

**Carnegie Mellon University  
School of Drama  
Undergraduate Handbook**

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This Handbook is designed to provide an overview of the School of Drama, its expectations, policies and curriculum. It provides important information that can help our work together become successful.

## **INTRODUCTION**

Welcome to the School of Drama at Carnegie Mellon University! You are among a select number of students who demonstrate the level of passion and commitment required for admission into our conservatory program. Your dedication each day to the discipline and hard work required by this training, in collaboration with your fellow students, will support your successful preparation for a professional career. We hope that you will be as proud of your work at Carnegie Mellon as we are to have you collaborate with us.

Many of you are already accustomed to academic and artistic success. You may however be unprepared for the challenges you will experience here. If you find yourself confused or unsure about new ideas and experiences, persevere. Don't hesitate to ask questions. In many classes, there will be no "right" answers. If your first choice doesn't work, try something else. You will learn more from failing (defined as not fully achieving your goals) as you can from success.

Over four years you will experience a broad range of work that will require you and your peers to put your abilities to the test. Respect your colleagues' work; be alert and sensitive to other students' needs. If you are to grow and be successful in the program, it is necessary for you to take these risks. Support your fellow students in the way that you would wish them to support you.

The Drama faculty and staff are highly experienced professionals who understand the challenges of a professional training program and are willing to help you in every way possible. If you are having a problem, talk to us. We are all here to help you succeed in achieving your artistic and professional goals.

## **THE SCHOOL OF DRAMA ADMINISTRATION**

All offices, classrooms, rehearsal and performance spaces for School of Drama are located in the Purnell Center for the Arts (PCA).

### **Peter Cooke PhD OAM, Professor and Head PCA 221**

Peter is the person most responsible for the central vision, implementation and coordination of all Drama programs. Peter enjoys interacting with a wide range of students. However if you have a specific academic issue, please ensure your advisor and/or option head is briefed before bringing the issue forward to the Head. For appointments, contact Peter's assistant, Alison Popivchak.

### **Alison Popivchak, Administrative Coordinator PCA 222**

Alison supports Peter Cooke, Head of the School of Drama. If you need to speak with Peter or make an appointment, Alison will help you. She handles special event planning and administrative initiatives within the Head's office, including Advisory Board Reviews, Middles States, etc.

### **Dick Block, Associate Head PCA 220**

If Peter Cooke is unavailable, turn to Dick. He supports Peter in the day-to-day work of the School and specifically focuses on the recruitment and admissions of all graduate students in Drama. Since he collaborates with David Holcomb (Production Manager) and Peter in the coordination of the School's curriculum and production, he remains in close contact with all Drama faculty and staff. Contact him directly for an appointment.

### **David Holcomb, Production Manager PCA 224**

David is responsible for all production and performance activities in the School of Drama. He supervises Drama production management, shop operations, stage operations and student production assignments. Scene design and PTM Graduate assistant positions are also administered through his office.

### **Keith Marsh, Business Manager PCA 230**

Keith oversees all School of Drama finance issues. His work includes budgeting, financial forecasting, purchasing and payroll. If you have a Drama work-study position, you will need to see Keith so you can be entered into the University payroll system.

**Gina Kuhn, Business Office Assistant**

**PCA 230**

Gina works in the Business Office with Business Manager Keith Marsh. Her responsibilities include the submission of Faculty and Staff Expense Reports, the allocation of expenses incurred on Faculty and Staff Procurement Cards, and the Processing of all Purchase Orders. Additional Responsibilities include Travel Arrangements for Faculty, Staff and Guests of the School of Drama, Travel and Facilities Arrangements for the School of Drama Audition Tour, Entering of Timecards for Student Employment, and ordering of office supplies.

**Ari Blackford, Senior Academic Advisor**

**PCA 223**

Ari handles class schedules, registration, add/drops, and change-of-grades. She, along with faculty advisors, administers and tracks registration for all Drama majors and minors in the School of Drama. She also manages student degree requirements and assists faculty with academic advising. Information and the appropriate academic forms for the following can be obtained in her office: Leave of Absence, Withdrawal, Independent Study, and Internships. She shares audition tour responsibilities with Dennis Schebetta, and arranges admitted student visits.

**Dennis Schebetta, Communications Coordinator**

**PCA 218B**

Dennis manages the School of Drama website and all recruitment and marketing materials. He serves as a designated guest artist liaison, manages the School of Drama tours, and is the primary contact for prospective students. He also shares audition tour responsibilities with Ari Blackford.

**David Randolph, PCA Facilities Coordinator**

**PCA 208**

Dave handles the scheduling and management of all PCA facilities, including: classrooms, rehearsal rooms, performance facilities, storage facilities, shops, design studios and all equipment rooms. He is our point person for dealing with scheduled facility maintenance, repairs and equipment rentals as well as our liaison with University provided services such as FMS and CPS. Please refer to the Facilities Manager's room reservation procedure to request access to available PCA facilities. David is also responsible for resource allocation to organizations outside the School of Drama requesting the use of the Purnell Center for the Arts.

**Louis Stein, Computer Service Associate**

**PCA 206**

Louis is the technical administrator for the School of Drama's computer cluster, and is responsible for the Drama website server and computing networks,

including access rights. He also maintains Drama's inventory of hardware and software for the cluster and all faculty and staff computers in PCA.

**Maria Stoy, Box Office Manager  
PCA Box Office (Purnell Lobby)**

Maria is responsible for ticket sales, house management and ushering, all of which use work-study students. She also assists in marketing for the major School of Drama productions. During the summer Maria is the Associate Director of the Pre-College program.

## **SCHOOL COMMUNICATIONS**

### **E-MAIL**

Most communication on campus is facilitated by electronic mail (e-mail). The University requires that students become familiar with e-mail and strongly encourages them to monitor it on a daily basis. Crew assignment notices, late changes to crew and rehearsal calls, and course-related information will be made by e-mail. **Please make it a habit to check your e-mail regularly during the school day as you are responsible for any information disseminated in this manner.**

### **BULLETIN BOARDS**

There are several School of Drama (non-electronic) bulletin boards. **Students are responsible for reading these bulletin boards on a daily basis.** Postings will be available in the Purnell Center Lobby as well as on individual bulletin boards throughout the building; postings specifically relating to design and PTM will be found in the hall outside the computer cluster. Postings concerning specific show information are located outside the Chosky stage door and the rehearsal rooms on the 3<sup>rd</sup> floor. Postings will include:

- Casting Notices
- Rehearsal Calls
- Crew Calls
- Academic Information
- Conservatory Hour
- Special Events

Internships and Job Info specific to Design and PTM will be posted outside the cluster; those specific to Acting, Musical Theatre and Directing will be posted opposite the third floor lobby elevator.

Information regarding Playwriting will be posted outside Purnell 324;  
Dramaturgy outside Purnell 330.

## **MAILBOXES**

All undergraduates and graduates have individual mailboxes in PCA Student Lobby. Students should be sure to check and empty these mailboxes daily. Faculty and staff mailboxes can be found in the mail room on the 2nd floor of PCA. Students should notify the Senior Academic Advisor if they find they do not have a mailbox. **The School of Drama should not be used as a mailing address or answering service. Messages will be posted only in the case of an emergency.**

## **INTERNET**

The School of Drama website ([www.drama.cmu.edu](http://www.drama.cmu.edu)) should be checked frequently as general information about the School and its operations can be found there.

A general production website is maintained by student production managers and stage managers. This web site includes pages for each production and should be checked daily by any student involved in that production. The web site also includes general information, including production calendar and assignment information for the entire year. Students should bookmark this site, and refer to it regularly. <http://128.2.49.70/>

## **SCHOOL OF DRAMA GENERAL POLICIES**

### **ATTENDANCE**

**Attendance and punctuality for all classes, crew assignments and performance calls is mandatory.** Attendance is understood to be an individual's presence and full participation for the entire time period assigned to the session. Punctuality involves sufficient time to be dressed in appropriate attire, with proper equipment, warmed-up and ready to engage fully in the activity at the beginning of the session.

The School of Drama fully supports the attendance and punctuality policies listed in all faculty and staff course syllabi. Students should know and conform to the policies stated in their course syllabi. While serious illness or injury may excuse a student from a session, excessive absences or lateness will call attention to the students' ability to keep pace with the training. If, in the opinion of a faculty member or members, a student has recorded excessive

absences, the faculty and staff of the student's option reserve the right to determine future participation in the program.

