

**CLEVELAND STATE UNIVERSITY
DEPARTMENT OF THEATRE AND DANCE**

HANDBOOK FOR THEATRE STUDENTS

REVISED AUGUST 2017

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ABOUT THIS HANDBOOK

This handbook provides information on the policies and procedures of the CSU Department of Theatre and Dance that are important for theatre participants in the program to know. The layout is intended to make the process of navigating the complex activities of the program as clear as possible.



INTRODUCTION

WELCOME TO CLEVELAND STATE UNIVERSITY THEATRE AND DANCE

We are delighted that you have an interest in studying Theatre and Dance here at Cleveland State University. Whether you plan to be a major, a minor, or simply wish to pursue educational and performance opportunities in our program, we welcome you to Cleveland State's diverse Theatre and Dance community.

Cleveland State University assumed a tradition of excellence when it adopted the buildings, faculty, staff, and curriculum of the former Fenn College, a private institution of 2,500 students that was founded in 1929. Established as a state-assisted university in 1964, and the Theatre Program at Cleveland State also began in the 1960s.

Cleveland State University's historical roots go back to the 19th century. During the 1880s, the Cleveland YMCA began to offer day and evening courses to students who did not otherwise have access to higher education. The YMCA program was reorganized in 1906 as the Association Institute, and this in turn was established as Fenn College in 1929. A significant contribution of Fenn College was its pioneering work in developing internships for students in engineering and business. These internships, as joint ventures between the college and local businesses and industries, provided students with professional contacts and experience as well as an affordable education. Historic Fenn Tower, now student housing, still stands as a reminder of the early years, when Fenn College was known as the "Campus in the Clouds."

Cleveland State alumni have graced stages the world over and have achieved significant careers as performers, designers, directors, playwrights, arts administrators, critics and dramaturges. Our distinguished faculty brings impressive professional and academic experience to the classroom and rehearsal halls. Students in our program are given extraordinary opportunities to study the craft, history, literature and cultural significance of Theatre and Dance through exploration in the classroom and studio, as well as in live performance.

I. MANDATORY INFORMATION FOR ALL THEATRE STUDENTS

SERVICE HOUR REQUIREMENTS

WHAT ARE SERVICE HOURS? All registered, active Full Time (12 credit hours or more) majors/minors are required to do Service Hours in support of the department's many activities.

- Read on for a list of activities that do and do not count towards Service Hours.
- All theater majors (including scholarship students) are required to perform 20 hours of service each semester.
- All theater minors are required to perform 10 hours of service each semester.
- All service hours must support CSU sponsored stage productions and events, or serve the department through a faculty or staff approved project.
- Once your time sheet is completely filled out, please return it to the mailbox hanging outside of the Costume Shop (MB 515). Take another blank form until you reach your required 20/10 semester hours.

Record Keeping

Terry Pieritz is the Service Hour Recorder and will report totals to the faculty, staff and students at mid-term and final exam weeks of each semester.

Time Sheets are available on the Middough Building 2nd Floor Call Board or Costume Shop Board, MB 515 (See Appendix page 21)

Please Record IN INK:

- Date
- Type of service
- Time in and out
- Total time per session
- Signature of faculty or staff supervisor in ink.
- DO NOT include hours for "sign in" calls (i.e. – Ushering, Monthly Majors Meetings (M³), load-in or strike. Sign in sheets are recorded separately.)

Hours will not be accepted without a valid signature.

Hours are tallied from Fall through Spring of an academic year.

It is the student's responsibility to turn in each service hours sheet in order to have hours documented. Lost sheets may result in under-recorded service hours. Original Time Sheets will be kept on file.

Students with a deficit of 20 hours (majors), or 10 hours (minors) or more will not be allowed to audition or design for main stage productions. This will also imperil the chances of receiving/maintaining a scholarship.

Please note that completion of service hours is a department requirement for graduation.

Activities that DO count towards Service Requirement

- **Monthly Majors Meetings (M³) – Mandatory 45-min meeting** the 1st Tuesday of every month, counts as 1 full service hour (**sign in** with Kate Klotzbach – Administrative Coordinator)
- **Fix-It Saturday** – Saturday before Load-In. All majors are required to put in **2 hours** of service on all Fix-It-Saturdays, without exception, to help with finishing the set before Load-In to the Allen complex. (**sign-up** beforehand and **sign in** at the time of service with the Technical Director)
- **Load-In** – work crew facilitating move of set pieces from the Middough into the Allen Complex (**sign-up** beforehand and **sign in** at the time of service with the Technical Director)
- **STRIKE** – **All majors are required to do at least one mainstage strike per academic semester, without exception, even if not directly working on a show. All cast/crew** members of a production must strike the production on which they are working. Additionally, failing to participate in a strike will influence future casting/designing at Cleveland State. Exceptions can only be made through the Technical Director and Department Chair.
- **Front of House Crew for CSU departmental shows and hosted event**
 - Ushers

- Production Crew positions
 - Run Crew
 - Spotlight Operators
 - Board Operators
 - Stage Manager
 - Assistant Stage Manager
 - Dresser/Wardrober
 - Other positions as approved by Faculty/Staff
- Shop Hours – Scenic Studio and Costume Shop Hours of operation as posted
- Recruitment – As approved by the Department Chair
 - Acting as an official representative at High School or College career events
 - Conferences – hours in service at an official CSU Theatre & Dance booth
 - Official (faculty/staff approved) poster/postcard local distribution sessions
- Special Projects approved and supervised by department faculty/staff

