

**Marymount Manhattan College
Theatre Arts Department
Student Handbook**

Remote Edition, 2020-2021

This handbook has been compiled to serve as a resource for information about the activities and policies of the Theatre Arts Department this academic year. The handbook should be used as a supplement to the *Marymount Manhattan College Catalogue* which is the prime authority for information about degree requirements and College policy.

The Theatre Arts Department

The Theatre Arts Department houses two distinctive degrees, the BA in Theatre Arts and the BFAs in Acting, Musical Theatre, or Theatre Design & Technology (with 6 concentrations). Both degree programs are designed to provide professional training combined with a strong liberal arts education.

Please note that the curriculum below only reflects the Class of 2024 (incoming class for Fall 2020). Please consult the course catalogues that pertain to your start date by visiting this page: <http://mmm.smartcatalogiq.com/2020-2021/Catalog/>

Outlines of general semester-to-semester course plans for each degree can be found at this link: <https://www.mmm.edu/offices/academic-advisement/majors-requirement.php>. Updated plans reflecting the Fall 2020 incoming class curriculum will be available in October when the advisement period has begun. Please keep in mind that these plans are general recommendations. Students meet with their faculty academic advisors to choose courses that will move them successfully toward graduation.

BA in Theatre Arts

The BA program offers students the opportunity to develop specific strengths in one or more concentrations, while acquiring a comprehensive theatre education. Because of its flexibility, the BA program is particularly well-suited to transfer students and those applying for Prior Learning Assessment credit (see the MMC Catalogue for more info), and for students who wish to pursue a double major or a minor.

Each of the BA concentrations are designed to provide progressive challenges over the course of four years. Below is a brief description of each concentration, and a recommended sequence for completing the courses. Note that you must consult the MMC Catalogue for a complete list of all degree requirements. Your academic theatre advisor can fine-tune these choices with you.

Directing

Students in the Directing concentration study the history of directing and learn to analyze texts and make conceptual choices. Through a progressive sequence of courses from Elements of Directing through Directing III, the student acquires the ability to interpret and visualize texts, and develop an artistic voice. Experience as an assistant director for faculty and guest directed productions offers opportunities to learn various approaches to directing and to gain practical knowledge. In addition to classroom work, directing students mount short plays for the Directing Projects produced each semester, which are guided by a faculty mentor. For more information, contact David Mold (dmold@mmm.edu) coordinator of the Directing concentration.

Process for Registering for THTR 406, Directing III

Since there are limited slots in the Directing III course each semester, and students in the Directing concentration often wish to take the class twice, the following procedure will be followed to ensure that we can manage and cycle the needs of students.

- A grade of B or higher in Directing II, THTR 385, is required. A student with a grade lower than B may petition to the coordinator of the Directing concentration for consideration.
- Consideration for registration will first be given to students in the Directing concentration.
- Students that are registering for Directing III, THTR 406, for the first time will be given priority for registering over students that have previously completed the course.
- Students with the greatest number of completed credit hours given priority for registration.

Producing & Management

The concentration in Producing & Management offers students a sequence of courses that make them marketable for employment with theatres and arts organizations once they graduate. Students take a full year of *Stage Management* so they will be able to manage productions in various styles. Within the sequence of stage management courses, students will gain the progressive experiences of calling shows that is structured on specific goals. The *History & Mission of Arts Institutions* course will provide students with an overview of how arts organizations are managed and funded in the US, especially in NYC. The *Producing Performance* course is designed to give both dance and theatre majors concrete skills and knowledge of producing not-for-profit productions, from a small first-time production to establishing an incorporated company. The *Stage Management Colloquium* and *Theatre Production Workshop* are included to give students opportunities to serve as a stage manager or producer on one of our mainstage or studio productions. The inclusion of the internship is specifically designed to help students make the connection to a job network, and should be taken after all the other work for the concentration is completed. For more info, see Lori Ann Zepp (lzepp@mmm.edu), coordinator of the Producing & Management concentration.

Guidelines for Stage Management Mainstage Assignments

In order to be an Assistant Stage Manager on the Mainstage students must:

1. Have a 3.0 or better GPA in Producing and Management concentration
2. Have an overall GPA of 2.8 or better
3. Complete Stagecraft, THTR 110
4. Complete Stage Management, THTR 238
 - a. Satisfactorily serve as a stage manager for either a Directing Project or a Playwriting Project
5. Possess the following qualities:
 - a. Demonstrate knowledge of ASM responsibilities and know the basics of calling a performance
 - b. Understand the commitment to the job requirements
 - c. Demonstrate leadership qualities

In order to be a Production Stage Manager on the Mainstage you must:

1. Have a 3.0 or better GPA in Producing and Management concentration
2. Have an overall GPA of 2.8 or better

3. Complete Stagecraft, THTR 110
4. Complete Stage Management, THTR 238
 - a. Satisfactorily serve as a stage manager for either a Directing Project or a Playwriting Project
5. Complete Stage Management 2, THTR 338
 - Satisfactorily serve as an Assistant Stage Manager for a Mainstage or off-site production
6. Possess the following qualities
 - a. Demonstrate a thorough knowledge of ASM and PSM responsibilities and is proficient in cue calling
 - b. Understand the commitment to the job requirements
 - c. Demonstrate leadership qualities
 - d. Show diligence and is proactive in communication and problem solving
7. You may ASM twice before serving as PSM
8. You do not have to PSM to graduate. It is an earned opportunity.

Assignments at each level are based on scheduling, production needs and a student's performance at the previous level. Assignments are awarded after review by a panel of faculty members from stage management, design, and production. Individual directors do not make the assignments.