### **PRODUCTION "LATE NIGHT" POLICY**

There are no excusable absences from morning classes due to late night work on production.

### **CONSERVATORY HOURS/ PRODUCTION MEETINGS/ FRIDAY MATINEES**

Monday afternoons from 4:30-5:30pm is the scheduled time for Conservatory Hour, a required course for freshmen. This time is reserved for guest speakers, special lectures, and production critiques. All events will be approved and scheduled through the Associate Head. There are occasions when Conservatory Hour extends until 6:00pm. Advance notice will be provided.

Wednesday afternoons from 4:30-6:30pm are reserved for production meetings. All meetings will be scheduled and coordinated by each assigned production manager.

Friday afternoons are often reserved for Studio production matinees.

### **SCHOOL EQUIPMENT**

School of Drama equipment is only to be used by students who have received direct permission from the faculty or staff responsible for that equipment. This includes (but is not limited to) vehicles, stage and shop equipment, tools, pianos, computers, scanners, printers, plotters, phones, fax, copiers, video equipment, etc.

### **LOCKERS**

There are lockers in the Purnell Center that are for student use during the fall and spring semesters. Lockers are obtained by students on a first come, first served basis. Students may secure a locker by purchasing a lock and placing it on a locker no earlier than one week prior to the first day of classes for the fall semester. Students are allowed to use the locker up until, but no later than one week following commencement. After that date any remaining items left in lockers, locked or unlocked will be discarded. **DO NOT LEAVE ITEMS IN LOCKERS OVER THE SUMMER.** Those items will not be there when you return in the fall.

## **FACILITIES SCHEDULING**

All rooms and facilities usage in the Purnell Center for the Arts is scheduled through the Facilities Coordinator. Request for the use of all spaces must be made through the Facilities Coordinator.

## **MATERIALS FEE**

The School of Drama provides a variety of printed materials used for classroom instruction production schedules, notes and other production-related documents. In many cases, the School is required to pay royalties for the use of published works and/or copyright fees for reproducing materials that have copyrights. As the beneficiary of these materials and to help defray the cost of providing the same, all full-time School of Drama students will be liable for a materials fee each semester. Students registered for off-campus programs such as Study Abroad will not be charged the materials fee.

## **STUDENT REPRESENTATIVES**

At the beginning of the fall semester one student from each option is elected to represent both the freshman and sophomore classes, one from each option for the Junior and Senior classes, and one from each option for the graduates. These representatives should schedule meetings with the Option Coordinators to discuss any concerns with the program. Students within an Option are to bring their concerns to the class representative to forward to their specific Option Coordinator. Student reps will meet several times during the course of the school year with the Associate Head to discuss school-wide issues and concerns.

## **STUDENT TICKET POLICY**

Students enrolled in the School of Drama receive two complimentary tickets for each Faculty / Guest production and MFA Directing Thesis production. Complimentary tickets are available one month prior to the opening of the production for previews and certain performances.

Reservations must be made in person at the box office. Comp tickets are available for Wednesday, Thursday and Friday nights and Saturday matinees. A limited number of comps are available on Saturday nights. Check with the Box Office Manager on availability for Saturday nights. Students wishing to attend the Preview performance of a show must also reserve seats through the Box Office.

All complimentary tickets must be reserved in advance and picked up at least fifteen minutes before curtain; otherwise they will be released for sale. As a courtesy, please call to cancel complimentary tickets one hour prior to the

performance. Please check with the Box Office Manager or phone (412) 268-2407.

Box Office Hours: Monday-Friday 12:00noon-5:00pm; performance days 12:00noon-5:00pm and 6:00pm-8:00pm; Saturday matinees two hours before curtain.

### **SUNDAYS**

Sunday is generally designated as a "Day Off." With the exception of Chosky load-ins, no School of Drama classes, prep and run crews, rehearsals or performances will be scheduled. Only under special circumstances and with prior approval from the SOD Production Manager will exceptions be made.

### **GRIEVANCE PROCEDURES**

Any substantive concern or grievance should be addressed in the following sequence:

You should make every effort to discuss the grievance with the faculty, staff, or student involved.

If you feel the grievance has not been sufficiently resolved, you should bring it to the attention of your Faculty Advisor who will help to resolve the problem.

If you still feel no resolution has been reached, the next recourse is to speak to your Option Coordinator. Some students feel more comfortable putting this in writing although this is not required.

If none of the above procedures have resolved the grievance, you can speak to the Associate Head or Head of the School of Drama for resolution.

### **PROFESSIONAL STANDARDS**

The School of Drama believes that discipline is a core standard of professionalism. Students are expected to maintain a professional attitude at all times. It is understood that this includes the prohibition of cell phones, instant messaging or anything else on a laptop screen that might be disruptive to an instructor, or classmates. Electronic devices are not to be brought to crew (phones, laptops, ipods, etc), by anyone other than crew heads using those devices for the fulfillment of their crew duties.

### **CLASSROOM CONDUCT**

The School of Drama has the following expectations of students while in class:

- You are responsible for absolute punctuality at every class.
- As attendance is assumed, each instructor will determine any penalty for absence or excessive lateness.
- You are responsible for being in proper classroom attire at the beginning of class.
- Being disrespectful to an instructor, fellow students or the classroom space and equipment will not be tolerated. This includes class disruption due to cell phones that have not been silenced, or laptop screens that could be disruptive to anyone in the class.
- No smoking is permitted in the classroom or the building. The University has designated specific smoking areas around campus.
- Food and drink are not permitted in the theatre spaces at any time. Food and drink are permitted in other classrooms at the discretion of the instructor. If food and/or drink are allowed, clean up is mandatory.
- You are responsible for cleaning up all food and drink and for restoring the room at the end of each session.
- Trespassing, vandalism, graffiti, and theft are grounds for immediate dismissal from the School of Drama.

### **REHEARSAL CONDUCT**

The School of Drama has the following expectations of students while in rehearsal:

- You are expected to read the Drama callboards daily. Stage Managers will inform company members of the particular location of the callboard for each production.
- You are required to be on time for every rehearsal.
- Actors are responsible for being in proper rehearsal clothing at the beginning of each rehearsal.
- You are responsible for being prepared and ready to work. Actors are required to bring scripts and pencils to record blocking, cues or notes.
- You are required to devote their full attention to the task at hand and to follow the directions of the director and stage manager.
- Complete quiet during rehearsal is to be maintained.
- It is the actor's responsibility to stand by for cues and entrances at all times.
- It is the actor's responsibility to be on time and courteous at any costume fitting.
- No smoking is allowed in rehearsal rooms, backstage areas, theatres, or in costume. Please note University policy on smoking.
- Food and drink in the rehearsal rooms is only allowed at the discretion of the director. If eating and drinking is permitted, clean up is mandatory.

- No one is permitted to eat or drink in the theatres, backstage or while in costume.
- Cast and crew will restore any rehearsal space to function for the daily School of Drama class schedule. This includes reporting broken or faulty equipment, returning furniture, door frames, props etc. to the original room, and the removal of all personal items and trash from the rehearsal hall.
- Rehearsals are workshop extensions of the curricular classroom work; therefore, missing class because of rehearsal or performance-related activities is unacceptable and can in no way be used as an excuse.
- The School of Drama has a zero tolerance policy on the use of alcohol and recreational drugs. Any student whose appearance or behavior suggests to a faculty or staff member that substance abuse may be involved will be immediately referred to Campus Security for investigation and follow up action.
- No one is allowed to leave rehearsals for any reason without the permission of the director and/or stage manager.

### **CREW CONDUCT**

The School of Drama has the following expectations of students while on crew:

- You are required to read the Crew callboards daily. Production Managers will inform members of the production team of the particular location of the show's callboard.
- Crew is a class and receives a letter grade. The grade is largely based on attendance, attitude and willingness to work and follow instructions.
- Crew members are required to be on time for every work call.
- Crew members are required to dress appropriately for work in the assigned area. The crew head will define what is appropriate. Any crew member who is not dressed appropriately will be dismissed; this will be considered an unexcused absence for that call.
- Crew members should come prepared to every call with a pencil, or any other materials required by the crew head.
- All crew members must be prepared and ready to work, and are required to devote their full attention to the task at hand and to follow the directions of the crew head and shop staff. No crew member will leave their assigned work area to interrupt the work of another crew member or production.
- No smoking is allowed in the shops. Please note University policy on smoking.
- Food and drink in the shop is only allowed at the discretion of the crew head or shop staff. If eating and drinking is permitted, clean up is mandatory.
- No one is permitted to eat or drink in the theatres or backstage.