Activities that DO NOT count towards Service Requirement

- CSU Production Leadership positions – Résumé building responsibilities and therefore exempt from service hour requirement
 - Performing
 - Directing
 - Assistant Directing
 - Dramaturgy
 - Designing – Sets, Lights, Sound or Costume
- Departmental Workshops
- DAME or VTC Meetings or related events
- Designer/Cast/Crew positions related to non-CSU, Club, or Student productions

M3 INFORMATION

M3 stands for ***Theatre Majors Monthly Meeting***. The M3 occurs on the first Tuesday of each month and is mandatory for all Theatre Majors to attend. Minors and guests are encouraged to attend. M3s take place in MB 521 from 11:30am-12:15pm on each designated first Tuesday and are important for all Faculty, Staff and Students because they provide important updates regarding events, policies and issues for the Department. This time frame was chosen because it is the University Common Hour, which means no regular classes should be scheduled during this time, and most students should be free to attend. **MAJORS & MINORS EARN ONE SERVICE HOUR FOR FULL ATTENDANCE AT EACH MEETING.**

THEATRE PRODUCTION GUIDELINES

Rehearsals (rev 09/23/16)

As a Liberal Arts Department, the faculty have the responsibility to set norms for rehearsal scheduling which protect students from academic failure and burnout. Rehearsal schedules are designed to present realistic time demands, but students must be aware of the necessity of maintaining good academic standing during the rehearsal and performance run. In order to maintain a high level of quality in department productions, rehearsals need to be respected as an artistic process that demands a highly focused and singular commitment. Involvement in too many extra-curricular or co-curricular activities at once, in addition to creating scheduling problems, can limit the quality of a student's own participation. This, in turn, jeopardizes the overall quality of the group endeavor. All theatre productions, including both faculty and student directed shows, are expected to work within these guidelines. Extra-curricular student Theatre groups such as VTC and DAME are strongly encouraged to adopt these guidelines as well.

1. Rehearsals for a production may not span more than 8 weeks. (4-6 weeks is recommended)
2. No actor is to be called for more than 20 hours in a week. Actors should only be called when needed.

3. Student directors and stage managers may not work/rehearse more than 24 hrs a week.
 4. The maximum rehearsal length for any given day is 4 consecutive hours (5 hours on a weekend).
 5. There will be one complete DAY OFF for the entire company on either Saturday or Sunday of every week. Additionally, efforts should be made to allow each actor at least one additional night off weekly.
 6. The only exceptions to numbers 1 - 5 is during final tech week.
 7. No actor may rehearse (or volunteer to rehearse) during one of his or her scheduled classes.
 8. Absolutely no rehearsals are to take place after 11 PM or during the pre-determined dinner hour.
 9. Actors must receive a 5-minute break after 55 minutes of work or a 10-minute break after 80 minutes.
 10. Rehearsal schedules must be posted at least 20 hours in advance. (Actors are expected to keep evenings free of additional commitments until it is posted.)
 11. No student may be in rehearsal for more than one production at a time. (No more than one show per semester is recommended.)
 12. Actors are expected to disclose ALL potential curricular and extra-curricular scheduling conflicts at the time of audition. Once a student accepts a role - it is assumed that participation in that show is his or her primary commitment. It is understood that no conflict takes precedent over rehearsal. No additional conflicting non-curricular commitments should be planned.
 13. Students are required to be at all rehearsals for which they are called. Any conflicts that arise must be cleared through the stage manager and the director prior to that date. If something unexpected comes up (e.g. sickness, death in family) the student is to contact the stage manager as soon as possible.
 14. When arriving for rehearsal students are to be there and warmed up 15 minutes before call time. When preparing for rehearsal, students should always have their script and a writing device. This will ensure that rehearsal runs smoothly and efficiently.
 15. Important directives for all students in a production:
 - a. As our rehearsal and performance spaces are shared with professional companies, noise levels and general behavior are expected to be kept equally professional and courteous in all areas, including onstage, backstage, dressing rooms and hallways of both the Middough Building and Allen Theatre Complex areas.
 - b. When at rehearsal, "be" at rehearsal. Leave all outside problems at the door and cell phones turned off and stored. Treat rehearsal and performance spaces with respect. They are to be used for work and NOT socializing, eating, or homework. If time is allowed for any of these activities, please quietly restrict them to outside of the rehearsal space so as not to disturb others who are working.
 - c. Coming to rehearsal or a performance under the influence of alcohol or drugs will result in immediate removal from the production. No questions asked. See section on DRUG/ALCOHOL/SUBSTANCE POLICIES on **Page 13**.
 - d. It is important to have lines memorized by the date listed on the rehearsal calendar. Early memorization of lines is highly recommended!
 - e. The director alone is responsible for giving actors notes. If there is a question about another student's blocking, lines, etc., please address it with the director.
 - f. Once cast, actors are not to change any aspect of his or her appearance. Please get prior approval from the director and costume designer before making drastic changes to hair or prior to getting new body art and piercings, as this may interfere with the overall design and look of a character and the show.
 - g. Actors may not change the performance of a role unless instructed to by the director. This includes acting score, dialogue, blocking and cueing.
 - h. Please respect all aspects of the production, including but not limited to props, costumes, lights, and sound. Do not touch items which do not belong to you. Please bring production issues to stage management and they will direct the dilemma to the appropriate party.
 - i. No eating, smoking, or drinking (with exception of water) is to take place while in costume and makeup.
 - j. Actors are responsible for checking their individual props.
 - k. Students working in key positions of a production (Stage Managers and their assistants, student designers, publicity coordinators, etc.) are required to attend production meetings scheduled by the technical director.
-