Theatre & New Media

The Theatre & New Media concentration embraces cross-disciplinary opportunities to blend performance with multiple media. Students interested in video, music, the web, social media, writing and theatre will find opportunities to integrate these multiple media to create a range of work. Students will explore emerging media technologies and learn to work across media platforms to create their own content and individual modes of expression. Classes cover a range of theatre and media topics and include production opportunities in producing webisodes, working with mobile media, video memoirs, digital video activism, documentary and experimental film. This concentration prepares students to become part of the next generation of media and performance professionals skilled in the integration of media and theatre arts. Students in Theatre & New Media who wish to perform are encouraged to audition for Beginning and Advanced Video Projects, Webisodes, and projects generated from courses in this concentration. Once these students have completed the Intro to Acting for Majors (THTR 122) course, they may audition for the Playwriting Projects and the Directing Projects. For more info, see Mary Fleischer (mfleischer@mmm.edu), coordinator of the Theatre & New Media concentration.

Theatre History & Performance Texts

The Theatre History & Performance Texts concentration affords students the opportunity to explore all aspects of dramatic literature, history and criticism, while taking advantage of the unique opportunities New York City provides for encountering a wide range of traditional and emerging performance styles. The program develops the student's dramaturgical abilities through writing and direct involvement with the process of creating theatre. Theatre History & Performance Texts leads into any humanistic study, but is particularly beneficial to students interested in careers in literary

management, theatre and film criticism, dramaturgy, education, journalism, historical research, and directing. For more information, contact Jill Stevenson (jstevenson@mmm.edu), coordinator of the Theatre History & Performance Texts concentration.

Production Dramaturg Selection Criteria

Students in the Theatre History and Performance Texts concentration, as well as other BA/BFA Theatre majors who are interested in dramaturgy, may serve as the production dramaturg on a mainstage or studio Theatre Production. To be considered, students must have successfully completed THTR 230-1: Theatre History I and II. Preference will be given to students who have also completed THTR 345: Introduction to Dramaturgy and other upper-level courses on theatre history and dramatic literature. Students in the Theatre History and Performance Texts concentration who meet these requirements will receive priority.

Students who are interested in this opportunity should contact Professor Jill Stevenson to discuss their dramaturgical interests with respect to the skills they wish to develop and the kinds of material on which they want to work. Effort is made to pair students with material and directors that will help students achieve their professional and creative goals, while also challenging them to further develop their research, writing, and communication skills.

Dramaturgs are typically paired with productions before auditions and perhaps earlier; therefore, interested students are encouraged to contact Professor Stevenson even if they are still in the process of fulfilling the necessary course requirements.

Students selected to serve as a Theatre Production dramaturg enroll in a 3-credit 300-level Independent Study with a faculty mentor. Customarily, students may not serve as a production dramaturg in the same semester they are working on a mainstage or studio Theatre Production in another capacity (e.g., actor, assistant director, stage manager, designer)

Writing for the Stage

The Writing for the Stage concentration focuses first and foremost on creating a community that is safe, inclusive, and encouraging. The program while grounding the student's study of core dramatic elements, elevates respect and collaboration in order to empower writers to let their true voice land on the page and ultimately in front of an audience. Focused on writing for the stage, this concentration also maintains interdisciplinary connections with the Communication & Media Arts and English and World Literature departments. Through individual advisement students may be guided towards courses that speak to a particular interest in writing for film, radio, television, or New Media. For more information, contact Kenny Finkle (Kfinkle@mmm.edu), coordinator of the Writing for the Stage concentration.

BFA in Acting

The BFA Acting program at MMC is unique in its design as a 60-credit program that combines professional theatre training with substantial work in the liberal arts. Because the BFA is an intensive four-year program, there are additional requirements and policies in place to ensure that students focus on their continued growth and development. For more information, contact Ellen Orenstein (eorenstein@mmm.edu), Acting Programs Coordinator, or your acting teacher.

BFA Grade Point Average

All BFA students must maintain a 3.0 average in all their major (THTR) courses, and a 2.8 cumulative grade point average in all their College course work. Students who fall below these levels may be placed on probation from the BFA program. If the student has failed to raise his/her GPA to the required level, the student can be asked to withdraw from the BFA program. Seniors will not be allowed to graduate with a BFA degree if they have not maintained the required GPA. Note that scholarships carry additional GPA requirements.

Voice and Speech for the Actor: THTR 202-203

Voice and Speech is taught as a year-long course. Students register for Voice and Speech for the Actor: THTR 202 in the fall of the sophomore year and complete THTR 203 in the spring of that same academic year. The student typically stays with the same instructor for both semesters. A request to change instructors mid-year will be considered only when a student communicates a substantial reason for it. In those cases, the student must contact their instructor and the Department chair about initiating the formal process for such a request.

It is MMC's policy that a student must earn a minimum of "C-" to receive credit in any course required by the major. A "D" grade in the student's major is equivalent to an "F" and is a failing grade. (There is no "D+" grade). Therefore, to advance to 300 level performance classes, the student must earn a grade no lower than a "C-" in THTR 202 & 203. Earning a "D" in either 202 or 203 will result in the student having to repeat the course they failed. Additionally, the student will not be permitted to proceed to THTR 306, Acting: Heightened Language and Historical Contexts or take upper level performance classes until this requirement is met. In some cases, this could result in a postponement of graduation by one academic year.

Movement I & II: THTR 223-224

BFA Acting students are required to register for Movement I in the fall of their freshman year and complete Movement II in the spring of that same academic year. The student typically stays with the same instructor for both semesters. A request to change instructors mid-year will be considered only when a student communicates a substantial reason for it. In those cases, the student must contact their instructor and the Department chair about initiating the formal process for such a request.

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Rationale: The Voice and Speech and Movement curricula are central to the actor's training. Steady progress in these support areas results in the student maximizing the benefit of the acting classes. It is in the best interest of students to demonstrate that they have learned the necessary skills to move forward in the curriculum successfully. The language and movement

requirements of THTR 306: Acting: Heightened Language and Historical Contexts, THTR 414: Acting: Shakespeare other acting electives are very challenging. It is important that the student makes significant progress in the areas of Voice/Speech and Movement to live in the world of a play and communicate that world to an audience.