- The School of Drama has a zero tolerance policy on the use of alcohol and recreational drugs. Any student whose appearance or behavior suggests to a faculty or staff member that substance abuse may be involved will be immediately referred to Campus Security for investigation and follow up action.
- Electronic devices are not to be brought to crew (phones, laptops, ipods, etc), by anyone other than crew heads using those devices for the fulfillment of their crew duties. Any such devices that are discovered at crew will be confiscated by the crew head, and may later be retrieved from the office of the SOD Production Manager at his convenience.
- No one is allowed to leave crew for any reason without the permission of the crew head and shop staff.
- All crew members must clean up their areas at the end of each call, and cannot leave until being released by their crew head.

### **PERFORMANCE CONDUCT**

The School of Drama has the following expectations of students during performances:

- Actors must be present and signed-in for all half-hour calls.
- Cast and crew must notify the Stage Manager as soon as possible and certainly before half-hour, if ill or unable to reach the theatre on time.
- Actors are responsible for being warmed-up, made-up, dressed, and ready for cues and entrances at the beginning of each performance.
- Actors and crew must take proper care of and make no unauthorized changes in costumes, props or make-up.
- Actors and crew are responsible to maintain the performance as directed.
- Complete quiet is to be maintained in all offstage areas. Shows in production must respect the backstage spaces of other productions in progress.
- Actors must return props and costumes to the proper places at the end of a performance.
- All personnel must cooperate with the Stage Manager, Assistant Stage Managers, Musical Director, Dance Captain, and Fight Captain. Any notes or problems are to be addressed to the Stage Manager.
- The Stage Manager is obligated to report any misconduct. Actors and crew will notify and apologize to the Stage Manager for any serious mistake or breach of professional conduct.
- No smoking is allowed in the dressing rooms, rehearsal spaces, backstage areas or theatres.
- No one is permitted to eat or drink in the theatre or backstage.

- The School of Drama has a zero tolerance policy on the use of alcohol and recreational drugs. Any student whose appearance or behavior suggests to a faculty or staff member that substance abuse may be involved will be immediately referred to Campus Security for investigation and follow up action.
- No one is allowed to leave a performance for any reason without the permission of the director and/or stage manager. As much as possible in an academic setting, the SOD follows the rules in the Equity Handbook

## **SCHOOL OF DRAMA ACADEMIC POLICIES**

### **PROGRESSION OF TRAINING**

The School of Drama has developed a specific curriculum for each Option. You are required to take the courses in your Option in the sequence prescribed.

### **CLASS ATTENDANCE**

Punctual attendance is expected for all classes. Specific attendance policies are detailed in course syllabi. Habitual lateness or absence is cause for concern and will result in consequences particular to each course. If you have recorded excessive absences, your Option will meet to discuss your future participation in the program. In the case of illness, you are expected to keep your professors and advisors informed about your situation.

### **ARRIVAL AND DEPARTURE FOR THE ACADEMIC SEMESTER**

You are expected to attend classes on the first day of the academic semester and continue to the last scheduled day of classes. Drama classes, rehearsals, technical rehearsals, performances and crew calls recognize most, but not all, of the University's scheduled holidays. Students are required to attend all scheduled classes, rehearsals, performances and crew calls until the official start of a holiday. No student should plan an early departure date. If an exception is to be considered, you are required to submit the appropriate request form in advance to all faculty involved and to your Faculty Academic Advisor. Approval of any time off from the academic semester is at the discretion of the faculty.

### **REGISTRATION**

Listed below are a few tips for getting started in course registration. If you have any questions, please feel free to ask the Senior Academic Advisor, who

will be happy to assist you with any queries. Also, be sure to check the online schedule of classes (<http://www.cmu.edu/hub>) for updates and corrections to courses as well as deadlines for the add/drop periods.

Registration is handled through the university via the On-Line Registration (OLR) system. The School of Drama Senior Academic Advisor will complete all registration for first-semester freshmen. After that first semester, you are responsible for enrolling in required courses and electives. The first step in the registration process is to meet with your Faculty Advisor. Consulting the University's Schedule of Classes (available online) will help you choose electives. Once your Faculty Advisor has signed off on your schedule (and retained a copy for her/his records), and the Senior Academic Advisor has been notified you will be able to proceed with online registration. It is required that you confer with your Faculty Advisor each semester.

On-Line Registration (OLR) can be accessed at: <http://www.cmu.edu/hub>

#### **OPTION COORDINATORS:**

David Boevers	Production Technology and Management
Jed Harris	Undergraduate Directing
Marianne Weems	Graduate Directing
Joe Pino and Narelle Sissons	Design
Gregory Lehane	BHA, BSA, and BCSA
Barbara MacKenzie-Wood	Acting/Music Theatre
Rob Handel	Dramatic Writing
Michael Chemers	Dramaturgy

#### **ACADEMIC ADVISORS**

Every student in the School of Drama is assigned a Faculty Advisor within their Option, charged with the responsibility of offering personal academic advice and guidance. Initially, your Faculty Advisor will be assigned by your Option, but by the end of your first year you should verify or change this choice. You should choose your Faculty Advisor based on that person's understanding of

your personal, academic, and professional goals. Your relationship with your Faculty Advisor is an excellent opportunity to develop a positive, close relationship with someone who has likely experienced much of what your own future holds. Faculty Advisors may be reassigned at your request. Approval of a student's choice for Faculty Advisor is at the discretion of the Option.

The School of Drama Senior Academic Advisor also functions as an academic advisor for broader issues regarding curriculum and degree requirements.

### **OVERLOADS AND UNDERLOADS**

A student schedule is considered over-loaded within the School of Drama when it exceeds 56 units per semester (60 units for MTs), under-loaded when it consists of less than 36 units. **You must receive approval for a course over-load/under-load from your Faculty Advisor.** You should note that a course under-load will affect your financial aid and standing as a full-time student.

### **CURRICULUM REQUIREMENTS**

Requirements for graduation are defined by each Option, published by the Senior Academic Advisor and distributed by the Option Coordinators. Failure to meet the requirements of each semester will result in appropriate academic action. Failure to meet final semester requirements will prevent you from marching at Commencement Ceremonies and eliminates all privileges concerning participation in New York and Los Angeles Showcases of Talent and all Portfolio Presentation events, as well as any other post-commencement privilege.

### **GRADUATION REQUIREMENTS**

It is ultimately your responsibility as a student to ensure that all courses necessary for graduation have been successfully completed. The University, School of Drama, Faculty Advisors, Instructors and the Senior Academic Advisor are available to assist you, but cannot be held responsible for your failure to complete requirements for graduation. You should consult the Senior Academic Advisor and your Faculty Advisor with any questions.

### **WITHDRAWAL FROM A COURSE**

A student wishing to withdraw from a course must start with the permission of their Faculty Advisor. If re-scheduling a required course for later in the curriculum is not possible, you will not be allowed to withdraw. Failure to complete coursework and absenteeism are not acceptable reasons for withdrawing from a course. To drop a course after the published deadline, you must complete a Drop Form, available from the Senior Academic Advisor online

at [www.cmu.edu/hub](http://www.cmu.edu/hub). This form must include the signature of your Faculty Advisor, the professor of the course and Head of the School of Drama.

### **COURSE SUBSTITUTIONS**

Any proposed substitution from the required curriculum must be approved by your Option Coordinator.

### **TRANSFER CREDITS**

Students who take courses from institutions of comparable level and rigor to Carnegie Mellon University *may* be eligible for transfer credit. All transfer credits must be approved by the School of Drama.

No online courses will be accepted for transfer credit.

### **OUTSIDE EMPLOYMENT**

Any student seeking outside employment must receive permission from the Option Coordinator. Outside employment of any kind does not constitute an excused absence from School of Drama classes, production assignments or completion of any required class assignments. To be eligible, applicants applying for outside work must be in good academic standing and they cannot be on an Academic Action. Your elective count, fulfillment of University requirements and timely completion of units needed for graduation must be on schedule.

Outside work that impinges on the academic calendar or any School of Drama event must go through the same review process as any other outside employment.

Specific policies regarding eligible outside employment are determined by your Option. Regardless of Option, you may only work outside of the School with the unanimous consent of faculty involved in your current curriculum, including rehearsals, performances and crew assignments. The following guidelines apply:

Acting/MT: Only seniors may apply for outside work.

Design: Decisions for outside employment will be made on a case-by-case basis.

