

Hofstra
Department of
Drama & Dance

Student
Handbook

Hofstra Department of Drama & Dance - Student Handbook

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FIRST THROUGH FOURTH YEAR

Advisement

Every Drama major and minor is assigned an academic advisor as soon as they declare drama. First year students will ordinarily meet with a Drama Advisor during the summer before they enter Hofstra and will be assigned an Advisor by October 1 of their first year.

Your Drama Advisor

A list is posted both on-line and on the department bulletin board listing all advisees, the advisor to whom each has been assigned, and phone and office information in order to contact the advisor. Advisors have specific office hours each week of each semester and these are posted on-line and on the Drama bulletin board. You may phone or e-mail to confirm that you wish to meet with an Advisor during one of those office hours.

University Advisement

In addition to your Drama Advisor, you may have an additional advisor in another department if you choose to declare a minor or a second major.

Your DAR (Degree Audit Report) will also list the name of an Advisor in University Advisement. While these advisors have been trained in the university's general distribution requirements, they are not necessarily aware of all the intricacies involved with majoring in drama. That is why students are immediately assigned a Drama Advisor to assure that drama classes as well as university requirements are taken in a timely and orderly manner so that you graduate on time.

When registering for classes, it is recommended that you see your Drama Advisor.

Registering for Classes

Registration for the **spring** semester and January X-term occurs between mid-October and mid-November. Seniors register first, followed, at weekly intervals, by juniors, sophomores and first-year students. Registration for **fall** classes and summer sessions I, II, and III occurs between mid-March and mid-April, following the same order of classes as in the fall.

It is crucial that you meet with your Drama Advisor **before** you register for classes. In addition to their regular office hours, Advisors usually post a sign-up sheet on their office door listing additional times they are available for registration advisement. Under no circumstances should drama majors seek advisement in the University Advisement office since they have been assigned a departmental advisor who is fully aware of specific drama requirements as well as university requirements.

Registration for classes is normally done on line. You may begin registering on line at 12:01 a.m. on the date for which you are listed as first eligible.

“Closed” Classes

The drama department has a number of closed courses (acting, voice, movement, technical specialty classes) that are closed at 0 enrollment. This is to insure that **only** drama majors are able to register for these classes. In these cases the students will need to see the individual instructor to get signed into a class and then will have to register in person in Memorial Hall. Admit to class forms for these classes are available in the drama office.

PIN #s and First-Year Students

In addition to a student's *personal* PIN number, first-year students **must** see a Drama Advisor for an additional PIN number that will permit them to register for spring classes.

DARS (DEGREE AUDIT REPORTS)

Each student has a DAR (Degree Audit Report) that may be accessed on line. An alternate on-line version is offered that is printer friendly. While the report mainly displays “no” and minus (-) signs in the early semesters, the DAR functions as a map, indicating what the student has completed and what remains to be taken. It lists university writing, language, and distribution requirements as well as major and minor requirements. The goal is to have the DAR state that:

ALL REQUIREMENTS COMPLETED -- IN-PROGRESS COURSES USED

Once a student registers for the spring semester of their senior year such a statement should appear.

What Happens If the DAR states:

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

Until registering for the spring semester of the senior year not **all** requirements will have been met, so the above statement is normal. Once a student has accumulated 88 credits, he or she should meet with the Drama Advisor to determine that everything is on track for a timely graduation.

Need for Waivers

It is frequently the case that drama majors or minors will receive a statement that all requirements have **not** been met, even though they believe that not to be true. Again, it is crucial to keep in contact with one's advisor. Many, if not all, drama majors and minors will have taken a class that is technically not a part of their specific drama track, or whose number has been changed. For example, if a student started as a minor and took Drama 001 (Theatre

Appreciation) and then switches to a major, he or she will not be required to take Drama 3 (Introduction to Theatre Arts) which is essentially the same class as Drama 1, but for majors. The university computer, however, does not know that. The student will need to see his or her advisor to request that a Waiver form be filed to adjust the DAR so that it will accept the course that it ordinarily does not include. Drama minors will sometimes take specialized drama classes that ordinarily are not part of the minor, and are available to the minor only if space is available (for examples, classes in make-up, sound, scene painting). These two will require meeting with the advisor so that the advisor will file a waiver asking that the class be accepted. Waivers are filled out by the student's advisor, co-signed by the department chair, and then approved by the HCLAS Dean for Academic Advisement before they are sent to Academic Records. Again, it is wise to meet with the Drama Advisor early to assure that such Waivers are filed in a timely fashion.