Department Casting Policy

We believe in diverse casting that reflects the world we live in now. We truly welcome all actors to audition for our MMC productions. All roles are open to all actors. We look to audition Arab, Asian, Black, Latino/a/x, Multi-Racial, Native, Pacific Islander and White, Female Identifying, Male-Identifying, and LGBTQIA+ performers of all abilities, for all roles. We are looking for actors who can play the age of the character; they do not need to be the actual age of the character. Casting decisions will take into consideration student GPA.

Extra-Curricular Production Policy

Any student cast in a Theatre Arts department production or holding a production position (as director, assistant director or choreographer, stage manager or designer) for Mainstage or Studio productions, Directing Projects, Playwriting Projects, or Showcase is not permitted to perform or participate in productions produced during that semester by an MMC student club. A student who participates in a student club production without the required permission during a semester in which they are cast in a Mainstage or Studio productions, Directing Projects, the Playwright/Director Workshop, or the Senior Showcase may be prohibited the following semester from participating in a departmental production. A student may appeal in writing for an exception to this policy to the Chair of Theatre Arts who will consult with Theatre Arts faculty for a decision on the appeal.

In addition, all BFA Acting students must obtain permission from the faculty to participate in any performance activity or form of professional work other than MMC Theatre department productions during the academic year. This includes professional productions, film and television work, as well as non-credit projects directed by MMC alumni and current students. The student must ask permission to audition for the non-department opportunity as well as permission to accept a role. If a student has been offered a role in an outside project, he/she should first discuss the project with his/her academic advisor and current acting teacher. Application must then be made in writing through the Acting Programs Coordinator (Ellen Orenstein). If permission is granted to participate in a non-curricular project, and the terms of that project change so that its schedule conflicts with class work or production and audition responsibilities at MMC, the permission can be withdrawn. If permission is not granted and the student continues with the outside project, the student will be placed on BFA probation.

BFA in Musical Theatre

The B.F.A in Musical Theatre is an intensive 63 credit program focusing on performance technique in dance, song and spoken word. Prospective students for the B.F.A. must not only satisfy the academic requirements for acceptance to the College but must also give strong evidence of professional promise as demonstrated through an interview and audition. The program usually necessitates a three-year residency at the College. Private Voice and Daily Dance Labs are attached to: Fundamentals of Musical Theatre, Musical Theatre Techniques I and II, Scene Into Song I and II, Musical Theatre Song Portfolio and Professional Preparation: Musical Theatre. These Labs support classroom and studio work with 12 voice lessons per semester and 12 weeks of Ballet, Theatre Dance and Tap. All BFA students are required to maintain a cumulative GPA of 2.8 or better in all course work, and a 3.0 G.P.A. in the major.

For the 2020-2021 academic year, a Musical Theatre Coordinating Committee will oversee the Musical Theatre BFA program. The five members of this committee are: **Emily Clark** (coordinator of the Musical Theatre course core); **Bethany Elkin** (coordinator of Daily Dance); **Timothy Johnson**; **Christine Riley** (coordinator of Private Voice); and **Jill Stevenson**. If you have questions or needs specific to courses, daily dance, or private voice, please contact the relevant coordinator. However, all five members of this committee are available to answer questions or address concerns related to the BFA Musical Theatre program.

Daily Dance and Private Voice Grading and Attendance Policies

Daily Dance and Private Voice are component labs of the three-credit required course at Marymount Manhattan in the Musical Theatre program. Daily Dance is an integral component of the BFA Musical Theatre program. It is intertwined with acting and Private Voice in an effort to best prepare performers for a future in theatrical performance. At the close of each semester, grades from the Daily Dance and Private Voice teachers are reported to the instructors of Fundamentals of Musical Theatre, Musical Theatre Techniques, Scene into Song, Musical Theatre Song Portfolio and Professional Preparation: Musical Theatre and are computed into the student's final grade (see course syllabus for details).

Typically, students remain with the same Private Voice teacher during their time at MMC. Ideally, the student and teacher adjust to each other's style and develop a productive working relationship. Occasionally, either the student or teacher reaches an impasse where true learning and growth are not happening. If this is the case, and open dialogue has not helped, the student may request a change of teacher. The student should speak to their voice teacher about their concerns, if possible, and then speak with Christine Riley, coordinator of Private Voice.

Attendance Policy: Private Voice

Students must follow the 24-48 hour cancellation policies of their individual studios. Read the policy of your individual studio carefully. If you are ill or need to miss a lesson, you must contact your voice teacher immediately by phone or email to reschedule. One missed absence is allowed for personal reasons. A doctor's note is required for any additional absences.

Attendance Policy: Daily Dance

Dance grades will be based 90% on attendance and 10% measuring work ethic, dance technique acquired, musicality, artistry and professionalism. Five unexcused absences are

allowed per semester—then for every additional missed class the grade goes down one level. If students miss a dance class due to illness that requires medical attention—students MUST provide a note from their doctor. Please email doctors notes to Bethany Elkin belkin@mmm.edu (Daily Dance Coordinator) and your Daily Dance instructor.

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through Jill Stevenson (Theatre Arts Chair) and will be reviewed by the Musical Theatre Coordinating Committee. If permission is granted to participate in a non-curricular project, and the terms of that project change so that its schedule conflicts with class work or production and audition responsibilities at MMC, the permission can be withdrawn. If permission is not granted and the student continues with the outside project, the student will be placed on BFA probation

BFA Theatre Design & Technology

The B.F.A. in Theatre Design and Technology is an intensive 60-credit program focusing on classroom theory and practical application. Students complete a track in one of six concentrations: Costume Design; Lighting Design; Scenic Design; Sound Design; Technical Production; Theatrical Media Design. Prospective students for the B.F.A. must not only satisfy the academic requirements for acceptance to the college, but must give strong evidence of professional promise as demonstrated by an interview and portfolio presentation. The program usually requires a three-year residency at the college. Continuation in the B.F.A. Theatre Design and Technology program is based on the student's progress and potential.