Directing: Decisions for outside employment will be made on a case-by-case basis.

PTM: Decisions for outside employment will be made on a case-by-case basis.

Dramatic Writing: Decisions for outside employment will be made on a case-by-case basis.

Dramaturgy: Decisions for outside employment will be made on a case-by-case basis.

If you engage-in outside employment without notification, without good academic standing, or without consent of their Option, your continued participation in the program is subject to review.

### **INDEPENDENT PROJECTS**

As a student, your primary responsibility is to the curriculum of the School of Drama. Although the faculty respects student-driven work, involvement in an independent project must not hinder work in Drama classes or production assignments. All students who wish to produce an independent project must first contact the Associate Head. Without School of Drama approval, Independent projects will operate without access to the resources, facilities, or personnel of the Purnell Center.

The School of Drama suspends regular classes for one week per year to allow students to make their own theatre. PLAYGROUND is designed to focus independent student work within a Festival context. Projects other than those submitted for PLAYGROUND must be approved as outlined above.

### **SURG PROJECTS**

Undergraduates in good academic standing are eligible to apply for a Small Undergraduate Research Grant (SURG). Guidelines for SURG Projects can be found in the University Undergraduate Handbook. SURG Projects, like other independent projects, are subject to the approval of the participating students' Faculty Advisor(s). SURG Projects that propose the usage of PCA or Drama School resources must be pre-approved by School of Drama administration. SURG projects do not excuse a student from performing School of Drama curricular work.

### **MUSIC THEATRE VOICE TEACHER POLICY**

The Voice Faculty feels that the study of one technique with one instructor is the most advantageous approach to your vocal training. Accordingly, each student is assigned a Voice Teacher upon admission. Freshman assignments will not be changed for a full year. At the end of the freshman year, a request for transfer may be made. Thereafter, any request for re-assignments will be evaluated at the end of each semester. If you have concerns of any kind you must first address them with your instructor. If these concerns persist, and you wishes to transfer to a different instructor, you must first inform your current instructor and, following that, the Option Coordinator. While you may request a specific instructor, the choice of the new instructor is at the discretion of the Voice Faculty.

## ELECTIVE POLICY

With the exception of the Music Theatre Option, the School of Drama curriculum requires students to take outside electives. The School of Drama suggests that electives be chosen from different departments to expand the diversity of your academic course work. When preparing schedules and choosing electives, you should keep the following in mind:

1. Seven non-drama electives are required by the close of the senior year for all Drama students with the exception of the Music Theatre students who are required to take one non-Drama elective in addition to their HSS Foundations requirement.
2. Only courses that are at least six units will be accepted as electives although you may choose to take two three-unit minis. Courses that carry greater than six units are only counted as one elective; the additional units will not count as a second elective.
3. You are permitted to take any academic elective you choose - either semester or year-long - given that the elective is not repeated again during your four years. Courses can be repeated as many times as you wish, but credit will only be given once.
4. Only 6 units of Physical Education courses will be accepted as outside electives. While we recognize the value of Physical Education courses and encourage students to take advantage of them, the purpose of the outside electives is to expand your academic and intellectual horizons.
5. Voice lessons with the School of Music may be counted as an elective for Directing, Design and PTM students only. Please remember that they are an additional expense and only one semester will qualify as an elective. Actors may enroll for voice lessons at their own expense, but they will not be counted towards elective requirements. Any student of any Option may take instrumental lessons in the School of Music at their own expense. Only one semester of instrumental lessons will be credited towards required electives.

**An undergraduate student within the School of Drama will NOT be able to fully participate their Junior year unless they have passed the following required University courses (for actors/MTs this means you will not be in the casting pool):**

1. Computing at Carnegie Mellon
2. Interpretation and Argument (English) 76-101
3. Critical Histories of the Arts 62-100

## MINORS

In the context of the B.F.A. curriculum for Acting, Directing, Design and PTM, students have the potential to complete a minor. Carnegie Mellon University offers a variety of educational opportunities and you are encouraged to seek

out other interests. Please keep in mind the intense nature of the drama conservatory experience when deciding whether or not to declare a minor.

## GRADES

The School of Drama has adopted the policy of giving letter grades in most courses. Mid-term and final grades are available to students on-line.

To conform to the Privacy Act (see below), the School makes grades available to students, and not to parents. It is the responsibility of the student, not that of the University or the School, to keep parents informed. You can opt, through Student Information Online (SIO) to allow parents access to your academic records.

The University does not use a plus or minus system for undergraduates. Midterm grades will allow “plus/minus” designations for the purpose of instructor/student evaluations.

The University undergraduate student Grading Standard is as follows:

<u>Grade</u>	<u>Quality Points</u>	
A	4.0	Excellent
B	3.0	Good
C	2.0	Satisfactory
D	1.0	Passing
R	0.0	Failure
X	0.0	Conditional Failure
P	Non-Factorable	Passing
N	Non-Factorable	Not Passing
O	Non-Factorable	Audit
W	Non-Factorable	Withdrawal
I	Non-Factorable	Incomplete

This grading standard is for all students classified as seeking an undergraduate degree and special students taking undergraduate courses.

Grades in the School of Drama measure your progress toward mastery in your field. Expectations of progress are defined within each option and for each level of the curriculum. **In addition, the School of Drama expects its students to maintain a “B” average in their major area.**

Faculty consider specific factors in determining grades. Individual rubrics and requirements are made available on a course-specific basis. The following are areas of competency the School of Drama evaluates on a school wide basis: artistic and professional aptitude and potential, skills mastery, professional

conduct and engagement, innovation and positive collaboration.

### **INCOMPLETES**

An “incomplete” is granted exclusively at the discretion of the course instructor. Once the decision has been made to grant a grade of “incomplete,” it is your responsibility as a student to arrange a deadline for work completion with the instructor. University policy dictates that any “incomplete” grade will automatically be changed to the default grade entered by the course professor by the end of the following semester if the coursework is not completed.

### **CONFERENCES AND CRITIQUES**

Conferences and critiques are held at the end of each semester and upon request. Evaluations for many courses will be written at the end of each semester. Please pay careful attention to what is written. If anything is unclear, make sure to discuss the evaluation with your instructor.

### **HONORS**

University Honors are given to those students who have completed four years of training within the School of Drama with an overall grade point average of 3.50 and above. These honors are automatic and based solely on QPA.

College Honors will be given upon graduation to students with at least a 3.30 QPA who have won a School of Drama Award. The faculty may also select additional students based on overall academic and artistic excellence, School citizenship, innovative thinking, and/or entrepreneurship.

Dean’s List In order to qualify, a student must have a semester average in the top 30% of the School and have carried a full-time load of at least 36 units. An incomplete grade or missing grade disqualifies a student from the Dean’s list.

### **THE PRIVACY ACT**

The following is a quote from the “Buckley Amendment” to the *Family Educational Rights and Privacy Act of 1974*:

“Whenever a student has attained eighteen years of age, or is attending an institution of post secondary education, the rights accorded to and the consent required of the parent of the student shall there after only be accorded to and required of the eligible student.”

In effect, the law provides for:

- inspection of all records by a student.
- the opportunity, through a hearing, to challenge the contents of the records.
- the permission of the student for release of the records.
- maintenance of a record of all persons, including the student, who inspect the file.

As a result of this law, the Registrar's office sends parents copies of grade reports only during the freshman year. The School of Drama does not send any copies of notices to parents. All notices, evaluations or action letters are sent directly to the student. The full university interpretation of the policy is available in the Registrar's Office, Warner Hall 201.

## **ACADEMIC ACTIONS**

You will be informed during a private conference if you are making inadequate progress towards your degree, which may result in an academic action. If you do not progress within a reasonable amount of time, a further academic action may be taken. The decision to impose an academic action is first initiated by the School of Drama, and then presented at the end of the semester to the Academic Actions Committee of the College Council for confirmation. The academic actions listed below do not follow a particular sequence; any of the actions may be appropriately imposed at any time upon recommendation of the School of Drama and confirmation by the Academic Actions Committee.

### **WARNING**

Intention of the Action: A warning is intended to notify the student of unsatisfactory performance and to suggest that the student take steps to determine and correct the cause of the difficulty. It indicates a moderate concern on the side of the faculty for problems that are considered circumstantial and can be promptly rectified by the students.