Mid-Semester Due Date

Once each semester (mid-October and mid-March), there is an important departmental deadline on which the following applications are due:

- Activity Grant applications (see below)
- BFA applications (see "Applying for the BFA")
- Proposals for Senior Practica, Honors Theses and Directing 192 projects (see "Student Directing Opportunities", "Senior Practica" and "Honors Theses")
- Letter of application for Senior Showcase (see "Senior Showcase")

The exact date is noted on the department calendar. Applications are due by **5pm** in the Drama office.

Electronic applications are *not* accepted.

Activity Grants

Students may apply each semester for additional tuition funding, through the drama department. These "Activity Grants" are awarded to students based on academic success, participation in the department and overall "good citizenship" in our department's community.

A letter of application for an Activity Grant is due on the Mid-Semester Due Date (see above). The letter is addressed to the drama faculty and should include the student's GPA and a summation of the participation in the department. Extenuating circumstances may also be noted.

The faculty looks to award students who maintain both strong academic standing and active involvement in the department. This may include any number of activities such as, hosting campus visitors, aiding in student projects, extra hours spent in crew-work.

“Department Activity” does NOT include: club involvement, campus employment in the department or theatre facilities nor casting in mainstage productions.

If you are awarded an activity grant, you MUST reapply EVERY SEMESTER.

Use of Department Studios and Rehearsal Spaces

Student Scheduling for Emily Lowe 022, Emily Lowe 106, Emily Lowe 108, Emily Lowe 110, Calkins 139, and the Spiegel Theatre

- Permission to use any of the above listed departmental spaces must be obtained in writing, via email from Jim Hart (james.hart@hofstra.edu).
- In every email request, provide the following information:
 - Your name and phone number
 - The name and phone number of the contact (the responsible party to be present at the rehearsal during the requested time)
 - The name of your project
 - Whether your project is for the department, a course or a club; the name of the department, course or club.
 - The days AND dates you would like to reserve (example: Sunday, 4/20)
 - The possible start time and possible stop time and duration of use (example: We need an hour and a half rehearsal time between 4pm and midnight)
 - Your preference of space (or type of space)
 - If requesting multiple dates, please rate each day according to importance. If I can't give you all of your days I want to give you the most important ones, if I can and only if I know which they are.
- Please have your space requests in by Tuesday as scheduling is done between Wednesday and Friday, for the following week (Monday through Sunday). However, a minimum of 48 hours notice is required for requests. The longer you wait, the more likely the spaces are to fill up.
- Once permission is granted and scheduling confirmed from Jim Hart via email, print and keep a copy of the email in your possession as proof of your claim to the space at the scheduled time.

Rules for Use: Emily Lowe 022, Emily Lowe 106, Emily Lowe 108, Emily Lowe 110, Calkins 139, Spiegel Theatre, and Black Box Theatre

- The use of any Drama Department space is restricted to departmentally approved events only. For procedures on how to gain departmental permission for your event, please see above.
- There is to be no food, drink, smoking, or animals in any of the spaces. Only water in non-breakable containers is tolerated.
- Do NOT use adhesive tape on the floors, doors, mirrors, or walls of the spaces.
- If your space has a vinyl dance floor please note the following:
 - No shoes are to be worn on any vinyl dance floors unless a faculty member is present and approves the shoes worn.
 - Please pay close attention to anything you put on the dance floor. Be certain anything you put on the floor will in no way mark, scratch or tear the floor.
 - Do not move any piano from its current location.
- If you are trying gain admittance to a space after hours and find it locked, you will need to contact Public Safety at 561-463-6606. Be sure to have a printed copy of your emailed scheduling confirmation to show Public Safety that you have departmental permission to occupy the space.
- Please immediately report anything that you find wrong with the room by calling Jim Hart at 516-463-7029—leave a message noting the nature of the situation, please leave a callback number. Also call if an accident happens or damage occurs to the space or its contents during your scheduled time.
- All rehearsals must start and finish on time. Be considerate of those scheduled in the space after you. Reserve enough time at the end of your rehearsal to reset the space and clean up after yourselves without going past your confirmed end-time.
- Before the end of your time slot:
 - Restore the space to its zero state (where everything in the room belongs).
 - Remove all personal possessions, scenery, properties, and garbage from the space.
 - Close and lock all windows
 - Lastly, unless the next group is already waiting for you to leave, be sure the lights are off and all doors and windows are shut tight and locked (if possible).

Drama 55: Rehearsal and Production

Drama 55 is a course in which students earn .5 credit for participating in the mounting of departmental productions. Students will take this course many times before they graduate and hopefully have several rewarding and varied experiences on different crews. With some exceptions, most students will be assigned to a Production Crew or a Performance Crew.