CASTING POLICY

The Theatre Program supports and adheres to a policy of **open** casting:

- Casting will be open to all members of the student body, regardless of class-standing and major status.
 - Students must have a cumulative GPA of 2.0 to be considered for casting.
 - To be considered for casting, majors must not have a service hours deficit of 20 hours or more; minors must not have a service hours deficit of 10 hours or more.
 - The program is committed to offering a wide a range of casting opportunities that reflect the diversity of human experience. Roles will be cast based on the talent of the actor, the demands of the playwright and the concept of the director. Occasionally, professional guest artists and members of the greater Cleveland State community will be engaged to amplify the students' experience.
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STRIKE REQUIREMENT POLICY

The Technical Director is fully responsible for all strikes. **All majors are required to do at least one mainstage strike per academic semester, without exception, even if not directly working on a show.** All cast/crew members of a production must strike the production on which they are working. Failing to participate in a strike will influence future casting/designing at Cleveland State. Exceptions can only be made through the Technical Director and Department Chair. Strikes DO count for Service Hours.

FIX IT SATURDAYS

All majors are required to put in 2 hours of service on Fix-It-Saturdays, without exception. Students with classes or rehearsals during a Fix-It-Saturday are responsible for coordinating make-up hours prior to these dates with the Scene Shop Supervisor. Additionally, failing to participate in Fix-It-Saturday will influence future casting/designing at Cleveland State. Exceptions can only be made through the Technical Director and Department Chair. Fix-It-Saturdays DO count for Service Hours.

CSU THEATRE PRODUCTION AND PERFORMANCE PARTICIPATION / OUTSIDE WORK

(adopted 9/26/14)

It is the policy of the Department of Theatre and Dance at CSU that all students should participate in all main stage department productions, either by auditioning and accepting roles for which they are cast or by working in some capacity on these productions during the academic year. These engaged learning experiences are an important part of all theatre students' training and play a vital role in the Department's curriculum.

Production participation necessitates that a student must maintain at least a 2.0 GPA and must not be more than one semester behind in required service hours (**Pages 4-5**). Students are encouraged to speak to their department advisor ASAP if experiencing problems fulfilling these requirements.

Continuing Acting Track majors are required to audition for each theatre production. Incoming majors are strongly encouraged to audition. If special circumstances will prevent a major from fully participating in a show's rehearsal and production schedule, permission must be obtained from a full time faculty member to audition "for experience only."

Developed from a place of clear concern for students successfully completing degree requirements and fulfilling Department production/performance obligations, **participation in theatre productions outside of the CSU Department of Theatre and Dance during the academic year is strongly discouraged and requires consultation with a Department of Theatre and Dance faculty member.** Recognizing the importance of professional courtesy and decorum, **this consultation must occur prior** to the intended audition or interview, not after.

- First, the student is expected to write a letter to the Department Chair explaining the reasoning and circumstances for doing the outside production and describing how all CSU responsibilities will be addressed and completed during this time period.
- Second, the student will meet with a designated faculty member to discuss the implications, both pros and cons, of accepting outside casting or hiring, whether in acting, design, backstage or other production related work.

- Third, after careful consideration, a recommendation will be made by the full time faculty and communicated in a timely manner as to whether the student should continue pursuing the outside opportunity.

CLEVELAND STATE UNIVERSITY THEATRE SCHOLARSHIP GUIDELINES

All scholarship candidates must complete an application. In addition to the application, candidates must make a presentation in the area for which they apply. Applications must be submitted before a presentation will be scheduled.

Acting Scholarship

Applicants will perform one monologue totaling no more than 2 minutes.

Design/Tech Scholarship

Applicants must present a design concept, portfolio, technical project, or prompt book. Presentations must be no more than 5 minutes in length.

Directing Scholarship

Applicants must present a directing concept for a specific play. Presentations must be no more than 5 minutes in length.

Academic Achievement Scholarship

Applicants must submit a paper on any theatre subject, minimum three pages, with the application. The applicant must have at least a 3.5 GPA to apply in this category.

Additional Requirements for all scholarships

CSU Fine Arts Scholarships, Cleveland Play House Scholarships, and Betty Walls Waetjen Theatre Arts Endowment are all awarded annually based on merit in the following areas: Acting, Directing, Design and Technical Theatre, and Academic Achievement. These awards are given to CSU Theatre Majors with a minimum 3.0 GPA who are in good standing with the department. Freshman and transfer students may also apply. The scholarship amount varies, but is generally half of tuition and is awarded for fall with possible renewal for spring providing the student continues to meet the above criteria.

Reuben & Dorothy Silver Endowed Scholarship in Theatre

Awarded on an annual basis to eligible Theatre majors and minors upon consultation with and recommendation by the faculty of the Department of Theatre and Dance. Students become eligible for the award after having been a Theatre major or minor for at least two semesters. They must also have earned a cumulative GPA of at least 2.5 and have compiled a record of outstanding service to the department. The scholarship amount is variable.