A student may be issued a warning for failure to maintain professional standards in a required course; or insufficient evidence of serious application to the professional standards of the School of Drama; or one or more grades of "C" or below in the student's major area of study. Warning action is intended to notify the student of unsatisfactory performance, and to suggest that the student take steps to determine and correct the cause of the difficulty.

A student will receive an academic warning for not completing freshman requirements (English, History, Computing) by the end of the third semester in the School of Drama.

**PROBATION**

Intention of the Action: Probation is intended to notify the student of severe and/or continuous performance issues and to suggest that immediate steps are taken to correct the cause of the difficulty.

Probation may be imposed for a more severe academic problem; *i.e.* a student currently on an action who receives a grade of "C" or below, or a student not currently on an action who receives more than one "C" in his/her major area of study. A student on probation may be required to achieve a specified quality grade point average and improve scholastic and/or artistic standing to an acceptable level in order to be removed from the action. Unless significant progress is made the action will remain, could escalate to Final Probation, Suspension or Drop from the School of Drama.

A student will receive academic probation for not completing freshman requirements (English, History, Computing) by the end of the fourth semester in the School of Drama. Students who have not completed freshman requirements before the start of the fifth semester (junior year) will be out of the casting pool and will not receive a production assignment until the required courses are complete.

**FINAL PROBATION**

Intention of the Action: Final Probation is intended to notify the student of significantly poor performance issues and continued failure to meet the professional standards of the School. It indicates significant concern on the side of the faculty on the ability of a student to rectify the causes of the problems. For a student on Final Probation, in the next semester in residence, the student must receive no incomplete grades and no grades less than a C. If expectations are not met, the student may continue on Final Probation, or depending on individual performance issues, the action could escalate to Suspension or Drop from the School of Drama.

**SCHOOL SUSPENSION**

For poor performance or for personal problems that create an impediment to professional achievement in the School of Drama, a student may be suspended from the School of Drama. A student is suspended from the School of Drama, but not the university, when it is deemed in the best interest of the student to allow continuation of study outside of the School of Drama during the period of the suspension. The student is not permitted to take courses in the School of Drama for a period to be determined by this faculty action, but will be re-admitted at the end of the period of Departmental Suspension specified by the faculty after the condition of the Departmental Suspension is satisfied. It is imposed if the student is not making significant progress towards his/her

degree; or following a significantly poor semester (or previous semester(s)) during which the student was on academic action; or if faculty feel that a student with the potential for success needs to address the issues impeding his/her academic achievement while taking classes in another department at Carnegie Mellon.

### ***DROP FROM THE SCHOOL OF DRAMA***

This action terminates the student's enrollment in the School of Drama. The School of Drama imposes this action in the case of any student whose academic progress is considered insufficient.

A student who has been dropped from the School of Drama has three choices:

1. Transfer to another Carnegie Mellon University department or school. A student must contact that school or department.
2. Request for Transitional Student status in the College of Fine Arts for one semester. A student must make an appointment with Carnegie Mellon Resource Advising Center (CMARC) to discuss this.
3. Withdraw from Carnegie Mellon University. An application for Withdrawal form is available at [www.cmu.edu/hub](http://www.cmu.edu/hub).

We strongly encourage any student dropped from the School of Drama to contact CMARC ([www.cmu.edu/CMARC](http://www.cmu.edu/CMARC)) to determine the best course of action.

### ***WITHDRAWAL OR LEAVE OF ABSENCE***

A student who withdraws or takes a leave of absence from the university, at any time up to and including the last day of classes and excluding the final examination period, does so with the understanding that no grades will be recorded for the semester. In some cases the student's department or school may choose to state the time at which or the conditions under which the student may be permitted to return. Withdrawal or voluntary leave of absence requires that a student file a Withdrawal/Leave of Absence form with the HUB, after securing the appropriate signature approvals. Return from withdrawal or voluntary leave of absence requires department or school approval through a Request for Return from Leave of Absence form. ([www.cmu.edu/hub](http://www.cmu.edu/hub))

Students should keep the following in mind when considering a Withdrawal/Leave of Absence:

- The training process is such that it is not possible for students to take only a semester away from the School (unless on an agreed internship, or semester abroad).
- Students are encouraged to take a Leave of Absence if they feel the need to take a break from the intense training experienced during their studies.
- Students in good standing in all courses and on no academic action when taking the leave will be reinstated into the School at the level of training they were about to take when requesting the leave of absence.
- Students in poor standing or on academic action who request a leave of absence will be required to re-audition and/or interview when the leave is up before being permitted to re-enter the School.

Students who, due to illness or personal problems, need to take a Leave of Absence during a semester will be discussed on an individual basis. A student might be asked to repeat the incomplete semester's study or, if the academic progress is excellent, be allowed to return and continue with their class.

### **EXTRAORDINARY INTERVENTION**

There are rare occasions when extraordinary intervention appears to be necessary. When a student is on a downward path academically, seriously struggling with multiple courses and the faculty does not see much chance of improvement, he or she may be advised to take a leave of Absence in the middle of the semester. This is only done when the faculty feels that to continue as is would result in a series of extremely low grades in those multiple courses for the semester, likely resulting in that student being asked to leave the School of Drama. Taking a Leave of Absence allows the student to maintain more control of his or her academic mobility.

Under these circumstances, the student would return to the School of Drama on Academic Probation under the same conditions as listed above.

### **APPEAL PROCEDURE**

Students are free to appeal all actions through a letter to the Dean of the College of Fine Arts and copied to the Head of the School of Drama.

### **ACADEMIC ALTERNATIVES**

#### **INDEPENDENT STUDY**

Independent Study with faculty is available for students who are in good

academic standing. The opportunity exists to allow you to develop a self-generated project or body of work outside of the studio/classroom setting, with the support of faculty. In order to register for an Independent Study you must first make arrangements with a member of the School of Drama faculty and fill out the Independent Study form, available from the Senior Academic Advisor

The following guidelines apply to Independent Study Projects:

- You may register for only one Independent Study per semester.
- The faculty member, Senior Academic Advisor and you determine the number of units that you will earn for an Independent Study.
- The faculty member involved and your Option Coordinator must sign off on Independent Study courses.

## **STUDY ABROAD**

The School of Drama will consider proposals for Study Abroad. Each option has specific guidelines that must be understood and followed. A study abroad proposal must identify an approved focus of study; the Option Coordinator must approve the proposed school.

The student studying abroad cannot fall behind in the School's sequenced four-year training program.

The following guidelines for Study Abroad apply:

**ACTING/MUSIC THEATRE:** Students are allowed to apply for Study Abroad in the first semester of their senior year. The training must be equivalent to what is being offered in the Acting/Music Theatre option. You must be in good academic standing in the School. You must follow a formal application process the semester before you plan to take the leave. Upon returning you are required to give a formal report on your experiences.

**DESIGN, PTM and DIRECTING:** for the second semester of the junior year. Applications must be made during the first semester of that year. (Under special circumstances you may study abroad during the first semester of the senior year).

**DRAMATURGY:** Students who have maintained a B average or better and are considered mature citizens of the School are encouraged to apply for study abroad.

### **I. School of Drama Approval:**

After selecting a program that suits your interest and focus of study you must submit a proposal to the Option Coordinator and Faculty Advisor for approval.

In order to receive academic credit you MUST have the approval of the School of Drama and you must attend a Study Abroad Pre-Departure Orientation.

## **II. Appointment:**

You must make an appointment with the Study Abroad Advisor for basic information and procedures.

412-268-5231 [study-abroad@andrew.cmu.edu](mailto:study-abroad@andrew.cmu.edu);

Study Abroad Advisor: Chris Menand ([cmenand@andrew.cmu.edu](mailto:cmenand@andrew.cmu.edu))

## **III. Financial Aid:**

If you have financial aid, you must discuss this with the Study Abroad Advisor, as this may have an impact on the program you will attend. Scholarships and additional information are available at the Office of International Education, 3rd Floor Warner Hall. (<http://www.studentaffairs.cmu.edu/oie>)

## **IV. Applications:**

Applications for Exchange and Sponsored programs may be submitted to The Office of International Education. Applications for external programs must be submitted directly to the program.

## **V. Registration:**

Upon acceptance into any study abroad program, you should make arrangements for registration and transfer credit with the Study Abroad Advisor.

Note the following requirements:

1. Attend a pre-departure information/orientation session\*
2. Collect a Study Abroad Transfer Credit form (SATC) and Personal Data Sheet. Complete both forms and obtain signatures from the School of Drama.
3. Read and sign the Study Abroad Contract Waiver and Release Forms.