Assignments

The Drama 55 instructor makes all crew assignments with the advisement of the rest of the Drama and Dance faculty. If a student wishes to request a specific crew assignment the student must do one of the following:

- Put the request in writing and give it to the Drama 55 instructor.

- Make the request known on the Drama 55 Personal Data Sheet. These forms are available on the DR55 call-board.

Students are expected to complete their first DR55 semester on Costume Crew or Sets/Lights/Props/Paints Crew before requests for other crews will be considered by the instructor.

Production Crews and Positions

Production crews are those crews that meet during the 4-7pm MWF DR55 class time. The majority of students will serve on a crew as either a carpenter/electrician or stitcher. There are upper level positions to be held, however, most of these positions require additional the student's time during and beyond regular class hours. Those positions are as follows:

Sets/Lights	Assistant Designer	Assistant T.D.	Master Carpenter
	Master Electrician	Set Crew Head	
Costumes.....	Assistant Designer	Costume Crew Head	
Paint	Paint Charge.....	Paint Crew Head	
Props	Props Master	Prop Crew Head	

Performance Crews

Performance crews are those crews that do not meet during the 4-7pm time, but work during the rehearsal and performance time of a production. They are as follows:

Light Board Operator	Sound Board Operator	Stagehand/Run Crew
Dresser	Follow Spot Operator	

It should be noted again that absences are not allowed for performance crew members. One absence will constitute a grade of fail. In the case of an emergency, the Stage Manager must be called. Any emergency situation must be documented by a physician's note or other documentation approved by the DR 55 instructor.

There are other positions that follow many of the same basic guidelines as Performance Crews but have differing durations. Those positions are as follows:

Stage Manager & Assistant Stage Manager—these positions are required at all rehearsals, performances and production meetings.
 Front of House Crew—these positions are required for only performances but are usually assigned to more than one production
 Publicity—these positions may require the student to go off campus.

*****Special note concerning Dance Performance Crews.**

The Dance Performance Crew is the shortest crew in DR55 by many hours. Therefore, in the event that a dance production needs any kind of set or prop pieces, the Dance Performance Crew (not including SM or ASMs) will be called to help build or find the needed items.

Strike Crew

Strike (the deconstruction of a show once all performances are over) occurs directly after the last performance of a production. All students, whether on Performance or Production crew, must attend the strike of the show to which they are assigned. A student's strike crew will usually be the same as their build crew. Students must have their Crew Head sign them in at the beginning of strike and sign them out when strike is completed. Missing Strike will constitute a FAIL grade.

Class Meetings:

Generally speaking, the class doesn't meet every MWF of the semester from 4pm to 7pm. Each student will be assigned to a crew/area to work on a specific production. That means students assigned to shows performing earlier in the semester finish the class meetings well before the end of the semester. Conversely, students assigned to shows performing later in the semester do not attend the class for the beginning weeks of the semester.

- For production crews, students go to their assigned area on their assigned start date. From then on they attend every MWF from 4pm to 7pm for a total of 14 sessions. Attendance at strike is mandatory for all production crew members. Strike occurs immediately following the final performance of a show and can last up to five hours.
- For performance crews, the start date is just before their assigned show begins technical rehearsals. They will attend a run-through of the production during that week—the stage manager will inform crew members of the exact date. Performance crew members must attend every rehearsal, performance, and crew call assigned. This includes, but is not limited to the following:
 - Technical Rehearsals—these rehearsals occur on the Saturday and Sunday prior to the opening of a show, and are each 12 hours long, i.e. 10am to 10pm. The crew will be given breaks for meals, but should plan on doing nothing outside of the theatre on these days.
 - Dress Rehearsals—these rehearsals are each night from tech rehearsal to opening night. The crew is often called as early as 6pm and stays until sometimes midnight.
 - Performances—these can occur at any time, depending on the show. Most often they are Thursday, Friday, and Saturday nights and Sunday afternoons. The crew call time for shows is similar to dress rehearsals.
 - Strike—this occurs immediately after the final performance of the show and can last up to five hours.

Attendance Policies:

There are no excused absences. What that means—if a student on a production crew misses a session or part of a session, the hours missed must be made up, outside of class time, prior to the strike of the production to which they are assigned. Any exceptions to this rule will be made at the discretion of the instructor. If a student accrues 10 missed hours on a production crew it constitutes an automatic grade of Fail. Absences on a performance crew are simply not allowed, and hence cannot be made up.

Departmental Rehearsal

Students required to be at a departmental rehearsal at 7pm on the night of an assigned 4-7pm crew time, may leave **without penalty** at 6:30pm in order to get dinner.