Jean Smith Conrad Memorial Scholarship in Theatre - \$1,000.00

Scholarship Requirements: Enrolled as an undergraduate while the scholarship is utilized. Rising junior or senior with at least one full year remaining of education. Awarded in the spring semester for the following full year. Strong creative/professional potential. Minimum 3.0 GPA. Financial need may be considered, but is not required.

The Tony Weinert Theatre Scholarship Fund – \$2,500.00

Applicants must be enrolled full-time at Cleveland State University, shall be rising Junior or Senior status students, and shall have declared a Theatre major. Applicants must have a minimum cumulative undergraduate GPA of 2.5. Applicants shall demonstrate interest, ability, or talent in acting or directing as determined by department faculty; Applicants shall demonstrate financial need. Preference shall be given to applicants that are graduates of the Cleveland Metropolitan School District or Lakewood School District.

W. Benoy Joseph Endowed Scholarship for Music and Theatre- \$1,200.00 (Available for Fall 2018)

This scholarship will be awarded in the fall semester to a senior. The scholarship will alternate between Theatre (even years) and Music (odd years). The Scholarship will be given during the fall semester to a recipient who represents the following: Undergraduate senior majoring in music or theatre within two semesters of graduation. Has demonstrated financial need. Has a minimum 2.5 GPA. Strong preference for a student pursuing a career interest in the marketing or management of the Arts.

- Scholarship awards will be announced at the end of the year Theatre Awards Celebration
 - Questions or requests for appointments may be directed to Holly Holsinger, 216-523-7420 or h.holsinger@csuohio.edu.
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SOCIAL MEDIA RESPONSIBILITY

Students are expected to conduct themselves professionally across all social media platforms. As a representative of CSU and of the Department, individuals are encouraged to evaluate carefully what content represents oneself and CSU. This includes what is posted/written, and what is allowed to be posted/written about oneself on controllable personal media sites. An identity of professionalism and courtesy is always a smart choice.

DRUG / ALCOHOL / SUBSTANCE POLICIES

The department follows and enforces policies established in the University Code of Conduct (<http://www.csuohio.edu/studentlife/StudentCodeOfConduct.pdf>).

Coming to rehearsal or a performance under the influence of alcohol or drugs will result in immediate removal from the production. No questions asked.

REHEARSAL PROCEDURES

All **rehearsals** (prior to the technical and dress rehearsals) are overseen by the Stage Manager in consultation with the Director. Early rehearsals will take place in the Middough Building, usually in the rehearsal studio corresponding with the performance stage. Scheduling of these spaces must follow all procedures outlined in the section of this handbook pertaining to the Space Request Form (**Page 20**). When the set is prepared, and upon approval of the Technical and Show Directors, rehearsals will move into the performance space.

Technical rehearsals normally begin on the Sunday before the scheduled opening of a production, and continue through final dress rehearsal. The Technical Director is responsible for overseeing the technical rehearsals in the performance space. He/she will consult with the Director and other staff on any matter pertaining to the technical operation of the production. Beginning with the **run-throughs** and **dress rehearsals**, the Director and Stage Manager are responsible for the performers and all aspects of the production that relate to the performers. The Technical Director is responsible for the crew and all matters relating to the technical aspect of the production.

PERFORMANCE POLICIES, PROCEDURES AND RUN RULES

All evening performances customarily begin at 7:30 PM, and matinees begin at 2:00PM. In recent years it is customary for the run of the production to open on a Thursday evening and close on a Sunday afternoon.

During the performances, a CSU representative is present to handle any problems that arise in their respective areas. Usually, the Stage Manager is this representative. The Playhouse Square staff is responsible for all front-of-house activities including audience safety, ticket sales and house-management.

- No food or uncovered drinks in the Dressing Rooms.
- Please arrive for dress rehearsals and performances showered; wear deodorant.
- Costume pieces will always hang to the RIGHT of an actor's name card.
- Laundry will be collected nightly in the baskets provided: T-shirts, socks, tights and other pieces worn close to the body. All other costume pieces should be hung carefully as you found them - *please make note of how the pieces of clothes are hung, especially pants.*
- If a repair to a costume is needed, please speak with the wardrobe, who will make a note of the issue and see to its repair.
- If there is any question about HOW to wear a particular piece of clothing, consult the wardrobe or Costume Designer during the rehearsal process.
- *No Guests* (non-show personnel) are permitted in the Dressing Rooms, Greenroom or Backstage during the show.