B.F.A. students are evaluated each year according to the following criteria:

- Maintenance of a 2.8 cumulative or better G.P.A. in all course work and a 3.0 G.P.A. in the major.
- Participation in year-end portfolio reviews.
- Active participation that demonstrates leadership ability in all Design Practicum courses.

Guidelines for Designing on the Mainstage

- a. 3.0 or better G.P.A. in concentration
- b. Overall G.P.A. of 2.8
- c. Design students no longer have to take stagecraft instead they must take the 200 level technical course in their discipline. (i.e. Lighting Mechanics, Scenery and Prop Construction, Costume Construction) and do well in the lab hours before they can be a crew head.
- d. Must work as crew head -- THTR 240 Design Assistant Practicum
 1. Demonstrate leadership
 2. Show diligence
 3. Demonstrate understanding of production process and requirements
 4. Must have been a crew head before they can assistant design
- e. Must work as Assistant Designer – THTR 340
 1. Show understanding of design process
 2. Demonstrate commitment to work requirements
 3. Carry out responsibilities of assistant designer satisfactorily
 4. Must have been an assistant designer before they can design.
- f. Must have completed design courses in their track or by permission of design faculty.
- g. You do not have to design to graduate. It is a privilege to receive the opportunity to assist a designer and to design.

Theatre Arts related Minors

The Theatre department offers several minors that complement student interests and career plans. You can find detailed descriptions of the minors and curriculum requirements in the 2020-2021 academic catalogue.

Arts Management Minor

The Arts Management Minor is comprised of 18 credits and is designed to train students with arts and/or business backgrounds for positions with theatre, dance and opera companies, music ensembles, museums and galleries, arts foundations, and educational institutions. The courses cover cultural institution administration as well as the theoretical concepts and practical skills needed for a career in this field. For more information, contact Mary Fleischer (mfleischer@mmm.edu).

Drama Therapy Minor

The Drama Therapy Minor is comprised of 18 credits and integrates study in psychology, biology and theatre to give students insight into the field of drama therapy that supports the emotional and physical wellbeing of patients. The Drama Therapy minor prepares students for post-Baccalaureate programs in Drama Therapy or to pursue NADT accredited certification programs. For more info, contact Kevin Connell (kconnell@mmm.edu).

Arts for Communities Minor

The Arts for Communities Minor is comprised of 24 credits and prepares students of various backgrounds and disciplines to use creative tools to make a difference in a variety of communities and settings. Students study artistic and performative strategies, teaching methods, community building, and facilitation methods through course work, and engage in an off-campus internship with an arts, educational, or community service organization in New York City. For more info, contact Mary Fleischer (mfleischer@mmm.edu) or Kevin Connell (kconnell@mmm.edu).

Music Minor

The Music Minor is comprised of 18 credits and is designed to promote musical knowledge and literacy and provide framework for creative opportunities for students with musical skills already at intermediate level. The credits are distributed among three areas of study: Music Scholarship (6-9 credits), Musicianship (3-9) and Creative Production (3-6) so that students can customize the minor to complement or expand their interests and abilities. For further info contact Andy Warshaw (awarshaw@mmm.edu), Dance Department, or Mary Fleischer (mfleischer@mmm.edu).

Fashion Studies Minor

Fashion Studies is an interdisciplinary minor that combines business, arts, media and culture. Students take four required and two elective courses that are drawn from the departments of Business, Communication & Media Arts, Theatre Arts and Art. Students are encouraged to explore their interests in the social, economic, cultural, artistic and historical aspects of fashion through projects and internships as well as course work. For further info contact Mary Fleischer (mfleischer@mmm.edu).

Department Policies: 2020-2021

The following are statements and policies approved by the Theatre Arts department. Some of the information below is specific to the remote learning environment of the 2020-2021 academic year, and some are college-wide policies. All instructors teaching courses in the Theatre Arts Department are required to include these statements on their course syllabi.

Land Acknowledgement

We gather as Marymount Manhattan College whose 71st Street campus rests on the traditional land of the Lenape Peoples past and present, and honor with gratitude the land itself and the people who have stewarded it throughout the generations. This calls us to commit to continuing to learn how to be better stewards of the land we inhabit as well. The name Manhattan derives from the Lenape word for Island, "Menatay." Each time we say the name Marymount Manhattan College, remember that we are evoking the memory of the Lenape People.

Although presently we are not all together on the MMC campus, may we take a moment to also acknowledge our digital gathering. We are using equipment and high speed internet not available in many Indigenous communities. The technologies that are central to our learning and much of our art leaves significant carbon footprints, which contribute to changing climates that disproportionately affect Indigenous peoples worldwide. Might we recognize this as an opportunity for a communal responsibility to make good of this shared time, coupled with consideration of our roles in reconciliation, decolonization, and allyship.

Department Commitment to Equity

The Theatre Arts Department faculty and staff pledge to develop and implement recruitment strategies, curriculum, pedagogy, and theatre production practices that are anti-racist, anti-sexist, gender, body, ability and LGBTQIA+ inclusive. The Department is committed to creating a culture and curriculum that are ethical and equitable. We have not yet achieved that goal and understand that our failure to do so has resulted in pain to members of our community. Systemic discrimination and oppression exist in society, including in the professional theatre; therefore, academic institutions like ours must work diligently to dismantle and reform those systems. The Theatre Arts faculty and staff will engage and collaborate with students in teaching, service, and scholarship that challenges racism, sexism, and all forms of bias and oppression, while also empowering all of us to eradicate these structures. We endeavor to hold our faculty, staff and students accountable to this ongoing work on equity now and into the future.