Conflicts

Students enrolled in classes that conflict with either the normal production crew meeting time or the normal performance crew meeting time must note the schedule conflict on their Drama 55 Personal Data Sheet. These students will likely need to enroll in the arranged section of DR 55, and make a plan with the instructor on how to participate in the class.

Any student assigned a Performance Crew who has a conflict with another production or activity must see the Drama 55 instructor immediately upon learning of the conflict. If a change can be made to accommodate the schedule it will be made only at the discretion of the instructor. If a change cannot be made, the student must either withdraw from the other activity or withdraw from Drama 55.

If a student assigned a Performance Crew has any conflict with the production schedule and does not make the Drama 55 instructor aware of the conflict by the end of the 2nd week of the semester, they must withdraw from the course.

Grading

This course is graded Pass/Fail. A student's success in this class is based primarily on their attendance and attitude.

Dress Code

Production Crew—Scene Shop: Starting on the first day of crew, students must wear clothes suitable to climbing ladders, painting, crawling under platforms and other physical or messy activity. Shoes with closed toes, closed heels, and thick soles are required.

Performance Crew: Starting at first dress rehearsal, students must wear, all black clothes including long pants and all black shoes, long sleeved shirts are preferred—no tank-tops.

Front of House Crew: Starting on the first day of crew, students must wear nicer clothes, black bottoms with white or black tops. A Hofstra issue vest or jacket and tie will be provided.

Communication

Students enrolled in Drama 55 are responsible for checking the DR55 call-board outside of Emily Lowe Hall room 011, to find out what crew they are on and when it begins.

Announcements of schedule and crew changes will be sent through your Hofstra email account, therefore, students are required to check their Hofstra email account once a day.

If you cannot make your crew time, for any reason, you must let your crew head and the appropriate faculty member know. Communicating immediately, if there is any scheduling problem, is the only way that a faculty member may have any discretion to allow you make up hours after a show has closed.

Important Numbers—

David Henderson – Drama 55 Instructor – 463-5236

Jim Hart – Production Manager – 463-7029

Lynn Wheat – Shop Manager – 463-7030

Scene Shop – 463-7046

Rych Curtiss – Director of Lighting/Stage Management Faculty – 463-5767

Cheryl McCarron – Costume Shop Manager – 463-6643

Drama Office – 463-5444

Your Show Stage Manager and ASMs – get these at your first meeting!

Auditions for Departmental Mainstage Productions

The Department drama program usually presents six mainstage productions a year: three in the fall term (one is a musical) and three in the spring (two for the annual Hofstra Shakespeare Festival).

Casting Eligibility

Casting is open to all members of the Hofstra community. In the past, productions have included faculty members (both from the department and from other departments), administrators, law school students, drama majors, minors and non majors.

Poor academic achievement will have an immediate effect on departmental activities. Students who earn the following grades in the semester preceding are ineligible for casting and/or major departmental responsibilities:

- D, D+ in any DRAMA class
- F in ANY class
- Two Incompletes
 - When at least one Incomplete is made up, the student is eligible for casting.

Casting Procedure

Fall shows are cast at the end of previous spring term, usually the week before final exams. This permits the first production of the season the greatest amount of rehearsal time possible and allows actors to work on their roles over the summer.

Spring shows are usually cast a week before final fall term exams. Again actors may work on

their roles during the winter intercession and rehearsals for the Shakespeare Festival production can begin rehearsing in mid January.

All department productions are cast simultaneously each semester. The drama program makes every effort to avoid casting an actor in more than one departmental production a semester. This is to provide opportunities for as many actors as possible, permits rehearsals for two shows to be held simultaneously, and protects a student from over committing him/herself to the detriment of academic responsibilities as well as allowing the student to plan his/her semester schedule more accurately.

Casting choices are made on the basis of selecting the actor deemed most appropriate to the role. Non traditional and cross gender casting is a regular feature of departmental productions. Other considerations in casting include making performance opportunities available to as many students as possible. Occasionally selection is made to challenge an actor in a different genre or with a type of role that stretches his/her abilities. Finally, roles are assigned to provide the strongest company possible for each of the productions to be produced in a given semester. Therefore, when students audition it is assumed that they will play "as cast," meaning they will accept whatever roles they are offered.

Casting Protocol

Scripts for the semester's production are usually available in the drama office several weeks prior to auditions. They may be signed out for a maximum of two days.