\* You will not be registered unless you have attended a pre-departure session and all items have been received by the last day of classes the semester for you study abroad.

## **VI. Visas:**

Find out what the visa requirements are for the country you will be studying in. Students on nonimmigrant visas (most commonly F-1 or J-1) should meet with the Office of International Education before leaving campus as your immigration status may be affected. Information pertaining specifically to Study Abroad visas is provided on the Office of International Education web site: <http://www.studentaffairs.cmu.edu/oie>)

## **VII. Housing:**

If you live in Carnegie Mellon campus housing, notify the housing office of your departure for study abroad. If you wish to live in campus housing when you

return, contact the housing office so that you will be included in the room draw.

### **VIII. While Abroad:**

1. Send an updated course list to your Faculty Advisor and the Senior Academic Advisor.
2. Provide the Office of International Education and your advisors with your email address.
3. Consult with your Faculty Advisor. Register for Carnegie Mellon classes via On Line Registration or with the Senior Academic Advisor.
4. Ensure that your program will send an official transcript to The Office of International Education or to Enrollment Services. |
5. Enjoy and take full advantage of this great opportunity.

### **IX. Upon Return:**

When you return to Carnegie Mellon, attend the Welcome Back Reception held by the office of International Education and come to information sessions to share your international experiences with other students interested in studying abroad. The Study Abroad Advisor will have all information pertaining to these events.

### **School of Drama Requirements:**

Upon return, you should schedule a time with your Faculty Advisor to submit a written evaluation of the study abroad experience.

1. While abroad you should keep a daily log chronicling your time and experiences.
2. Written evaluation of curriculum:
  - o Outline of goals
  - o What was learned
  - o How it was applied
  - o Discuss aspects of the experience
  - o Over all outcome of experience positive/negative
  - o Recommendation of program for future students of CMU
3. Present a verbal report of the study abroad experience to students in your option. This presentation should communicate what you learned in process, practical applications and personal growth.
  - o Graphics - photos, drawings may be helpful
  - o Convey positive experiences
  - o Evaluate experiences
  - o Share other related opportunities (museums visited, theatre performances, etc.)

This presentation must be scheduled during portfolio review for students in Design or PTM in May of the semester you have been abroad or at the beginning of the fall semester immediately following. In the case the study abroad takes place the first semester of the senior year the presentation will need to be scheduled during the December portfolio review or the beginning of the spring semester.

It is your responsibility to have all transcripts sent to Carnegie Mellon. You will not receive transfer credit until all above requirements are fulfilled.

### **INTERNSHIPS:**

Internships are to be considered as enrichment for qualified students who elect this opportunity. They are not automatic entitlements. Proposals via the Internship form, available from the Senior Academic Advisor, must be approved by the Option Coordinator.

#### **Design**

In the junior year, a Design student who has maintained a B average or better and is considered a mature citizen of the School of Drama is eligible to apply for an internship. Internships should occur during the second semester of your junior year (under special circumstances 1st semester of the Senior year). The duration of the internship will be for one semester. Proposals must be approved by the Option Coordinator and submitted to the Senior Academic Advisor. The internship must afford you an experience of a professional nature that could not be provided by the School's curriculum.

The company or organization hosting the internship student must provide the following:

1. A mentor who will be available to both advise and supervise the student.
2. An outline of the activities, which should have a strong educational component, that will be included in the internship experience.
3. An evaluator who will submit a written report to the School of Drama of the student's involvement and attitude relating to the work.

You must register with the University for the internship and receive academic credit for the semester through the office of the Senior Academic Advisor.. You must be paid a stipend by the host organization for your contribution. You should submit a written evaluation and present a verbal report of the internship experience. This presentation must be scheduled during portfolio review in May of the semester of the internship or at the beginning of the fall semester immediately following.

It is your responsibility to schedule this presentation with the Faculty. It is possible that you may miss opportunities for production assignments and have a truncated time for opportunities within the School of Drama. You will need to meet with your Faculty Advisor to outline the remainder of your program to make sure that all requirements for your degree will be met.

You must submit the Internship Permission form to the Senior Academic Advisor in order to be registered.

### **Directing**

A Directing student is allowed to apply for an Internship if an extraordinary opportunity is presented. Decisions are made on a case by case basis. You must be in good academic standing in the School of Drama and get permission from the Option Coordinator and the Head of the School. You must submit the Internship Permission form to the Senior Academic Advisor in order to be registered.

### **PTM**

A PTM student is given permission for an Internship on a case-by-case basis through the Option Coordinator. You must submit the Internship Permission form to the Senior Academic Advisor in order to be registered.

### **Dramaturgy**

Students are required to spend one semester on internship in their junior or senior year. You must submit the Internship Permission form to the Senior Academic Advisor in order to be registered.

### **PROFESSIONAL CREDIT:**

Students fortunate enough to land professional positions in their senior year while still having coursework to complete required for graduation may be permitted to substitute course requirements with a professional internship. Students must maintain full-time status in the School of Drama. The requirements of this internship will be formulated by the student's Faculty Advisor and Option Coordinator and will likely require a written reflection by the student (eg. a 4000+ word paper) and a performance evaluation from a work supervisor (although other requirements may be included). Students will not be exempted from outside electives or history of drama requirements. The faculty and the Head of the School consider each case on an individual basis.

Credit is only given to senior students who have successfully completed three years of training in the School of Drama. In no case will this credit be extended past one semester.

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## **SCHOOL OF DRAMA PRODUCTION POLICIES**

### **CREW POLICIES**

Production run crews and construction crews are core components of the curriculum for all students. The School of Drama administration, faculty and staff are in consensus that Crew is an essential learning experience for School of Drama students of all disciplines. Each production is a collaborative effort, and each person involved is of vital importance to the final artistic product. The production experience will provide you with familiarity and experience in the following areas: production management, stage management, run crew, stage operations, lighting, sound, costume construction, prop construction, scenery construction and scenic painting. These experiences will facilitate your future success in the School of Drama as well as the profession.

### **ATTENDANCE, PREPARATION AND PARTICIPATION**

**On-time arrival for crew is mandatory.** Early arrival at crew is strongly suggested. Please note and record the start times and crew days scheduled for the productions to which you are assigned. Forgetting or misunderstanding the schedule will not be an excuse for lateness or missing a crew assignment. There is no "grace period" for late arrival at crew since there is no "grace period" for the scheduled opening date of the production. **Absences or late arrivals prearranged with the SOD Production Manager must be made up. Any unexcused absences from any production call will adversely affect a student's grade.**

Please be "ready to work" when the crew period begins. "Ready to work" means that you are in the proper work clothes and footwear for the shop or performance facility in which you are working. Crew heads and staff will advise crew participants of the requirements for each area prior to the start of the first crew. You can also reference the Shop Use Manual for each facility to which you are assigned. Staff members responsible for each area have discretionary approval for facility and personal safety requirements that are more stringent than the written standard for that area. Please follow the staff's direction; it is provided for your personal protection. "Ready to work" also covers the requirement for full mental and physical participation in the crew assignment. Anyone who is believed to be under the influence of any chemical, drug or alcohol will be removed from the crew assignment and

referred to Campus Police. Please review the "Professional Standards" in this Handbook (under "General Policies") for further information.

Crew is a class and requires prompt attendance, cooperative participation and a focus on achieving the tasks assigned. Remember, the School of Drama can build and mount a successful production only if we have your complete cooperation and participation. You may not take a course in or out of the School of Drama that is scheduled on a day and at a time that is in conflict with a production assignment without pre-arrangement with the SOD Production Manager.

Because of the unique nature of the training for theatrical productions, crews will occasionally occur on days when the university cancels classes.

### **CREW HOURS**

Run Crews:

All 1<sup>st</sup> year undergrads in the School of Drama are assigned to production run crews as part of their option's coursework. While this is not a hard and fast rule, generally, crews are assigned so that each freshman receives one assignment on a larger production during one semester and one assignment on a smaller production during the other semester. Run crews typically begin prior to the first technical rehearsal and continue through the run of the show until the production closes and strikes. The run crew hours will be from 6:30pm until midnight on Monday, Tuesday, Wednesday, Thursday and Friday. Saturdays may have run crew hours from 8:00am until midnight. Under normal circumstances, Sundays will have no run crew hours.

2<sup>nd</sup> year Actor/MT students will be assigned to a single run crew during the year, as a part of their option's coursework.

2<sup>nd</sup> year Directing students will be assigned to an appropriate amount of run and build crews, as part of the option coursework.