- Do NOT leave the building during the run of the show.
 - Please do not smoke or consume anything but water while in costume.
 - Personal valuables will be collected by Stage Management each night preceding the performance and will be returned immediately following the performance.
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**II. DEPARTMENT PERSONNEL
ORGANIZATIONAL STRUCTURE OF THEATRE & DANCE PROGRAM – 2017-2018**

**CSU Department of Theatre and Dance
2017-2018 Organizational Chart**

PRESIDENT - CSU
Dr. Ronald M. Berkman



**DEAN - COLLEGE OF LIBERAL ARTS AND
SOCIAL SCIENCES**
Dr. Gregory M. Sadlek

ASSOCIATE DEAN Dr. Joyce Mastboom	ASSOCIATE DEAN Dr. Eric Ziolk
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DEPARTMENT CHAIR
Lynn Deering



FULL TIME FACULTY & STAFF

Dr. Lisa Bernd
Russ Borski
Holly Holsinger
Dr. Michael Mauldin
Cameron Michalak
Terry Pieritz

PART-TIME FACULTY & STAFF

Allan Byrne	Lou Hadaway
Sarah Carey	Lara Mielcarek
Lisa DeCato	Kevin Moore
Christine DiCello	Jim Swonger
Marissa Glorioso	Howard Washington



**ADMINISTRATIVE
COORDINATOR**

Kate Klotzbach
Department Main Office, MB 263

FACULTY AND STAFF DIRECTORY – 2017-2018

LYNN DEERING, Dept Chair, Director of Dance
Middough Building, MB 264
Phone: 216-687-4883
E-mail: l.deering@csuohio.edu

DR. LISA BERND, Assistant College Lecturer
Middough Building, Theatre Adjunct Office, MB 267
Adjunct Office Phone: 216-523-7430
E-mail: l.bernd@csuohio.edu

RUSS BORSKI, Faculty Designer, Assoc Professor
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Middough Building, Theatre Adjunct Office, MB 256
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LARA MIELCAREK, Theatre Instructor
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KEVIN MOORE, Theatre Instructor
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TERRY PIERITZ, Costume Shop Supervisor, Faculty Designer
Middough Building, Costume Shop, MB 515
Phone: 216-875-9661
E-mail: t.pieritz@csuohio.edu

JIM SWONGER, Theatre Instructor
Middough Building, Theatre Adjunct Office, MB 256
Adjunct Office Phone: 216-523-7427
Email: j.swonger@csuohio.edu

HOWARD WASHINGTON, Dance Instructor
Middough Building, Dance Adjunct Office, MB 265
Phone: 216-875-9649
E-mail: h.b.washington@csuohio.edu

STUDENT REP AND GROUPS

STUDENT REPRESENTATIVES

Students are represented by an individual elected to do so by the assembled student body. The representative serves as the voice of the students at M3 (Majors Monthly Meetings) and in private consultation with the Department Chair. The selection process for identifying student representatives is a democratic one in which students nominate and elect the representatives.

The student representative for the 2017-2018 Academic Year is **Elizabeth (Lizzie) Stewart**.

D.A.M.E.

Dramatic Arts Movement Ensemble

DAME is a movement-based group that builds off of principles and philosophies students have learned in THE 328 Movement for the Actor course. The group devises and performs original pieces throughout the year and represents the department at both on and off campus events.

Membership requires completion of THE 328 Movement for the Actor course, as well as an audition.

V.T.C.

Viking Theatrical Company

A student organization dedicated to bringing a wider understanding of and appreciation for the theatrical arts to all CSU students, regardless of their field of study. VTC contributes to the continuing education of fellow theatre students by participating in university productions, facilitating student productions, and hosting open workshops.

III. INTERNAL AND EXTERNAL COMPLIMENTARY TICKET INFORMATION CSU SHOW TICKETING/COMP POLICIES

GENERAL PAID CSU SHOW TICKETING POLICIES

Ticket prices range between \$5 and \$10 per seat.

To buy tickets to any Cleveland State University Theatre and Dance show:

- Call Playhouse Square at 216-241-6000
- Purchase online at www.playhousesquare.org
- Visit the Playhouse Square Ticket Office in the State Theatre (located at 1519 Euclid Avenue, Cleveland, OH 44115)

CSU SHOW COMPLIMENTARY TICKET POLICY (COMPS)

Members of the cast, company, staff and crew of each CSU theatre or dance production get a total of two (2) complimentary tickets for the run of that production on which they are working. If you are not working on or cast in a CSU show, you can buy tickets as directed above.

CSU comp tickets can be requested through the Department Administrative Coordinator by EMAIL at k.m.klotzbach@csuohio.edu.

REQUESTING CLEVELAND STATE UNIVERSITY SHOW COMPS (Cast/Crew for CSU Produced Shows)

- 1) Tickets can be requested for ANY performance date.
- 2) Email requests must be received a minimum of 24-hours in advance for comps for a weekday performance. Comps can and are encouraged to be requested much earlier than 24-hours prior.
- 3) Emails must be received no later than Friday at 5:00pm for comps for a weekend performance. The Department Administrative Coordinator is not in the office over the weekend, and cannot process new requests on Saturday or Sunday.

In the request, please include-

- 1) The name(s) of the person or persons picking up the ticket(s).
- 2) Which day, date and time you'd like the tickets for.
- 3) The number of tickets requested.

CSU SHOW COMP PICK UP

Tickets will be held at the Allen Theatre Will Call area beginning 1.5 hrs prior to the performance. Patrons must present a valid I.D. that matches the reservation name.

- **If family arrives unexpectedly, there is no guarantee that they will be able to attend the show. Please advise family members to plan ahead and purchase tickets early. Tickets may be purchased the evening of the show at the Allen Theatre in the Customer Service area.**

CLEVELAND PLAY HOUSE (CPH) DISCOUNT AND COMP TICKETS

DISCOUNT STUDENT TICKETS FOR CLEVELAND PLAYHOUSE PRODUCED SHOWS

DISCOUNT Student CPH tickets are priced at \$6.00 each for weekday evening and Sunday matinee performances of PLAY HOUSE regular season productions.