Audition announcements will be posted on the department callboard (between the drama office and Room 106, Emily Lowe Hall). These will list the location(s) and requirements for the preliminary session. The first set of auditions will usually take place over three days (Wednesday, Thursday, Friday evenings from 6 to 10 p.m.). Sheets with slots at five minutes intervals for each of the audition evenings will also be posted. Actors are asked to sign up without leaving gaps between auditions.

At that session, the auditionee will be asked to present a maximum of two contrasting one- or two minute monologues and 16 bars of a song (when a musical is scheduled). Singers must bring the sheet music. One monologue may be requested in verse so that the auditors can hear the actor's comfort with language. Usually a light (comic) piece and a more serious monologue will be requested. It is advisable for the actor *not* to present a speech or song from the productions to be presented, but to choose pieces that show the performer off well, and are appropriate to the material being auditioned for (both production and role desired).

Audition pieces must conform to the established time requirements of one or two minutes each. A timekeeper will interrupt the actor, when auditions run long. Audition pieces that are shorter than the allotted time are usually more effective.

Pieces must be memorized and thoroughly prepared. The auditionee should dress appropriately for the role (no costumes), come at least 15 minutes early to warm up physically and vocally and

to fill out the requisite audition form(s). Stating a role and play preference may not guarantee the request, but it will clarify the actor's interest and would be considered in the directors' cast negotiations. As the student begins the audition he or she should introduce him- or her self by name and identify the pieces that will be presented. The student may choose to present the pieces in any order that feels the most comfortable.

In the event of auditions for musicals, separate dance calls will be made and actors will audition in groups, usually being asked to repeat combinations demonstrated by the choreographer. For these auditions appropriate dancewear, and proper shoes must be worn.

The respect the actors show the material and the audition, the more serious and professional an impression they make, the better their chances of being cast and the more positive a response they will get at future auditions.

Callbacks

Usually callback sheets for each production are posted on the front door of Emily Lowe Hall after the last night of auditions.

Callbacks will be held on the weekend after immediately after auditions. They usually involve reading from the play and working with the musical director and choreographer (when a musical is scheduled). Actors called back *must* comply with a schedule that has been closely coordinated among the productions.

Casting notices will be posted on the callboard after the directors have completed their negotiations. This may be as soon as the Sunday evening of the callbacks or as late as the end of the following week.

After Casting

When cast lists are posted, actors must initial the sheet, next to their names. Majors who are cast *must* then register for Drama 56 for .5 credits in the section assigned to the director of the production in which they will work. This can usually be accomplished on line. After the department has cast its shows, other productions (Spectrum Players, Masquerade, Danceworks, honors theses, senior practica, directing projects, et al) may cast their productions. Full commitment to the department production, however, is the actor's primary obligation. Any other performance activity cannot interfere. After cast lists are posted students are encouraged to meet and discuss their auditions with the directors involved.

Student Directing Opportunities

The Department of Drama and Dance offers numerous opportunities for students to direct their own projects for credit within the department. These opportunities fall under three categories: Drama 192 (Advanced Directing), Drama 103 (Senior Practica), and Drama 100

(Honors Theses). See **THIRD TO FOURTH YEAR** for information regarding *Practica and Honors Theses*.

Drama 192

Drama 192 (Advanced Directing) is designed as a continuation for students who have successfully completed Drama 190, Introduction to Directing. The class is set up as an Independent Study. There are no formal class meetings; instead, students work on the rehearsal and presentation of a one-act play under the guidance of a faculty advisor. Plays directed by students in Drama 192 are presented for two performances, generally late in the semester depending upon the students' other commitments. There are a number of guidelines in place for the presentation of these plays.

In general students may choose any play they like, with approval of their faculty advisor. The play selected should be no more than one hour in length, although some latitude in running time may be observed depending upon faculty approval. There are no established limitations in terms of style or content; however, faculty advisors will assist students in choosing plays that can be successfully staged given the limitations of the Drama 192 format.

The objective of Drama 192 is to give student directors experience working with actors, planning and executing rehearsal schedules, and practicing the basic fundamentals of storytelling through a dramatic script. Therefore, plays presented as Drama 192 projects must be staged in a minimalist, "workshop" style. This means no constructed sets, no formal costumes, minimal necessary props and minimal use of standard lighting. When performed in the Spiegel Theater, students must use the Spiegel's stock lighting plot with no modifications, unless approved in advance by the Drama 192 instructor and Rychard Curtiss, Director of Lighting. Furniture is limited to rehearsal blocks or other stock furniture that is made available by the department. In most cases the Department will try to schedule more than one Drama 192 project on a given date, so directors must coordinate their use of scenic, prop and lighting elements. Students may also choose to perform their plays in alternate spaces with the advice and approval of the Department. The same physical limitations apply for alternate spaces as for plays performed in the Spiegel Theater.

Drama 56: Rehearsal and Performance

Drama 56 is a course in which students earn credit for performing in departmental productions. Students will register for this course every time they are cast in a Department of Drama and Dance mainstage production.

Rehearsal Schedule:

Department Productions rehearse between the hours of 7:00 – 11:00 PM Monday through Friday and may also rehearse on the weekends. Directors make up their rehearsal schedules during these hours and based on conflicts communicated by students *at the time of auditions*. Once a student registers for DRAM 56 (s)he has agreed to serve as cast and be available for all rehearsals. For BFA Performance majors, this is a requirement of the program (see requirements for BFA in Performance).

Attendance Policies:

There are no excused absences. Attendance requirements include all rehearsals, costume fittings, coachings, performances and end of semester post mortem (held during finals time for the class session), and will vary for each cast member as per the rehearsal schedule. Rehearsal schedules will be distributed the first week of rehearsal and may change from week to week as required by the growth of the production. Any changes will be posted on the ecallboard and sent through your Hofstra email account. Students are required to check their Hofstra email account daily.

All cast members will be called for technical rehearsals and are expected to stay for the entire time. Ordinarily, tech rehearsals are scheduled Saturday and Sunday the weekend before opening, from 10 am – 10 pm. There are typically two, hour-long breaks. Performance calls will be at least one hour prior to the performance. Any conflicts with these calls including R.A. obligations or enrollment in evening classes must be communicated to the director at auditions.

Grading:

This course is graded Pass/Fail. A student's success in this class is based primarily on their attendance and attitude. *ONE unexcused absence will constitute a Fail grade and may result in dismissal from the cast.* Showing up more than 15 minutes late without notifying the stage manager will constitute an unexcused absence. A failing grade makes the student ineligible for casting the following semester.

Class Conflicts

Students enrolled in classes that conflict with rehearsals or performances must note the schedule conflict on their audition sheet. If a student is cast, it is understood that the director intends to accommodate these conflicts during rehearsal, but the student must clear any dress rehearsal and performance dates with their instructors. The department chair will provide an "excused absence" form for the appropriate instructors.

Dress Code:

Students are expected to dress in appropriate rehearsal clothing and may be asked to supply rehearsal skirts or jackets and/or character shoes. In the case of special costume requirements such as corsets, rehearsal pieces may be supplied by the costume shop. Students are also expected to purchase a make-up kit approved by the design faculty.

Communication

Students enrolled in Drama 56 are responsible for checking the ecallboard at www.poowabah.com, as well as their Hofstra email on a daily basis for announcements, rehearsal call times, schedule changes, and fittings.

In the case of a late arrival due to an emergency, the Stage Manager MUST BE CALLED. Any emergency situation must be documented by a physician's note or other documentation approved by the Director. Communicating immediately, if there is any scheduling problem, is the only way that a director may have any discretion to allow you to remain in the cast.

Each student will receive the above information in the form of a syllabus.

FIRST TO SECOND YEAR

The BFA Programs

Since the B.F.A. programs must remain small to remain intensive (no more than 16 students in each Performance class), admission has become very competitive. Talent and professional ambitions are important, but they are not the primary criteria for acceptance. The drama program demands that the B.F.A. candidate be, above all, trainable. This means that she/he must demonstrate motivation, openness, self discipline, a cooperative spirit, the ability for academic achievement (a minimum G.P.A. of 2.5 is required) and maturity. These qualifications are best evaluated in the classroom, working on productions and contributing to the welfare of the department. Thus, the candidate's major audition, in fact, takes place prior to application for admission. The strongest recommendation for or against participation in the program will come from the students' teachers and directors. Nevertheless, given the size of the department, not every faculty member may be familiar with the candidate's work. Therefore a letter and an audition/interview requesting admission are required.

Admission into the BFA programs

Course Pre-requisites

For those interested in the BFA, it is essential that students consult with advisors before registering for fall of sophomore year.

BFA Performance candidates, for the fall of sophomore year, should register for Drama 60 (Fundamentals of Acting II), Drama 13 (Speech for the Actor), and Drama 31 (Movement for the Actor) if not already taken.

BFA Production candidates, for fall of sophomore year, should register for Drama 178 (Theater Design), Drama 22 (Drafting for the Theater). Other courses may be required, depending on the student's area of focus

Letter of Application

Halfway through the fall semester, sophomore students who are interested in the BFA programs must submit a letter of intent to the department chair. The deadline is included on the department's semester calendar. This letter of intent should cover the following:

- 1) Request to be admitted into the program
- 2) Why the applicant wants to participate.
- 3) Qualifications and experience that would support a positive decision (including

GPA, production credits and responsibilities and anything else that might indicate the applicant's eligibility.)