Classroom Culture: Risk without Harm

To support everyone's learning equitably, our classroom must be a space that invites risk without fear of harm. This goal requires us to be attentive to our own needs and respectful of the needs others bring into the space; keep in mind that needs may change throughout the semester and that not all needs are anticipated. These classroom principles are designed to create this kind of learning environment:

Don't assume identity: We come to this room with different histories, geographies, genders, sexual orientations, ethnicities, etc. Be careful of projecting your assumptions onto people. When in doubt, ask how someone would like to be addressed (for instance, "what gender pronouns do you use?")

Access Needs: We will take time in class to acknowledge how each of our access needs are or are not being met. Access needs (physical, emotional, technological) are what everyone requires to learn and participate. They may be visible or not, they may be longstanding or temporary; however, while people are invited to share their needs, nobody is required to do so publicly and/or to justify their needs.

Allowing multiple views to co-exist: One value of art is that it touches people differently based upon what each of us brings to a piece. A piece does not mean one thing; an artist may have created it with one perspective in mind, but a performance accumulates meanings (sometimes conflicting) as more people encounter it across time and space. A meaningful discussion of any performance requires us to make space for different interpretations to co-exist as long as they are grounded in thoughtful engagement with the material itself. When you disagree with someone's interpretation, lead with questions in order to offer your peer a chance to explain more and, perhaps, illuminate a new perspective.

Call for a Pause: All conversations have the potential for miscommunication or misstatements, especially when we are deeply invested in the material. At times, people (intentionally or not) use language that is hurtful or demeaning, what we often call microaggressions. When these moments occur they can derail conversation if we don't pause and offer speakers a chance to reconsider their language and its impact (not its intention). During our class anyone can ask to "pause" at any point, either verbally or through the chat function. The professor will invite that person to acknowledge the incident and its impact—or may do it themselves—before inviting the speaker to clarify their language or meaning. After addressing the incident together, we will either take a brief break or return to discussion. Asking to "pause" is not an attack or condemnation, but an act of generosity. Please keep that in mind if your words provoke a pause.

Finally, what is shared stays, what is learned leaves. In other words, personal stories are shared in confidence and should remain in confidence, while the lessons learned and understanding gained from our class sessions can be carried into and applied to all your experiences.

Attendance Policy

The department has a unified policy on class attendance to which all faculty adhere:

- After 2 single-session class absences which are unexcused (classes which meet 1 hour and 20 minutes) or 1 double-session absence (classes which meet 2 hours and 50 minutes), a student's grade will go down by one level for each additional absence (i.e.: a B+ becomes a B).
- Lateness occurs when a student arrives for class up to 10 minutes later than the scheduled start time; arrival after 15 minutes can be counted as an absence. 2 instances of lateness equal 1 absence.
- It is in the student's best interest to attend class regularly and punctually and, if they must miss class, to contact the instructor as soon as possible. If students must be absent for a period of time for medical or personal reasons, they should talk with their instructors and be prepared to provide appropriate documentation.
- Students will not be penalized for religious, pregnancy, or childbirth-related absences. Absences for these reasons will not be counted toward the allowed number of absences in this course. Please inform your instructor about absences related to pregnancy, childbirth, or religious observation.
- During this semester of virtual learning, it is the student's responsibility to let professors know if they have significant time zone or unexpected technology-related issues in order

to determine reasonable accommodations. Faculty will work with students on a case-by-case basis.

Policies for everyone's protection and privacy

- The chat function will be available to communicate directly with the professor and may be enabled for communicating with everyone in the class. Private chats and cell phone use during class are prohibited.
- Please raise your hand and wait to be recognized so everyone can have a chance to participate. Please turn off your mics when not talking to avoid background noise.
- Recording class sessions without the permission of the faculty and students is strictly prohibited. If a faculty member has the class's permission to record a class, it will be on Blackboard and removed in a timeframe the professor deems appropriate. Downloading, sharing, posting recordings or still shots from class are strictly prohibited. See MMC's policy regarding the recording of classes.

Etiquette during Virtual Learning

- Students should wear appropriate clothing required by the class.
- Students should set up an appropriate workplace for the virtual session that is conducive to their learning and focused participation. This should include limiting noise in the background to the best degree possible so the focus can be on the work.
- If possible, for relevant performance-based courses make a working space that you can move and make sound in when necessary. If this is an issue speak with your professor about your personal environmental restrictions so that you can develop accommodations together.
- The expectation is that all students keep their video on throughout the entire class session, unless given permission by the professor prior to class. If for some reason you need to step away or there is another valid reason for the camera to remain off, you are required to communicate this with your professor.
- The professor may provide breaks, as they do for in-person class sessions. However, if you have to go to the bathroom during class please hit stop video and go so as not to disturb the class. When you are seated and returned hit unstop video and join the class.
- If you need help with the technical aspects of Zoom, in order make your educational experience be all it can be, MMC's IT Department has created a number of referenced resources to assist with Zoom difficulties. A Zoom webpage that answers almost all zoom related questions can be accessed here: <https://www.mmm.edu/offices/information-technology/zoom/>. YouTube videos are also provided for additional instruction.

College-wide Policy on Recording of Classes

Please be aware that audio recording or photographing online or in-person classes is strictly prohibited unless a student has received explicit permission from the instructor. An exception is made for students who have registered with the Office of Disability Services and have been granted prior approval to receive audio recordings, which can be provided by the course instructor. Students with approval to receive recordings must sign a contract agreeing to keep all recordings confidential, not share or disseminate them in any form, and to destroy all recordings after completing the course. Instructors are also required to inform students if they will be recording a class session.

MMC Intimacy Education in Theatre Arts

Adapted for MMC's Theatre Arts Department from the University of Maryland Baltimore County Theatre Department, Intimacy Directors and Choreographers, Intimacy Directors of Color:

"Theatrical Intimacy Education" at MMC – is committed to integrating consent-based practices into all classroom and production environments. The goal of this training program is to empower Theatre students in all majors and concentrations to take responsibility for their emotional and physical safety in the theatre including on stage and backstage, in rehearsal studios, in the Zoom classroom, and on camera. In all MMC Theatre Department related activities participants including faculty, staff, and students are expected to abide by Instructional Touch Policies and Theatrical Intimacy Best Practices as defined by evolving Industry standards. All participants are expected to communicate their boundaries, ask before they touch and maintain a professional working environment. A fuller explanation of Best practices and implementation can be found in "The MMC Intimacy Education Handbook."