DISCOUNT Student CPH tickets are priced at \$12.00 each for Friday evening and Saturday matinee/evening performances of PLAY HOUSE regular season productions.

DISCOUNT DETAILS: Students are able to receive one discounted ticket per production. The discount is available in person at the Playhouse Square Allen Theatre ticket desk with a current valid CSU ID. Discount Tickets for each production will become available 90 minutes prior to each performance.

CSU THEATRE MAJOR COMPLIMENTARY TICKET POLICY FOR CLEVELAND PLAY HOUSE*

CSU Theatre MAJORS are entitled to two complimentary tickets throughout the run of each CPH regular season production, excluding Friday and Saturday evening performances. All CSU Theatre Majors will be able to order their 2 complimentary tickets by e-mailing stafftix@clevelandplayhouse.com. (Do not email Kate asking for CPH comps – she will direct you to the stafftix@clevelandplayhouse.com email).

*DETAILS: Majors must provide their full name, CSU ID and request a specific show with detailed date and time, along with number of tickets needed. Please note: this is available Monday-Friday, from 10am-4pm and the request must be submitted at least one business day prior to the desired performance. These tickets do not apply to minors or to outside students and cannot be used for CASE MFA program productions. CPH will verify the status of requests through CSU Theatre & Dance.

2017-2018 Cleveland Play House Regular Season – eligible for Discounts/Comps:

- *Shakespeare in Love* - September 9 - October 1, 2017
- *The Diary of Anne Frank* - October 21 - November 16, 2017
- *Marie and Rosetta* - January 20 - February 11, 2018
- *The Invisible Hand* - February 17 - March 11, 2018
- *The 25th Annual Putnam County Spelling Bee* - April 14 - May 6, 2018
- *The Royale* - May 5 - 27, 2018

IV. KENNEDY CENTER AMERICAN COLLEGE THEATRE FESTIVAL (KCACTF)

Cleveland State University's Department of Theatre and Dance participates in the annual Region II KCACTF competition. Through state, regional, and national festivals, KCACTF participants celebrate the creative process, see one another's work, and share experiences and insights within the community of theater artists. The KCACTF honors excellence of overall production and offers student artists individual recognition through awards and scholarships in playwriting, acting, criticism, directing, and design. Students involved in Theatrical productions through the Department will be eligible to be considered for scholarship competition placement and certificates of merit. For more on Region II KCACTF, visit <http://www.kcactf2.org/>. For very general KCACTF information, visit <http://www.kcactf.org>.

KCACTF Irene Ryan nominee information (updated 10/2/15):

Irene Ryan nominees from each CSU mainstage show should contact their directors for assistance in finding the appropriate KCACTF information, rules on the competition and advising on possible coaching and partners. For updated information on the festival visit: <http://www.kcactf2.org/>

DEPARTMENT AND COLLEGE REPRESENTATION AT KCACTF

A nominated student representing the Department and CSU at an event or festival may have their registration covered by the Department. This includes a student nominated to represent CSU at the Kennedy Center American College Theatre Festival or representing CSU at any on- or off-site event. Should the representative fail to participate in the event or competition, the individual is required to reimburse the Department the cost of that registration. Scene partners to the nominees' registration costs are not covered. While away from campus, students are representatives of CSU and are subject to all University and Department rules and policies.

V. DEPARTMENT OFFICE PROCEDURES

The Department Main Office is 263. This is the office of Kate Klotzbach, Administrative Coordinator. Students are encouraged to come to the Main Office for general questions regarding the program, auditions, scholarships, etc.

- * Telephones are to be used only for official Department business. In case of emergency, students should contact the Administrative Coordinator or a member of the faculty or staff.
- * The use of the program's computers, copier and printer are for official Department business. Under no circumstances will a student be allowed to utilize office equipment for personal research or homework.
- * Reimbursements of expenses related to department activities require advance authorization by the Department Chair or Administrative Coordinator. No reimbursements will be made without a valid, original receipt.
- * All requests for class permissions, comp tickets, audition appointments, and usher sign-ups should be emailed to the Administrative Coordinator (k.m.klotzbach@csuohio.edu) in order to provide a paper trail of the request and follow up.

STUDENT COMPUTER LABS

Free computer labs are available in the Student Center and Library. Students can print homework, papers, etc. through these sources with their student accounts.

Computers in the **CSU Design Classroom (MB 254)** are attached to a black and white printer. Work can be printed in MB 254 at 1¢ per page in exact cash/coin by scheduled lab hours posted on the door. There is no charge if students provide personal paper. Design Classroom Computer Lab hours vary by semester and are posted on the door. This Lab is a designated quiet area, and no food is allowed in the room.

VI. GENERAL INFORMATION FOR MAJORS / MINORS

MAJORS/MINORS OFFERED

The Department of Theatre and Dance currently offers these programs:

- Theatre Major (with concentrated tracks in Acting, Directing, and Design/Tech)
- Theatre Minor
- Dance Major (with concentrated tracks in ‘Creative Process and Performance,’ and in ‘Dance in Community’)
- Dance Minor

Track sheets for these on our website at <http://www.csuohio.edu/class/theatre-dance/academics> or in the literature rack next to our Call Board on the 2nd Floor.