A hard copy of the letter must be submitted to the department secretary by 5pm on the due date. The tone of the letter should be business-like and to the point. It should be long enough to cover the items above but not exceed a page and a half.

The candidate must demonstrate his/her comfort with language and facility for clarity and persuasion. The applicant must also not forget to sign the letter.

BFA Auditions/Interviews

Following the application deadline, BFA applicants will meet with faculty for auditions/interviews to be held on a Saturday. A sign up sheet will be posted on the callboard. Whenever possible, the entire full-time faculty, appropriate staff and adjunct faculty attend these sessions.

For Performers:

The audition begins with a group vocal/physical warm-up, led by a faculty member and observed by the rest of the auditors. From this they may observe, not only the students' technical facility but also how they work in a group situation an important ingredient in assembling a training ensemble.

Following the warm-up, each student presents a two- minute monologue. A timekeeper will enforce the two-minute limit. It is in the actor's best interest to stay within the time constraint since a longer audition won't give the auditors any more information and may actually work against the actor. This audition should display the actor's range, facility with language, focus, attitude and capacity for preparation.

For Production:

Production applicants will be interviewed by the Drama department faculty. Portfolio requirements vary, depending on the area of focus chosen, and will be discussed with the student prior to the interview.

Decisions

The entire faculty contributes to the discussion of each student's admission into the BFA program. Applicants will be notified in writing regarding the faculty's decision. These responses will be available in the drama office usually within the week following the auditions/interviews. An announcement to pick them up will be posted on the callboard. Those selected will begin the semester immediately following their acceptance. These students will need to register for the appropriate classes for the spring semester.

Expectation of BFA Students

BFA students must maintain an overall GPA of 2.5 and a departmental GPA of 3.0.

BFA students must seek approval of their department advisor to participate in productions outside department mainstage productions, including club shows.

BFA Performance majors are required to audition every semester for department mainstage productions, and to perform, "as cast".

BFA Performance majors are responsible for acquiring a Mehron Celebre Makeup kit (this can be purchased at mehron.com). Women are responsible for their own rehearsal skirt and character shoes. Men are responsible for a rehearsal dress jacket and dress shoes.

Probation

Poor academic achievement (a departmental GPA of 3.0 and an overall GPA of 2.5 must be maintained), lack of professionalism and/or significant breach of departmental protocol, may result in a Probation status. While on Probation, the BFA Student's progress will be frequently reviewed by the Drama faculty and must show continued improvement. If significant progress is not shown, the faculty reserves the right to remove the Probationary student from the BFA Program.

THIRD TO FOURTH YEAR

Selection for Practica and Honors projects (applications due by Mid-Semester Due Date) is highly competitive. Department resources limit the number of projects approved each semester.

DRM 103 Senior Practicum:

Presentation and execution of a creative project in any aspect of theatrical art. The purpose of the Senior Practicum is to allow students to experiment with material and techniques that they feel have not been adequately covered in their coursework while at Hofstra. Projects may focus (but are not limited to) on acting/performing, directing, playwrighting or designing.

A completed application must be turned in to the Department in the semester before the project is intended to be performed. The proposal should outline the student's plans for the practicum, the reason for choosing the project and the expected educational benefit. This proposal must be prepared with the help of a faculty advisor. You must also request a faculty advisor for the eventual Practicum. This does not have to be the same person who assists you with your proposal. Proposals are evaluated by the faculty on the basis of educational value and the practical limitations of the project proposed. In some cases the faculty may request changes in your proposal in order to enhance the educational value of the project.

When possible, the faculty may also propose combining Senior Practicum proposals – for example, suggesting that a set designer who requests a Senior Practicum work with a director and actor who have proposed their own independent practica. In these cases, students would be expected to collaborate on a proposal that satisfactorily represented their combined interests. Students may also apply for joint practica in cases where a number of needs can be met by a single project.

Practicums also include a written component, with the specifics to be determined by the assigned advisor.

This course may be taken for 1, 2 or 3 credits of Drama elective.

Performance Practicums require minimal design/technical support and few actors. Projects run under 90 min.

Directing Practicums may have several actors and may have more extensive production elements than Performance-based Practicums. Projects run under 90 min.

Design Practicums, generally, must be connected to another practicum or Honors Thesis project.

Playwrighting/Original works often culminate in a staged reading. However, this depends on the status of the piece when the proposal is submitted.

Honors Thesis DRM 100

Students who have earned a GPA of 3.4 (a minimum of 3.5 in the drama or theater arts major) and have completed 60 semester hours in residence (at least 15 hours in the major) will be invited (by the Dean's Office) to enroll in Drama 100, Honors Essay, for three credits to be taken during their senior year. This course will not be charged as an overload in the eventuality that they are registered for a maximum of 17 credits.

The content of the course will comprise work on a topic chosen by the student in consultation with the student's course adviser. In order to qualify for honors, the student's project must make a substantial contribution to theatrical research, performance, directing, playwriting and/or design.

All projects with the possible exception of writing a full-length play, must involve a major, thorough, original research component. Research may include personal interviews, but must also draw from published material comprising a comprehensive investigation of the significant and appropriate contributions to the field under study. 50 pages is the minimum length for the written paper, and if no presentation is done, more than 75 pages must be submitted. It is advisable that a first draft be turned in to the adviser for review well before the deadline in order to allow time for rewriting.

As with the Senior Practicum, a completed application must be turned in to the Department in the semester before the project is intended to be performed/completed. The application must outline the educational goal of the Honors Thesis, the rationale for production (if included), and an outline of the written component. **Students applying for Honors Theses must prepare their application with the assistance of a faculty advisor.** If approved, the Honors Thesis will be assigned a committee of three drama faculty members (including the advisor). If the project bridges a second discipline, a representative from another department may serve on the committee. The committee will work with the student to establish schedules and guidelines for the components (both research-based and production-related) of the project. Following completion of the thesis, the committee will conduct an oral interview with the student and determine the level of honors to be awarded ("honors" or "high honors").

REHEARSAL-PERFORMANCE PROTOCOL

FOR ALL STUDENT PROJECTS

(taken for credit)

Rehearsal Space

Students registered for Honors Theses, Practica or DRAM192 Projects have the right to request the use of any rehearsal space controlled by the Drama Department. All requests must go through Production Manager James Hart. At the beginning of the semester in which the play is to be performed student directors *must* attend a meeting with James Hart in which the use of rehearsal space and performance spaces will be negotiated between the various student-generated projects being presented in that semester (including Masquerade and Spectrum shows.) These projects, being curricular activities, take precedence in the reservation of space over Student Activities shows such as Spectrum and Masquerade.

Casting

Although auditions are not mandatory, you may schedule auditions for your project after the beginning of the semester in which the production is to be presented. Student directors choosing to hold auditions *must* coordinate with one another and hold group auditions, and you *may not cast* students who are performing in departmental shows if their rehearsal or performance schedule conflicts with yours.

Rehearsal times

The Department of Drama and Dance maintains a strict policy that **all rehearsals for any curricular activity must end by 11:00 pm**. As directors, we are all responsible for the well being of our actors and priority must be given to their academic work. **Violation of this policy may result in a project being cancelled.**

Budget

You can be reimbursed up to \$100 on your Honors Thesis projects and \$50 on Practica and DRAM192 projects, for necessary props, photocopying, and related production expenses. In order to receive these funds you *must* retain receipts and turn them in to the department after your project is completed. Under no circumstances may you spend more money from any source on a student project.

Use of Department of Drama & Dance Facilities

Any modifications to Departmental spaces, including rehearsal studios and the Spiegel Theater, must be approved in advance by the Department. Any space used for rehearsals or performances must be returned to its original state at the end of every rehearsal and/or performance. Storage of props, costume pieces, or any other materials relating to your show must be approved by the Department in advance. Please remember that the spaces you use for your project are teaching spaces as well. Under no circumstances may your projects' needs render a space unusable for instructional purposes. Violation of these guidelines may result in the cancellation of your project.

GRADUATING SENIORS

Filing for Graduation

Seniors **must apply** to graduate. If you have completed 88 credits, you are eligible to apply. The Application for Graduation is available on the [Hofstra Portal](#) under the Hofstra Online tab. You can also download and print the [Application for Graduation](#) or you may go to 207 Memorial Hall to obtain an application.

When to File

May graduation: due by **October 1**; LATE FEE if done after October 1

December graduation: due by **May 1**; LATE FEE if done after May 1

August graduation: due by **March 1**; LATE FEE if done after March 1

Showcase

All BFA Performance majors are required to participate in the Senior Showcase, in NYC. Developed during the spring semester as part of DRM169, this hour-long mix of monologues, scenes and songs is performed for industry professionals, usually, the Monday after Commencement,. BAs may apply to participate through written request addressed to the faculty, by mid-spring semester. An audition also may be required. Showcase is limited to *graduating seniors*.