Construction Crews:

All Sophomores Design and Production students are assigned to construction crews: hours from 6:30pm until 10:30pm on weeknights. Saturday calls are voluntary or are used as replacement calls if necessary. Sunday will have no required construction crew hours scheduled except for rare circumstances arranged by the faculty..

Load-In Crews:

Installs happen seven days a week, even without holidays. 6:30-10:30 MTWRF, and 8:00am-12:00am(midnight) Saturday and Sunday. Install crew members are limited to 6 days in a row and will not be asked to work more than eight (8) hours on any single day. Install crew heads may be required to work longer hours or more often depending on the needs of the production.

### **PRODUCTION CALLS**

For all School of Drama Chosky and Graduate Thesis productions, the performance, tech and dress calls will not extend outside of 6:00pm to midnight, Monday - Friday. Saturday call times will vary.

For all other School of Drama Productions, the performance, tech and dress calls will not begin before 6:00pm. Rehearsal calls will end by 10:30pm with clean -up to follow. Some productions may also have a Friday afternoon performance. In this case it is your responsibility to make note of schedule conflicts with classes well in advance and work them out with instructors ahead of time. Saturday call times will vary.

Actor and Crew breaks will be given according to Equity Guidelines: either 5 minutes after 55 minutes of rehearsal or 10 minutes after 1 hour and 20 minutes of rehearsal. During technical rehearsals, cast and crew may break separately.

You are not permitted to miss any class because you have been at a Tech, Dress or Performance Call the night before, even if you have been dismissed as late as midnight.

Notification of illness or injury related to Production Run Crew or You are directly responsible to notify your production manager, stage manager, or run crew head by 12 noon on the day of an evening performance or by 8:00am on the day of a matinee. Specific contact phone numbers and e-mail addresses will be provided. If the illness occurs later than noon on any given day, or if you cannot reach your supervisor, it is your responsibility to personally contact the SOD Production Manager before the crew call.

### **CREW ASSIGNMENTS**

The SOD Production Manager selects crew assignments for each student. No one else may change a student's crew assignment. Notification of a crew change will be made in writing and delivered to you by e-mail. No one may replace himself or herself on a crew assignment. No one may trade crew assignments with another student. Students will have varying amounts of crew, due to varying production schedules.

**Note:** There is no restriction to the number or type of crews assigned per semester to each student.

### **PRODUCTION CONDUCT**

It is expected that students working on a crew, the crew heads and the management personnel assigned to each production shall treat one another with civility and respect. Professional training requires complete respect for the contribution of each individual on the production team. Students who cannot conduct themselves respectfully when communicating (in any format) with each other shall not remain on a production assignment and may be removed from the School of Drama. The first meeting of each crew shall begin with a crew head or manager introducing himself or herself to the crew as well as an introduction by each crewmember.

### **CREW ABSENCE**

No student crew head other than the student Production Manager may release a crew member from a crew call. An unexcused run crew absence during these production periods will full letter.

### **STRIKE PROCEDURES**

All students assigned as Designers, Production Heads, Load-in Crew or Build Crew for a Chosky Theater production are required to attend strike after the close of a production. Some departments and/or elements will be struck immediately following the final performance by the run crew. Crews will be informed in advance by the Stage Manager or Production Manager about which strike calls they must attend. All strikes are scheduled by the SOD Production Manager. The crew will be notified, in advance, by campus e-mail if a Sunday strike is required. Unexcused absence from the strike for an assigned production is grounds for failure of the course for which the crew was assigned.

### **READY TO WORK:**

The proper work clothes and footwear for a strike in any School of Drama facility shall include: long work pants, a work shirt and totally enclosed shoes that protect the feet. Hair shall be worn so that it does not cause a safety hazard. Any student improperly dressed for any call shall be considered unprepared for crew, and shall be marked absent and their final crew grade shall reflect that absence.

### **SAFETY**

Safety is our primary concern.

Each shop tool and piece of stage equipment in the School of Drama can be operated in a safe manner. In ignorance, it can be operated in a way that puts each individual on a crew at risk for physical harm. It is each individual's responsibility to learn the safe operation of all School of Drama equipment **prior to its use**. Please ask your crew head or the staff member responsible for your location for information and training about the safety procedures for each tool or piece of equipment that you will be using. Please follow those procedures in your day-to-day shop and stage work. Make sure everyone else on your crew is thoroughly familiar with safe operating procedures as well. **Everyone is responsible for a safe work environment.** In some cases, the School of Drama policy on the safe use of tools and equipment may be more stringent than your personal experience. Even if you have previous experience and believe that you are thoroughly familiar with a tool or piece of equipment - please refer to the School of Drama's safety procedures and follow them so that we may provide a consistent example for all the students.

### **PRODUCTION CALL POLICY**

There are no scheduled run crews, rehearsals or performance calls past midnight. It is the policy of the School of Drama to have all production-related activities concluded by midnight.

### **LENDING POLICIES**

Lending policies for costumes are posted outside of the Costume Shop and may be found with the Prop lending policies in the Crew Handbook as well.

## **CASTING AND PRODUCTION ASSIGNMENTS**

### **THE CASTING POOL**

Productions for the School of Drama's three primary venues, the Chosky Theatre, Rauh Studio Theatre and Wells TV Studio are cast from eligible senior and junior Actor/MT students in the casting pool.

The Acting/MT student's eligibility for the casting pool will be determined by the School of Drama faculty based on achievement of academic standing and the successful completion of the following, **by the beginning of the junior year**:

- University core requirements:
  - Interpretation and Argument (76-101)
  - Critical History of the Arts (62-100)
  - Computing at Carnegie Mellon (99-101 OR 99-102)

- The first 4 semesters of Drama courses in their appropriate sequence:
  - Acting/MT curriculum
  - Foundations of Drama
  - Production Preparation
- Appropriate number of outside electives
- Removal from Probation

## **PRODUCTION ASSIGNMENTS**

All PTM and Design students will be assigned to production positions. These assignments are part of the curriculum and are therefore required. Design and production assignments are made by the Design and PTM faculty and are based on:

- Your developmental level
- Your previous crew experiences.
- Your standing in course and production work.
- Successful completion of University core requirements (English, History, CSW) by the beginning of the junior year.

Any 'R' grades may make you ineligible for any production or design assignments.

Requests for specific assignments will be considered.

## **PENALTIES**

Exclusion from the Casting Pool and Design/Production Assignments will be enforced for at least seven weeks. Reinstatement may result after review by the faculty. Penalties, other than those stated in this Handbook, will be determined by the instructor(s) or appropriate personnel involved.

## **NUDITY AND SENSITIVE MATERIAL IN PRODUCTIONS**

The Policy on Nudity and Sensitive Material in Productions can be found online at:

[http://128.2.49.70/06-07/nudity\\_policy.pdf](http://128.2.49.70/06-07/nudity_policy.pdf)

### At Casting and Before Rehearsals Begin:

Student directors must submit a written proposal to the production's Directing Advisor, briefly describing the use of nudity or any sensitive material. If the Directing Advisor agrees that the request is integral to the production, the proposal should then be sent to the Acting Liaison for the production. When applicable, auditioning actors should be informed of the director's intentions regarding the handling of nudity or sensitive material before they attend the scheduled auditions. If the role has already been cast, the director and advisors

should meet with the student before rehearsals begin to discuss the production. The result of the meeting will be a set of parameters for the process. These parameters should be sent to the Head of the School for approval, and then communicated to the stage manager.

If the production is the premiere of a student-written play, the playwright should meet with the director regarding the content and wording of the proposal before it is sent to the Directing Advisor.

If an actor has concerns about the content or nudity required by a role, he or she should address those concerns, before auditioning if possible, with the Acting Liaison for the production.

#### Rehearsals:

The production's deputy should be informed of the production specific agreement concerning nudity in the production. The deputy's responsibility is to be vigilant and where necessary serve as an advocate for the actors in rehearsals. When sensitive material is rehearsed, the company should have advance notice of the scene's rehearsal, and the room should be cleared of all superfluous personnel. No one, including an actor, may add rehearsal of these scenes to a previously announced schedule. When applicable, a robe or other garment must be on hand for the actor's use; this may be either the actor's own or one provided by the costume shop.

Repetition of such scenes should be kept to a minimum, and attention to the actor's discomfort, when communicated, must take priority over the needs of the rehearsal day. Use of nudity in the rehearsal room should be minimal, and never in public run-throughs under normal circumstances.