ADVISING AND REGISTRATION PROCEDURES

Academic Advising is an invaluable component to any student’s academic progress. Cleveland State University’s professional advisors work closely with each student individually to help them achieve their personal, academic and career goals.

Ongoing services provided include: assistance with academic, general education (GenEd) and college requirements, course selection, help with study skills, monitoring academic progress and academic success support –including appropriate contact and intervention for students in academic distress. Other service areas include: Major and career exploration, assimilation to University life, petition assistance, graduation application information and ongoing referrals to appropriate University resources and opportunities.

All students have an assigned University advisor that will assist them with university and college requirements. To locate your University assigned advisor, log in to CampusNet, click on the Student tab and select the blue star. You can identify your University advisor and schedule an advising appointment by locating them in your My Success Network box.

Each Theatre and Dance student should consult with their college advisor, Mitch Lieberth, at m.lieberth@csuohio.edu, or 216-687-5028 to register for General University courses at least once per semester, and to review University degree requirements, etc. necessary for enrollment.

Advising for specific Theatre & Dance classes for the major or minor is done by designated Department faculty members Dr. Lisa Bernd, Russ Borski, Lynn Deering, Holly Holsinger, and Dr. Michael Mauldin. Your assigned Department Advisor can be found by logging on to CampusNet and clicking the “Starfish” link. These Department Advisors are separate from your University Advisor, and should also be consulted at least once per semester regarding course scheduling and program progress for your specific Theatre program progress.

ACADEMIC CODE OF CONDUCT

Website link: (<https://www.csuohio.edu/sites/default/files/StudentCodeOfConduct.pdf>)

All Theatre students are expected to know and uphold the Student Code of Conduct.

For information on Grading and in-depth details on related issues like Taking Courses on an Audit Basis, Taking Courses as Satisfactory/Unsatisfactory, Repeat Course Policy, etc., please visit the Campus Registrar’s website at: <https://www.csuohio.edu/registrar/grading-information>.

CLASS EXPECTATIONS

Communication

The Theatre and Dance faculty are dedicated to a mentoring system designed to make your stay at CSU a productive and exciting experience. We promote communication and problem solving skills. The following steps are the processes for communication:

- For a problem directly related to a course, the student should go directly to the instructor. If there is no agreed upon resolution, the next step is to contact the Department Chair.

- For information or a problem related to a Program issue, the student should see the Chair.
- If the problem is not resolved at these two levels, the student has the option to go to the Dean or to the Admissions and Standards Committee.

Attendance

Theatre and Dance are disciplines demanding rigor, focus, and extraordinary commitment from its participants. Those qualities are as necessary in training for the field as they are in the profession itself. Accordingly, it is expected that each student in the department will be fully participatory in classes, workshops, productions. Missing or being late for class is not an option, except under the most extreme conditions. Unexcused absences equivalent to one week of classes will constitute the student’s grade being dropped the equivalent of one letter grade. Unexcused absences beyond one week may necessitate dropping the course. Excused absences require written documentation for medical or other emergency reasons.

Class/Rehearsal Clothing

Many of the practicum classes require the student to engage in movement exercises or other physically demanding tasks. Please dress ready to move. Clothes should be loose-fitting but not baggy or sloppy. No logos or words. Students should feel good in what they are wearing. A student should consider these questions: “Would I feel comfortable bending over to touch my toes? Would I feel comfortable standing on my head? Would I feel comfortable running around the room? Would I feel comfortable if someone I wanted to impress was watching me?” If the answer to all the above is yes, the clothing is acceptable.

When working in the scene shop, avoid overly baggy or loose clothing and remove any “dangling” jewelry or other items that might cause a safety hazard. Shoes (closed-toed, non-heeled) must be worn at all times, as well as safety goggles when operating machinery.

VII. FACILITIES

The Department of Theatre and Dance Administrative Offices are housed in the Middough Building, located at 1901 E. 13th Street, Cleveland, OH 44114. The performance venues are located in the Allen Theatre Complex, which is at 1407 Euclid Avenue, Cleveland, OH 44115.

The CSU Theatre and Dance performance spaces include three theatres: the **Allen Theatre Mainstage**, the **Outcalt Theatre**, and the **Helen Rosenfeld Lewis Bialosky Lab Theatre** (aka – “The Helen”).

Middough Building

Newly-renovated, the Middough Building is home to CSU’s Arts Campus on floors 2 and 5. These spaces include office, classroom/studio and other support space for the Cleveland Play House (CPH) and the Cleveland State University Department of Theatre and Dance, as well as the CSU Art Department.

Tenants include CPH administrative offices, Case Western Reserve University studio and offices, CSU Theatre and Dance, and Art Department offices, and classrooms for art education, art history, graphic design, photography and printmaking, a scene shop, drawing and painting studios, props, wardrobe storage, costume shop, makeup/dressing rooms, rehearsal and dance studios.

SECURITY

“See something, say something”. Campus Security can be reached at 216-687-2020 (or x2020) for issues such as:

- Providing a safe escort to a vehicle
- Assisting with after-hours issues such as lock-outs and building problems
- Reporting a crime

To report any campus emergency dial 9-1-1 or 8-9-1-1 from any campus telephone. Most CSU phones have been upgraded with a dedicated "911" button near the upper right corner of the phone. This button provides direct contact with a CSU Police Dispatcher.