Definitions

Intimacy has four categories: Experiential, emotional, intellectual and sexual. **Theatrical Intimacy** is the simulation of Intimate physical acts for theatrical purposes. **Theatrical Intimacy Direction** is creating repeatable, specific choreography for staged moments of intimacy while respecting actors' boundaries and providing a safe environment for all participants. **Instructional Touch** is any physical contact made between instructor and student and/or between students. Examples of Instructional Touch include adjusting/alignment/positioning, partnering for demonstrations or exercises, correcting actor placement in space, costume fittings.

Communication and Reporting Structure

1. There may be times in class/rehearsal when the instructor will ask permission to touch a student in order to bring awareness to tensions, alignment, or position. The instructor will always ask permission prior to touching a student and will respect the student's response without judgement. Consent must be established before student to student touch. Stage fighting, hand to hand combat, or physically volatile scene work will not be permitted without the permission of the Professor.
2. If you have any reservations about being touched (by Faculty, staff, or students) within the context of a program of professional actor training as a general rule, or on any given day at MMC, you have agency (voice) to let your professor and peers know if you are not comfortable with a particular movement or scene. You will not be asked why you are uncomfortable or what past circumstances may trigger your discomfort. If you are concerned about any aspect of physical contact that has occurred during a class, speak to your Professor before leaving the class/rehearsal.
3. You have several ways to communicate your concerns to your Professor:
 - in the moment in class or in rehearsal you might say "I need to hit the pause button" in which case, you may cease activity, take a pause and discuss the circumstance with the Professor privately
 - You may e-mail your Professor and ask for a private appointment.

Below is a list of additional Faculty with whom you may feel comfortable contacting.

You may e-mail your Advisor to request a private appointment.

You may contact the Intimacy Education Coaches for the Theatre Department, Prof.

Strauss, hstrauss@mmm.edu or Prof. Barbara Adrian badrian@mmm.edu.

You may contact the Chair of the Theatre Department Prof. Jill Stevenson
jstevenson@mmm.edu.

College-wide Policies Regarding Discrimination and Harassment

Marymount Manhattan College strives to create an academic environment that excludes all types of harassment and discrimination. We each have a responsibility to uphold these values. If you or someone you know has experienced bias, discrimination, harassment, or sexual misconduct, please use this [form](#) to file a report or email Rebecca Mattis-Pinard, the Chief Equity, Diversity and Inclusion Officer and Title IX Coordinator, at rpinard@mmm.edu.

Please be aware that all MMC staff and faculty members are “responsible employees,” which means that if you share a situation involving an incident of bias, discrimination, harassment, or sexual misconduct, they **must** share that information with the Chief Equity, Diversity and Inclusion Officer and Title IX Coordinator. Although faculty and staff are obligated to share this information, you are in control of how to proceed with a reported incident, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to a confidential resource who is not obligated to report information shared, you can contact any of the following on-campus resources:

[Counseling and Wellness Center](#)

§ 212.774.0700
§ Carson Hall 806

[Dow Zanghi Health Center](#)

§ 212-759-5870
§ 231 E. 55th St. (in the 55th St. Residence Hall)

College-wide Policies Regarding Social Media and Cyberbullying

Marymount Manhattan College strives to foster a community that recognizes the varying beliefs and practices of others, promotes civility, and celebrates inclusiveness where students can develop an appreciation of diversity in the community. Engaging online can be an easily accessible, convenient, educational, and fun way to connect with others in the MMC community.

Students are asked to adhere to the following guidelines regarding various social media platforms:

1. Marymount Manhattan College’s identity, such name, colors, and emblems (logos, mascot, etc.) cannot be used without written permission from the Office of Institutional Advancement. Students cannot create or develop social media accounts, profiles, or initiatives bearing MMC’s name or likeness unless written permission is obtained from the Office of Institutional Advancement.
2. Students are advised to be aware that the information they post/share online or is posted/shared online by others becomes public information that may be viewed by their relatives, faculty, future employers, etc. If the College receives information via social media/internet/online that the law or College policy has been violated/potentially violated by a student, such allegations will be investigated through the student conduct process as outlined in the Code of Conduct.
3. Be mindful of copyright and intellectual property rights of others and the College policies regarding those rights.
4. The College will not monitor student’s personal accounts; however there are times when a report is received from a staff/faculty member/fellow student with concerns that must be addressed. When posting, please keep in mind:

- a. MMC policies do extend to social media. We promote respectful, open dialogue and civil and fair treatment of others; while discouraging harassment, derogatory or insulting statements, threatening or intimidating comments/messages, fraudulent behavior, defamation, discriminatory speech and actions, prejudicial statements, and violent behavior.
- b. Judicial action will be taken for comments, pictures, videos, posts, statements, information, or other items that reflect poor judgment, choices, or actions taken in contrast to what is expected of MMC students.
- c. Evidence of violations within the residence halls will be referred to the Office of Residence Life.
- d. Out of care and concern, postings that may demonstrate a need for mental health assistance or support will also be addressed.

MMC Engage

MMC Engage should be used for its intended purpose of having access to campus news, upcoming events, and networking with other students, MMC staff, and faculty right at your fingertips.

- **The Human Element:** It can be easy to forget that behind the screen are real people who view all the comments and photos posted. Before posting anything, ask yourself if it's appropriate, if you would have an issue if someone else had written it, and if you would have made the same comments face to face.
- **Check Yourself:** While social media can feel informal, MMC Engage is still a college-run platform. You should remain professional in your communication.
- **Respect People's Time:** While you might expect instant messaging to result in instant responses, keep in mind that not everyone has access to their MMC Engage app at all times. Some may be in classes or meetings and will need time to respond to messages.
- **Valuable Content:** Before you post, think about the value of your content. Is it beneficial? Would it be considered spam?
- **College Sponsored Space:** Violations of College policies on MMC Engage will be referred through the Code of Conduct.