Should any director, whether student, faculty or guest artist, want to change the amount of sensitive material in the production, or vary from the previously agreed protocols, the actors involved, as well as the acting and directing advisors, must agree before any changes are implemented. The actor has full authority to modify or reject the new proposal, and the director should not put undue influence on any cast member to comply.

The Acting Liaison, as well as other relevant advisors, should check in on the handling of sensitive material in rehearsal. Any deviation from the initial agreement should be addressed on the spot if possible and then reported to the relevant advisor. In addition, actors must at any time contact the Acting Liaison if they are uncomfortable with the handling of sensitive material in the rehearsal room. Throughout the process, the actor has the right and responsibility to speak up about the treatment of any sensitive material at any time.

The actor also has the right and the responsibility to notify the Costume Designer and the Acting Liaison as soon as possible if the costume is problematic. "Problematic" may be defined as either too revealing for comfort or significantly difficult for the requirements of the actor's performance.

Tech and Dress Rehearsals:

Nudity should never occur in tech rehearsals. During dress rehearsals, directors and stage managers should try not to hold the action on stage while actors are nude onstage. Additionally, other actors onstage should attempt to keep the process going in deference to their fellow actors. Although a garment will be on hand at the actor's exit, there may be delays in getting it to the actor onstage, so keeping rehearsal going without pause is preferable.

Any improper remarks made by anyone in the tech process, from artistic staff to run crew to observers, should be reported to an advisor as soon as possible. These remarks will not be tolerated at any point.

Thank you for your compliance with this important policy. Any issues that arise that are not clearly reference herein should be referred to the Head of the School of Drama.

## **USE OF MINORS IN PRODUCTION**

**Any** use of a minor (child ages 7 to 18) in a School of Drama production must comply with the rules of the Bureau of Labor Law. An Application for Permit for the Employment of a Minor can be obtained from the Associate Head of the School. It is the responsibility of the director of said production to complete this form and be in compliance of the law.

UNDER NO CIRCUMSTANCES can a child be permitted to rehearse before the legal permit is obtained.

## **PHOTO CALLS**

Stage Management shall give notice of photo calls to the cast and crew one week prior to the date of the photo call. **There are no excused absences from morning classes due to a photo call.**

Photo calls for Chosky and Rauh Studio productions may take place on the evening of a one-performance day or before, during or after a rehearsal. All photo calls should comply with the following guidelines:

- The cast, crew, and design staff will receive no less than one week of advance notice for the photo call.

- The stage manager will notify the cast, crew and School of Drama photographer by e-mail as well as by posting notice on the production's call board.
- The stage manager will compile a list of shots submitted by director and designers. The shot requests will be given to stage management 48 hours prior to the photo call.
- The stage manager will organize the shot order as well as the scenery, costume and make-up changes for the cast and crew, and run the photo call.
- Photo call time will not extend beyond 90 minutes. Cast and crew are to be released no later than midnight.
- Photo calls cannot be used as an excuse from the next morning's classes. See the "Production Late Night Policy."
- There will be only one photo call for most productions. Large support productions may hold a second photo call as needed.

The SOD Production Manager must approve all calls outside of these guidelines. The cast must be notified 24 hours in advance through the stage management staff for any photography beyond the official call.

The use of any photographs MUST have the permission of the photographer. Appropriate fees may be charged.

Video taping of productions is for archival purposes only; permission of the Head of the School must be obtained. As with photographs, the cast must be notified 24 hours in advance through the stage management staff.

## **SCHOOL OF DRAMA AWARDS**

Every year the School of Drama presents a number of awards to outstanding students. Secret balloting of the faculty within the Options, with final voting by the entire faculty, chooses nominees for these awards. The criteria for each award have been stipulated by the donor(s) and are considered when choosing the recipient. These annual awards are presented during the spring semester's Farewell Ceremony in the Philip Chosky Theatre.

Norman Apell Award -

For a student contributing to the life of the School of Drama.

Thomas Auclair Memorial Scholarship Award -

For a Sophomore Acting Student.

Henry Boettcher New York Drama Clan Award -

For a deserving Undergraduate Acting/Directing Student or Graduate Directing Student

Marguerite Carra Memorial Award -

For Undergraduate or Graduate commitment to the School of Drama.

Don Brockett Award -

For a deserving School of Drama student.

Mary Marlin Fisher Playwriting Award -

For excellence in Playwriting.

Mary Michael Gifford Award -

For a graduating BHA or Theatre Studies student.

Robert Huckestein Jr. Memorial Award -

for deserving student with financial need.

John Arthur Kennedy Acting Award -

For Undergraduate excellence in Acting or Music Theatre.

Elizabeth Schrader Kimberly Costume Design Award -

For a deserving Junior, Senior or Graduate designer.

George Kimberly Award for Set Design -

For a deserving Senior or Graduate designer.

Adelyne Roth Levine Memorial Award for Acting -

For Junior/Senior excellence in Acting/Music Theatre.

William Nelson Memorial Award -

For an Undergraduate/Graduate who demonstrates professional promise in Lighting Design.

Oren Parker Award in Design and PTM -

For Undergraduate or Graduate excellence with financial need.

Helen Wayne Rauh Award -

For Sophomore excellence in Acting/Music Theatre.

Sloan Foundation Award -

For excellence in Screenwriting.

Lloyd Weninger Award for Stage Design -

For Junior/Senior excellence in Scene Design.

Charles Willard Memorial Award -  
For Undergraduate excellence in Music Theatre.

The Growing Theatre Award for Mentoring

West Coast Drama Alumni Clan Awards -  
For excellence in students focusing on Film or TV:

- Acting - Undergraduate
- Design - Undergraduate and Graduate
- Directing - Undergraduate and Graduate
- Playwriting - Graduate
- PTM - Undergraduate and Graduate

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## UNIVERSITY RESOURCES

While all University resources and services can be found on the University website and in the *The Word* Carnegie Mellon Student Guidebook, below are listed several resources often used by Drama students.

### **Carnegie Mellon Advising Resource Center (CMARC)**

Cyert Hall A64

x8-2150

[www.cmu.edu/CMARC](http://www.cmu.edu/CMARC)

An advising and information center designed to assist undergraduate students of all majors in their academic and social development from their first year through graduation. As professional advisors, they work individually with students, directing them to appropriate community service providers and other areas of opportunity in order to make the most of their educational experience and find their place at Carnegie Mellon University.

### **Counseling and Psychological Services (CAPS)**

2<sup>nd</sup> Floor Morewood Gardens E Tower (enter through blue entryway at back of E Tower; take the elevator to the 2<sup>nd</sup> floor)

x8-2922

[www.studentaffairs.cmu.edu/counseling](http://www.studentaffairs.cmu.edu/counseling)

Offers students the opportunity to talk about personal or academic concerns in a safe, confidential setting. Students come to CAPS for many reasons, including but not limited to:

1. Problems with family, friends or school
2. Concerns about the future
3. Feelings of stress, low self-esteem, anxiety, depression or loneliness

CAPS is there to talk with students about anything that is significant for them.

### **Office of International Education**

Warner Hall 301

x8-5231

[www.studentaffairs.cmu.edu/OIE](http://www.studentaffairs.cmu.edu/OIE)

This office is the primary contact point for study abroad programs and all students who are not United States citizens. The staff also assists international students with personal, academic, social and visa issues.

### **Office of Student Affairs**

Warner Hall 301

x8-2075

[www.studentaffair.cmu.edu](http://www.studentaffair.cmu.edu)

The Office of Student Affairs is concerned with the growth and welfare of students as members of both the university's academic and social communities. The professionals who staff the office are always available to assist students.

### **Student Health Services**

Morewood Gardens E Tower

x8-2157

[www.studentaffairs.cmu.edu/healthservices](http://www.studentaffairs.cmu.edu/healthservices)

Physicians, nurse practitioners and registered nurses that provide general medical care, allergy injections, first aid, gynecological care, contraception and on-site pharmaceuticals staff the Student Health Center. The Health Center also administers student health insurance. Examinations by the Health Center staff and cold care kits are free of charge; however, there may be fees for some tests and medications. Appointments are required and can usually be made for the same day by calling the office.

For medical emergencies at night or on the weekend, contact Campus Police at x8-2323.

**University Center Information Desk**

University Center  
x8-2107

The Information Desk at the UC has information about upcoming campus events, the athletic and recreational facilities and the campus eateries. The staff is well informed and has the answers to a wide variety of university and campus-related questions.