- Cell phone users should dial 9-1-1 and tell the operator to connect them with CSU Police.
- To report potentially violent activity, (216) 5BE-SAFE (523-7233).

Cleveland State University has the advantage of being positioned in an urban environment. However, along with the opportunities that are available come several challenges, foremost of which is student, faculty, staff, and facilities security. It is our collective responsibility to be vigilant in making sure our theatre is a safe environment for all. The following safety and security measures are to be observed by anyone using our facilities:

Official Middough Building hours are 7:00am to 10:00pm. Under no circumstances are students allowed to utilize the building outside of these hours unless under direct supervision of a faculty or staff member and/or by consent of the Department Chair. Middough Building Security is instructed not to allow students in the building outside of these hours for anything other than official, approved department business.

Students can utilize the free Campus Police escort services after 5:00pm by calling extension 2020.

Campus Police: 216-687-2020
Campus Police website: <https://www.csuohio.edu/police/police>
Middough Security Desk: 216-367-6001

VIII. SPACE AND EQUIPMENT USE

USE OF DEPARTMENT SPACE / ROOM RESERVATIONS

Any Department student wishing to use rooms or areas within the Middough building for (i.e. – rehearsals, performances, etc.) must have prior approval at least 5 working days (Monday-Friday) in advance and complete the appropriate “Space Request Form” (*see Appendix Page 20*).

Although CSU Theatre and Dance performs in the Allen Complex, it is important to understand that because of our shared use of the facilities with the Cleveland Play House and Playhouse Square, that it is not permissible to use the theatres, lobbies or backstage areas in the Allen Theatre Complex without the prior permission and consent of Playhouse Square management and security.

Although Theatre and Dance students may be involved in groups and activities outside the department, please note that we do not rent our spaces in either the Middough or the Allen Complex to the Public for outside activities. Non-departmental events and groups looking for space for classes, rehearsals, meetings, functions etc. can contact Playhouse Square directly or try to find space in either the Main Classroom Building or CSU Rec Center.

EQUIPMENT LOANS AND RENTALS

Any student wishing to use Department equipment (i.e. cameras, lights, props, etc.) must have prior approval and complete the appropriate “Equipment Loan and Rental Form” (*see Appendix Page 22*).

VIII. APPENDIX

The following pages contain various application forms.

Space Reque	19	n
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PLEASE MAKE REQUESTS AT LEAST 5 working days PRIOR TO NEEDED DATE

Requestor Name: _____ Date Request Submitted: _____

Group/Class: _____ Project Name: _____

CSU ID#: _____ Email Address: _____

Requestor Cell Phone: _____ Other Contact Person & Contact Phone: _____

Requestor's Relation to CSU (Circle One): Faculty/Staff Student

Briefly explain how you will be using the space:

ACTIVITY TYPE (Check All That Apply):

_____ Rehearsal _____ Performance _____ Meeting _____ Master Class/Wkshp
 _____ Other: _____

SPACE OR SPACES REQUESTED (Check all that apply and supply other requested info:)

LOCATION	LIST OUT ALL DATES	LIST OUT ALL TIMES	# CSU attendees	# Non-CSU attendees
_____ Black Box – MB 521				
_____ Acting Studio – MB 519				
_____ Seminar Room –MB 255				

- 1) REQUESTER IS RESPONSIBLE FOR ALL SET-UP, TEAR DOWN, STRIKE AND RESTORATION OF THE ITEMS/SPACES USED.
- 2) EVENINGS/WEEKENDS: Permission may or may not be granted for use on nights and weekends, as the space is not "open" for regular use do to security reasons. If granted for special circumstances, REQUESTER IS RESPONSIBLE FOR GETTING ACCESS TO THE SPACE. If an evening or weekend is requested, it is up to the requestor to get access through a pre-arrangement with a faculty/staff member, or special circumstance security clearance for access through Kate.
- 3) If the space is damaged, has items found missing, or is left unlocked or with doors propped open, the right to future use may be taken away and monetary damages will become the responsibility of the requestor.
- 4) All activities must be processed through Kate Klotzbach (MB 263 / k.m.klotzbach@csuohio.edu).

Once a form is submitted, the dates will be checked against other events and an email will be sent to the Requestor either approving or denying space usage. Form submission does not guarantee automatic use of space. The Department reserves the right to alter approval based on the needs of all groups throughout the semester.

1) Signature of Requestor: _____ Date: _____
 2) Signature for Calendar Approval by Kate Klotzbach: _____ Date: _____

(Space Req updated December 2016)

Submit by Email

Print Form

CSU Theatre and Dance
Campus Address: 1901 E. 13th Street, 203A
Cleveland, Ohio
USA
44114
Phone: 216-687-2113
Fax: 216-687-2114
www.csuohio.edu/theatre

Equipment Loan/Rental Sign Out

Name:

Title / Year in School:

Dept / Organization:

Phone:

Email:

Date Requested	Item	Dates Needed	Fee	Purpose	Date Returned

I understand that I am responsible for the loaned/rented equipment or item(s), and that if it is damaged or lost while in my possession that I am responsible for the entire cost of replacing the equipment or item(s). I also understand that if the equipment or item(s) are not returned by the return date, that I may be subject to a late fee.

Borrower: Date:

Authorized By Chair: Date: