times.

4. On a daily basis, the stage manager will assume responsibility for the general safety of the rehearsal/performance space.

**Cast Representative**

During the first week of rehearsals, the Production Manager will see that members of the cast elect a cast representative to whom the cast members can voice problems or concerns. The cast representative’s job is to relay problems clearly and immediately to the Production Manager, who will work with all parties involved to effectively solve the problem. If circumstances dictate, the cast representative may also choose to communicate directly with the Chair of the department or the Artistic Director. The Production Manager will meet with the elected cast representative on an as-needed basis.

**Open Rehearsals**

All theatre students are encouraged to observe rehearsals whenever possible as a fundamental way of learning about theatre. However, visits should be cleared in advance with the director and stage manager.
P-III PERFORMANCE PROCEDURES

Tech Guidelines

- Tech Weekend takes place the weekend before the production opens. The schedule is determined by the director and production staff in a production meeting. There will be a run-through a few days before Tech Weekend which all crew are required to attend, including a brief crew orientation after this run.

- The SM, ASMs, sound board operator, light board operator, and all other members of the production team must attend all tech and dress rehearsals.

- The technical crew will work twelve out of fourteen hours on tech weekend with one-hour lunch and dinner breaks.

- During tech weekend, the Technical Director (TD) is the immediate supervisor of the tech crew. The TD and SMC will oversee the stage manager and enforce the technical guidelines.

- Stage management and crew calls vary from show to show and will be determined by the Production Manager (PM).

- Once the performances begin, the tech crew will be under supervision of the stage manager.
Costume and Make-up

- The theatre shall provide all costumes and clothing except modern undergarments.

- The stage manager will furnish kneepads when necessary.

- The theatre will supply make-up and hair styling instruction for those who need it.

- However, actors will do their own make-up and hair for performance. The actor will supply ordinary and conventional stage make-up; the department will provide body make-up or character make-up requiring special supplies.

- No actor will be required to cut or to change the color of their hair unless they agree in writing prior to the beginning of rehearsal. If they agree, the department will pay the expense to cut or color the hair and for its upkeep during the run of the show, as well as for the restoration to the original color at the close of the run.

- The undergraduate Wardrobe Managers (WM) will pre-set and strike ALL costumes.

- Actors should not move pieces.

Please strive to keep all spaces, including dressing rooms, clean and food-free.

Theatre Facilities

The department has operated under severe space limitations for years. For this reason, we ask cast and crew member to do their best to respect the actors’ needs in preparing for a performance. Within these restrictions, we supply the following facilities/resources:

1. Dressing rooms for actors within the theatre building.
2. A warm-up space for actors’ use prior to performance.
3. Reasonably pliant surfaces for dance rehearsals and performances.
4. Water coolers wherever the actor is required to rehearse or perform.
5. Sinks with hot and cold running water reasonably convenient to the dressing area.

Please strive to keep all these spaces clean and food-free so that they are ready for use by everyone in the department.

Photo Calls and Image Release Policy

All photo calls will be scheduled at the discretion of the Marketing/PR Director. All students will elect whether to sign an image release waiver at the beginning of the first semester of his or her first year. If a student elects to sign the image release waiver, pictures may be used and distributed at the discretion of the Marketing/PR Director. Possible outlets include print, digital, and social media.

Some lead actors may be scheduled for a short pre-production shoot prior to opening. Photos and video will also be taken during scheduled rehearsals of tech weekend. The Marketing/PR
Director also runs the archival photo shoot for the department. This shoot is held for archival purposes following the first Sunday performance after opening. Be prepared to spend at least two hours on archival photos.

Time for photo calls is not deducted from rehearsal hours. Actors will not, however, be asked to do photo calls and rehearse for ten hours in a ten out of twelve-hour day prior to opening.

Students may be granted access to photography for portfolio purposes but should coordinate with the Marketing/PR Director to request permission to use images featuring the likeness of their peers.

Strike

It is the responsibility of those completing a practicum, crew members, acting scholars, and graduate assistants to participate in the strike following the final performance, unless explicitly excused in advance by the Technical Director. Tuition scholars are not required to participate in strike unless they are completing a practicum for that show.

Practicum Guidelines

Practicums are a required component of the curriculum. In addition to supporting Villanova Theatre productions, they are intended to expand students’ understanding of the wide range of disciplines required to put up a show, as well as to encourage the cohesion of each year’s cohort through shared endeavor. Please note the following regarding theatre practicum policy:

• Graduate students must complete three production practicums to graduate. Your practicums will be determined through advising with the Chair, the Business Manager, and the Production Manager.

• The Business Manager arranges the theatre practicums and maintains the students’ practicum records.

• All first-year graduate students must apply to serve as assistant stage manager (ASM) for one production in their first year. (If you are a part time student, you may be asked to serve as ASM in a later season.)

• Practicums may be fulfilled in the areas of Stage Management; ASM; Light Board Operator; Sound Board Operator; Dramaturgy/Research; Construction for Set, Costumes, or Props; Dresser; and Acting.

• We encourage students to invest themselves in the broad spectrum of possibilities offered as production practicums, taking advantage of the opportunity to learn about areas with which they may not be familiar.
• Timesheets are sent electronically by the Stage Manager once the student is given an assignment for a particular production. If the student is doing a practicum in one of the shops, the shop supervisor will distribute the time sheet.

• All practicum students must attend the strike for the production on which they work. Time sheets should be digitally submitted to the Business Manager immediately after strike. A pass grade for the practicum cannot be issued without a time sheet indicating participation at strike.

NOTE: You cannot use your thesis project as a practicum as well. (i.e., serving as a production dramaturg can be your thesis project OR fulfill a practicum, but it cannot count as both) unless you are an Acting Scholar.
Theatre Tickets & Comp Policy

Theatre minors and graduate students in theatre are welcome to see department shows for free as many times as they wish, as long as seats are available. Students are encouraged to attend the opening night (with reception after) and the Speaker’s Night, the second Thursday of the run.

- Actors: 4 comp tickets to the production in which they appear
- Stage Crew: 4 comp tickets to the production on which they work
- Production Personnel: 4 comp tickets to the production on which they work
- Grad Theatre Students: 4 comp tickets to each production during the season
- Theatre Dept. Work-study: 4 comp tickets to each production during the season
- Theatre Minors: 2 comp tickets to each production during the season
- Other Villanova Students: 2 comp tickets to all Tues. shows; $8 all other shows

**There is a limit of 4 comp tickets per person per production**

If you are a graduate student and also act in the show you DO NOT receive 8 comp tickets!

An additional pair of comp tickets may be made available to you via the Marketing/PR Director for Opening Night and/or low attendance performances. These tickets must be booked directly with the Marketing/PR team.

Comp tickets that are reserved but not picked up will be deducted from your available comp ticket total. If you need to release your comp tickets, please call the box office directly at least one hour prior to show time.

All paid and comp tickets must be reserved through the Box Office in the Lobby of Vasey Hall:

- Hours: Monday-Saturday, 12pm-5pm
- Phone #: 610-519-7474
- Web: [http://villanovatheatre.org/](http://villanovatheatre.org/)

Anyone can see the show for FREE at any time by volunteering to usher. We need ushers for all performances. Ushers may sign up at the box office in person or by calling 610-519-7474.
HEALTH & SAFETY POLICIES

General Health and Safety

In the case of injury or illness during the rehearsal and performance period, the Student Health Center is available to all students of Villanova University. The Student Health Center is located on the third floor of the Health Services Building and can be contacted at 610-519-4070. The Student Health Center is open 24 hours a day, 7 days a week during the academic school year. Exceptions include holidays and scheduled breaks. Summer hours are generally 8 a.m.-4 p.m., Mondays through Fridays.

Graduate students, unlike undergraduate students, are not required to pay the Health and Wellness fee each semester. Therefore, they will be charged $25 for an office visit with a doctor or nurse practitioner. The follow up appointment is free of charge, as is any brief consultation with a nurse.

The health service provided by the university does not include special treatments, service of a private physician, physical examination not connected with illness or accident, dental work, x-rays, hospitalization, transport or any service not included in the general policy of the University Health Services. Students are financially responsible for the costs of any laboratory tests, some over-the-counter medications, and all prescription medications.

If injury or an accident occurs during the rehearsal or performance, the stage manager should fill out an accident report and notify the business manager. All graduate assistants, scholars, and work-study students are covered by the University under workman’s comprehensive insurance. All other students must be covered through their own insurance companies.

All personal belongings must be safe guarded during all day activities, rehearsals, and performances. Lockers are available in the Vasey Hall basement hallway (students provide their own locks). If something of value is damaged or stolen, it is the responsibility of the student to file a claim with their personal homeowner’s or renter’s insurance. Only University owned equipment is covered by the University insurance.
**Firearms Policy**
In compliance with Radnor Township’s ordinance on weapons, the Villanova Theatre Department prohibits the use of all blank firing weapons in rehearsals, performances, directing scenes, thesis projects, classroom work, etc. Radnor Township prohibits the possession of air guns, air pistols, spring guns, blank guns, paint-ball guns, dart guns or any implement not a firearm which impels with force, or has been modified to impel with force, a pellet or projectile of any kind.

See Radnor Township’s Hunting and Weapons Ordinance: [http://ecode360.com/10972735](http://ecode360.com/10972735)

**Approved Firearms**
- Weapons without firing capabilities are acceptable, such as cap guns, toy guns, cast or fabricated guns, and deactivated firearms with manufacturer blocked barrels.

**Procedure**
- All firearms must be presented to the Props Master for approval before use in rehearsals, performances, directing scenes, thesis projects, classroom work, etc.

- When transporting prop firearms into or out of the building and anywhere outside of the designated performance space, the firearm must be secured in a closed box or bag, with a bright orange cap or plug on the end of the barrel.

- When not in use, any prop firearm must be locked in a cabinet or lockbox.

**Snow Policy**
The Villanova Theatre Department intends to maintain its scheduled rehearsals and performances, avoiding cancellations due to inclement weather whenever possible. However, the Theatre Department will cancel all rehearsals and performances when the University has closed the school due to weather. It is possible that Villanova may cancel day classes and hold evening classes. In this case, rehearsals and performances will proceed as scheduled.

See Villanova’s Snow Policy and Procedures: [Snow Policy and Procedures](#)

**Rehearsal Exception**
- If a cancelled school day occurs during the week beginning the Saturday before Tech Weekend, leading up to and including Tech Weekend, the cancellation of the rehearsal will be at the discretion of the Theatre Department Chair in consultation with the Production Manager and the play’s director. Please be aware that the Tuesday preview performance is considered a rehearsal.

Because students come from various locations and distances, some of which may be more seriously affected by adverse weather than others, students and cast members must, as always, exercise their judgment on whether it is safe to drive to the University.
Procedure
The Theatre Department will notify via email all cast, crew, and production team members if a rehearsal or performance is cancelled.

Rehearsal notification
Notification of a rehearsal cancellation will occur no later than two (2) hours prior to rehearsal call.

Performance notification
Notification of a performance cancellation will occur no later than 2pm for evening performances (Tuesday - Saturday) and by 10am for matinee performances (Sunday).

Safety in Our Spaces
All onstage stairways, ramps, entrances, and exits that may be affected by blackouts shall be indicated using luminous tape. All offstage stairways, ramps, entrances, and exits that may be affected by blackouts shall be illuminated by low wattage running lights and shall also have a railing if higher than twelve inches.

Portable first aid kits, stocked with adequate supplies and first aid information, will be accessible in rehearsal spaces and the theatre.

The department, under the direction of the Technical Director, will work to identify and eliminate hazardous, toxic, or unsafe materials and procedures from the working environment. The Technical Director will also oversee all fire safety procedures and maintain the fire extinguishers.

Eating and drinking in the theatre is permitted in designated areas only, as indicated by the Technical Director. Eating and drinking other than water is prohibited when in costume.

In accordance with university policy, smoking is prohibited in the theatre and rehearsal spaces.

Any special effects and the equipment used to create them will be safety checked by the Technical Director and/or Props Master.

Safety Trainings
Student safety training (e.g. CPR, fire extinguisher) may be scheduled by the department or can be requested by a student.

Cargo van training takes place at the beginning of the school year for graduate assistants and work study students who have completed the motor vehicle training program.
P-V IMPLEMENTATION
Theatre faculty and staff share responsibility for enacting these production guidelines. Day to day procedures that relate to rehearsal and performance are implemented by the director and stage manager. If these guidelines do not address a specific production challenge, please refer the issue to the department’s Production Manager as well as the Artistic Director, who will consult the Department Chairperson if necessary. Naturally, the Department Chairperson should be informed of any issues that will affect the successful outcome of any department activity. The final decision on any matter is the responsibility of the Chair.