Studying Theatre at MMC

Check your MMC Email frequently

College administrators and your professors will only use MMC email accounts to communicate with students. Please check your MMC email several times daily and stay ahead of deleting old emails so that your box will remain active.

Homework

All classes at MMC, including studio and performance classes, require outside study and/or rehearsal. The general rule is that students are expected to spend 2 hours of outside homework time for every hour of class time per week. Since many MMC students also need to work in order to support themselves, juggling the time demands of class, work, and course preparation can be difficult. Feel free to talk with your Theatre advisor for help with managing your time.

Health Policy for FAPA Division

Since many of the courses in the Dance and Theatre departments require a considerable degree of physical activity, students must be in good physical health in order to participate safely. The College recommends that students have regular medical checkups, and report any pre-existing conditions that might affect their work to the appropriate faculty member and program director.

In addition, since a general physical will often not reveal some conditions like vocal pathologies or orthopedic strains, a faculty member will at times request a student to see a physician or specialist (of the student's choice) in order to ensure that the student's health will not be compromised by participation in class work or rehearsal. A faculty member may also request that the student not participate in class or rehearsal until the student provides written documentation from an appropriate medical professional as to the state of his/her health. If it is determined by the physician that further participation in class or rehearsal would be detrimental to the student's health, then the student and the department Chair will work out a plan with the faculty and the Academic Dean's Office to adjust the student's academic program. In order to return to class or rehearsal, the student must present documentation from his/her doctor that the condition has healed sufficiently to participate safely.

However, if the student is not able to continue in a performance class, or has accumulated too many absences as defined by departmental policy due to documented medical reasons, the student must drop the course (if the problem arises before the final drop date) or seek a medical withdrawal from class through the Academic Dean's Office (after the drop date). Incomplete grades cannot be given for performance classes. If dropping or withdrawing from a given course after the 100% liability date reduces the student's credit load to part-time status (from full-time), no adjustment will be made to the student's bill. Further, such action can have a negative effect on any financial aid the student receives.

Reserving Space

Our primary focus for space usage for Fall 2020 (and potentially Spring 2021) is to make sure that synchronous classes function as best they can. For the first two weeks of the Fall 2020 semester,

studios can only be reserved for synchronous class meetings (at reduced capacities). Students will receive a link to the Theatre Office's online reservation platform through which they can request to use studios for synchronous classes. Staff will then verify enrollment in classes, maintain a list of students intending to use studios, and determine when reserved capacity has been met for each studio. During these first two weeks of the fall semester, there will be no availability of studios, classrooms, shops, or theatres outside normal class meeting times. This will allow us to assess and accommodate the needs for synchronous space use. Our intention is that after those first two weeks, spaces not already reserved for synchronous classes will be available for reservation.

Additional Reservation Policies

- Currently, core building hours are 8:30am-7pm Monday through Friday.
- All theatre studios will have a strict capacity of 2 persons for outside of class rehearsals. A third person may be added if that third person is a faculty member AND faculty members must make such studio requests.
- Studios will be reserved via an online platform called Astra Scheduler, and a direct link to the platform will be distributed via email before the start of the semester. Reservation requests will be approved on a first submitted, first approved basis. No space reservation is to be considered final until user has received a confirmation email.
 - a. Studios will be available to reserve for no more than two hours at a time. Any reservation made for longer than two hours will be automatically declined.
 - b. Studios will be able to be reserved one day prior to use. Mondays may be requested on Fridays as in the past.
 - c. As need arises and safety protocols allow, more available hours may be added. However available hours may also be contracted without notice if occupancy policies are not adhered to.
- It is the responsibility of every user of a shared campus space to wipe down shared items after each use. Wipes will be provided in each space and if supplies run out it is up to users to let the Theatre Office or the Operations Director know via email as soon as possible.
- It is the responsibility of every user of a shared campus space to never remove any of the items from a space and to never move them to a different space. Inability to adhere to this policy may result in the removal of items or the revocation of space usage privileges.
- It is the responsibility of every user of a shared campus space to respect the reservation system and to not enter/use any space, seat, or item that has not been previously reserved and for which said reservation has not been confirmed. Inability to adhere to this policy may result in the revocation of space usage privileges.

Theatre Notes

A weekly email to Theatre Arts students and faculty, informing them of upcoming events and opportunities in the department, around NYC, and online.

Theatre Arts Student Council

The Theatre Arts Student Council is comprised of student representatives who serve an advisory body that meets monthly with the Theatre Arts faculty and staff during the semester to support student learning and the Theatre Arts department mission of MMC. The student members serve for a term of one academic year; each spring there will be an election for representatives for the coming academic year.

Academic Advisement

Each semester, students schedule appointments during the College-wide Advisement period with their Theatre faculty advisors to discuss their academic progress and to plan their courses for the next semester. We will continue this process remotely and will

circulate instructions via email about when and how to sign up for these appointments. Students are assigned advisors from the full-time Theatre faculty, but they can also request a particular advisor. To make a request, send an email to Jill Stevenson (jstevenson@mmm.edu). Students are encouraged to seek out their advisors as needs arise during the course of the semester.

Faculty and Staff

Below is a list of current full-time faculty and staff with their MMC email addresses. This year, full-time faculty will continue to hold regular office hours through Zoom or other platforms. Please contact faculty members directly to schedule appointments.

Barbara Adrian | Professor of Theatre Arts | Coordinator for Voice & Speech

badrian@mmm.edu

Courses frequently taught: *Voice & Speech for the Actor; Voice & Speech Practicum; Movement for Actors; Voice, Speech & Movement for the Actor.*

John Basil | Associate Professor of Theatre Arts

jbasil@mmm.edu

Courses frequently taught: *Acting: Intermediate Scene Study, Acting: Advanced Scene Study, Advanced Scene Study: Shakespeare, Advanced Acting: Special Topics, Performing Shakespeare, Theatre Production.*

Emily Clark | Assistant Professor of Theatre Arts | Musical Theatre Core Coordinator

eclark@mmm.edu

Courses frequently taught: *Fundamentals of Musical Theatre, Musical Theatre Techniques, Theatre Production, Daily Dance.*

Kevin Connell | Professor of Theatre Arts | Coordinator of Drama Therapy Minor

kconnell@mmm.edu

Courses frequently taught: *Acting: Intermediate Scene Study, Acting: Advanced Scene Study, Advanced Scene Study: European and Russian Drama, Advanced Scene Study: British Comedy, Beyond Naturalism, Acting Solo, Theatre Production.*

Robert Dutiel | Associate Professor of Theatre Arts | Technical Director for Theatre

rdutiel@mmm.edu

Courses frequently taught: *Technical Crew, Stagecraft, Drafting & Model Making, Special Topics in Design & Technical Theatre, Design Practicum, Audio Production.*

Bethany Elkin | Assistant Professor of Theatre Arts | Musical Theatre Coordinator of Daily Dance

belkin@mmm.edu

Courses frequently taught: *Scene into Song, Fundamentals of Musical Theatre, Musical Theatre Audition and Portfolio, Theatre Production, Daily Dance.*

Kenneth Finkle | Assistant Professor of Theatre Arts | Coordinator of Writing for the Stage
kfinkle@mmm.edu

Courses frequently taught: *Introduction to Playwriting, Script Analysis, Intermediate Playwriting, Advanced Playwriting*

Mary Fleischer | Professor of Theatre Arts | Coordinator of Theatre and New Media concentration and Arts Management Minor | Assistant Chair of Advising [on faculty leave Spring 2021]

mfleischer@mmm.edu

Courses frequently taught: *Script Analysis, Elements of Directing, Dramatic Forms & Genres, Producing Performance, The Avant-Garde in Art, Film & Performance, Experimental Performance.*

Timothy Johnson | Associate Professor of Theatre Arts | Musical Theatre Coordinating Committee member

tjohnson@mmm.edu

Courses frequently taught: *Acting: Process & Technique, Acting: Beginning Scene Study, Acting: Intermediate Scene Study, Acting: Advanced Scene Study, Theatre Production, Special Topics in Acting*

Kevin Kemler | Assistant Director of FAPA Admissions

Phone: 212-517-0514

Carson Hall 106

kkemler@mmm.edu

Karen Hummel Kinsley | Assistant Professor of Theatre Arts

kkinsley@mmm.edu

Courses frequently taught: *Costume Design, Costume Construction, Stagecraft.*

Matthew Land | FAPA Operations Director | Adjunct Assistant Professor of Theatre Arts Phone: 212-774-0765

Nugent 152

mland@mmm.edu

Courses frequently taught: *Production Management, Producing Performance.*

Hannah Mason | Production Coordinator for Theatre

Arts Phone: 212-774-4893

Nugent Theatre Office

mhmason@mmm.edu

David Mold | Professor of Theatre Arts | Coordinator of the Directing Concentration [on faculty leave Fall 2020]

dmold@mmm.edu

Courses frequently taught: *Acting: Process & Technique, Acting: Beginning Scene Study, Acting: Intermediate Scene Study, Acting: Advanced Scene Study, The Business of Acting, Theatre Production, Directing III.*

Jeffrey A. Morrison | Associate Professor of Theatre Arts

jmorrison@mmm.edu

Courses frequently taught: *Voice & Speech for the Actor*,

Ellen Orenstein | Associate Professor of Theatre Arts | Coordinator of Acting programs

eorenstein@mmm.edu

Courses frequently taught: *Acting: Process & Technique, Acting: Beginning Scene Study, Acting: Intermediate Scene Study, Acting: Advanced Scene Study, Theatre Production, Viewpoints.*

Ray Recht | Professor of Theatre Arts | Assistant Chair of Theatre Arts Production | Coordinator of Design & Technical Production

rrecht@mmm.edu

Courses frequently taught: *Lighting Design, Scenic Design, Drafting & Model Making, Design Practicum, Scenic Painting & Treatments.*

Christine Riley | Assistant Professor of Theatre Arts | Faculty Recruiter | Musical Theatre Coordinator of Private Voice

criley@mmm.edu

Courses frequently taught: *Fundamentals of Musical Theatre, Theatre Production.*

Mark Ringer | Professor of Theatre Arts

mringer@mmm.edu

Courses frequently taught: *Theatre History, Advanced Studies, Shakespeare, Opera & History.*

Jill C. Stevenson | Professor of Theatre Arts | Chair, Department of Theatre Arts | Coordinator of Theatre History & Performance Texts Concentration | Musical Theatre Coordinating Committee member

jstevenson@mmm.edu

Courses frequently taught: *Theatre Histories I & II, Advanced Studies in Theatre, Ethics of Performance Reenactment, Medieval Performance, Constructing U.S. Identity through 19th-Century Performance.*

Haila Strauss | Associate Professor of Dance | Coordinator of Movement for Actors | Intimacy Education Coordinator

hstrauss@mmm.edu

Courses frequently taught: *Movement for Actors, Advanced Interdisciplinary Studies, Dance for Actors.*

Barbara Tiernan | Theatre Arts Administrative

Coordinator Phone: 212-774-0766

Nugent Theatre Office

btiernan@mmm.edu

Lori Ann Zepp | Assistant Professor of Theatre Arts | Coordinator of Producing and Management Concentration

lzepp@mmm.edu

Courses frequently taught: *Stage Management I, Stage Management II, Practicum.*

You can contact part-time Theatre Arts Faculty through their MMC email accounts.