

**Marymount Manhattan College  
Theatre Arts Department  
Student Handbook  
2021-2022**

**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 several distinctive degrees: the BA in Theatre Arts (with four concentrations) and BFAs in Acting, Musical Theatre, Stage & Production Management, and Theatre Design & Technology. All of these programs are designed to provide professional training combined with a strong liberal arts education.

Please note that the curriculum below only reflects the incoming class for Fall 2021. Please consult the course catalogues that pertain to your start date by visiting this [page](#).

Outlines of general semester-to-semester course plans for each degree can be found at this [link](#). Updated plans reflecting the Fall 2021 incoming class curriculum will be available in October when the advisement period begins. Please keep in mind that these plans are 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. Each concentration is designed to provide progressive challenges over the course of four years. Below is a brief description of each concentration. 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 to the director for faculty and guest directed Mainstage or Studio 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 and Playwriting Projects produced each semester, which are guided by a faculty mentor. For more information, contact David Mold ([dmold@mmm.edu](mailto: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 are given priority for registration.

## **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](mailto: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](mailto: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 Histories 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 practicum course. 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](mailto: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](mailto:eorenstein@mmm.edu)) or David Mold ([dmold@mmm.edu](mailto:dmold@mmm.edu)) Acting Program Coordinators, 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.

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 223 & 224. Earning a "D" in either 223 or 224 will result in the student having to repeat the course they failed.

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.

### **Theatre Arts 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. We look to audition Asian, Black, Latino/a/x, Middle Eastern, Multi-Racial, Native, Pacific Islander and White, Female-Identifying, Male-Identifying, and LGBTQIA+ performers of all body types and abilities. 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. All roles are open to all actors except where the play necessitates specific gender, race, and/or ethnic casting. When that is the case, these requirements are specified in the casting breakdown. Casting decisions will take into consideration student GPA and previous production casting.

### **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 Program Coordinators (Ellen Orenstein or David Mold). 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.

The three components of the Musical Theatre curriculum are coordinated by the following faculty members: **Emily Clark** (Musical Theatre Coordinator for Core Course Sequence and Production); **Bethany Elkin** (Musical Theatre Coordinator for Daily Dance); and **Christine Riley** (Musical Theatre Coordinator for Private Voice). If you have questions or needs specific to courses, daily dance, or private voice, please contact the relevant coordinator.

### **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](mailto:belkin@mmm.edu) (Daily Dance Coordinator) and your Daily Dance instructor.

### **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 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.

### **Theatre Arts 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. We look to audition Asian, Black, Latino/a/x, Middle Eastern, Multi-Racial, Native, Pacific Islander and White, Female-Identifying, Male-Identifying, and LGBTQIA+ performers of all body types and abilities. 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. All roles are open to all actors except where the play necessitates specific gender, race, and/or ethnic casting. When that is the case, these requirements are specified in the casting breakdown. Casting decisions will take into consideration student GPA, attendance and participation in Daily Dance and Private Voice, and previous production casting.

### **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 Musical Theatre 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 Jill Stevenson (Theatre Arts Chair) and will be reviewed by the Musical Theatre Faculty. 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 Stage and Production Management**

The BFA in Stage and Production Management is a 60 credit program focusing on management theory and practical experience. It offers students a sequence of courses that prepares them for employment with theatres and arts organizations once they graduate. While this 60 credit program is highly structured, it allows students the flexibility to take electives or a minor in other areas based on individual interest. The inclusion of an internship is specifically designed to help students build connections to a career network. Prospective students for the BFA must not only satisfy the academic requirements for acceptance to the college, but must also show evidence of professional promise as demonstrated by an interview and portfolio presentation. The program is based on student progress and potential and usually requires a 3 year residency at the college. All BFA 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 review where overall progress is evaluated and individualized and constructive feedback is provided.
- Active participation in the program and stage management courses as well as the acquisition of leadership skills

For more info, see Lori Ann Zepp ([lzepp@mmm.edu](mailto:lzepp@mmm.edu)), Program Coordinator

### **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
6. Satisfactorily serve as an Assistant Stage Manager for a Mainstage or off-site production
7. 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
8. You may ASM twice before serving as PSM
  9. 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.

## **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

You can find detailed descriptions of the minors and curriculum requirements in the 2021-2022 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](mailto: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](mailto: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](mailto:mfleischer@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](mailto:awarshaw@mmm.edu)) or Mary Fleischer ([mfleischer@mmm.edu](mailto:mfleischer@mmm.edu)).

### Music Industry Minor

The Music Industry minor provides students with the preparation to enter careers in the contemporary music industry including music supervision and the use of music in entertainment and media. The minor's core courses ensure that students are knowledgeable about the standard practices and procedures of the industry, while elective courses invite students to follow aspects of the field in more depth. For further info contact Andy Warshaw ([awarshaw@mmm.edu](mailto:awarshaw@mmm.edu)) or Mary Fleischer ([mfleischer@mmm.edu](mailto: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](mailto:mfleischer@mmm.edu)).

## Studying Theatre at MMC

### Transformative Justice Initiative

This year the Theatre Arts faculty will implement restorative and transformative justice practices in most Theatre Arts courses as a way to build community in our classrooms, studios, and production spaces. The Theatre Arts department was first introduced to Restorative Justice practices by **Raquel Almazan**, an adjunct instructor who teaches primarily in the Writing for the Stage concentration. Raquel was instrumental in educating us on the value that Restorative Justice offers students, educators, and artists. We soon began partnering with [Anooj Bhandari](#), an artist and community organizer who is also Network Coordinator for the Restorative Justice Initiative. Given our specific needs, Anooj recommended we expand our work to include Transformative Justice practices.

Transformative Justice is a collection of methods designed to give communities autonomy over social systems. It asserts that we each experience harm on an interpersonal level largely due to systems that are not always visible. Transformative Justice enables communities to reduce the impact of those systems by first identifying and acknowledging them, and then collectively creating new ways to listen, respond, question, and respond to conflict/disagreement. To actively engage in Transformative Justice work is to change the way humans experience life and community between one another.

The Transformative Justice program developed for MMC's Theatre Arts department is designed to lay the foundation for a productive, creative year of work that supports risk-taking while remaining equitable. This program is designed to re-set our department curriculum and culture for students, staff, and faculty as we return to learning, teaching, and co-existing in space together. A small group of students completing a one-credit internship will receive the Transformative Justice training with faculty and help the department assess its impact on the student experience.

### Production as Pedagogy

Productions at MMC are courses designed to provide students with a rigorous pedagogical experience in which process is privileged over product. These courses are structured to provide students with a learning experience that supports the transition from classroom/studio to performance-level technique. The department aims to give students access to a range of artistic approaches, both through the selection of material and by inviting guest directors to work with our student directors, stage managers, designers, dramaturgs, and performers. Rehearsal work integrates research assignments, readings, presentations, field trips, and other resources depending on the nature of the material. Mainstage and studio productions are directed by faculty and performed for a public audience in a variety of campus or off-campus spaces.

## Reserving Space

To request studio space for outside of class rehearsal, please fill out this [online form](#): Requests may be made up to two days in advance and are approved during normal business hours (Monday-Friday). Please be patient and plan ahead. **We will not accept in-person reservations in the Theatre Office. You must use the online form to request space.**

The form works best on a desktop/laptop computer. If you are using a mobile device please change your view settings to Desktop Site.

### Requesting a space

1. Enter your name and contact information, then choose your date and time by clicking "Add Meeting."
2. Within "Add Meeting" you must select a Single Meeting (Multiple Meetings and Recurring Meetings are not allowed at this time).
3. After you have selected your date and time (no more than two hours per rehearsal), click "Assign Room" to select a studio.
4. Please be prepared to include the names of everyone that will be present at your rehearsal, your phone number, and the class for which you will be rehearsing.

Requests for multiple days or recurring times will be declined and must be resubmitted as Single Meetings. Requests for more than two hours will be declined and must be resubmitted.

### Additional Reservation Policies

- 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.
- 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.

## 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 Barbara Tiernan ([btiernan@mmm.edu](mailto:btiernan@mmm.edu)). Students are encouraged to seek out their advisors as needs arise during the course of the semester.

### **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.



## **Department Policies: 2021-2022**

**The following are statements and policies approved by the Theatre Arts department. 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 71<sup>st</sup> 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.

We also encourage you to read Rattlestick Playwrights Theater's Land Acknowledgement composed by Ryan "Opalanieet" Victor Pierce, a theatre artist and member of the Nanticoke Lenni-Lenape tribal nation: <https://www.rattlestick.org/new-page>

### **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, national origin, 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.

### **Discomfort and Boundaries in Theatre-making**

Professional and academic work in Theatre is often physically, intellectually, and/or emotionally demanding. Building new skills and strengthening those you have will challenge preconceived notions you may have about your own capabilities. Discomfort is therefore a part of our work as we develop as artists.

Our Transformative Justice foundation work will establish basic community agreements about how each classroom and production community will respond when discomfort or conflict arise. In addition, we have embedded MMC Theatrical Intimacy practices throughout the Theatre Arts curriculum. These practices empower students to take responsibility for their own emotional and physical safety while engaging fully in the risky, challenging work of education and creation. Given the collaborative nature of our classrooms and productions, it is each student's responsibility to be aware of their own level of comfort/discomfort and to decide which personal boundaries to challenge on a given day. If a boundary needs to be revisited at a later time, students should communicate that need using the protocols established through a classroom's or production's community agreements.

### **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.
- In hybrid or online courses it is the student's responsibility to let professors know if they have unexpected technology-related issues in order to determine reasonable accommodations. Faculty will work with students on a case-by-case basis.
- Recording virtual 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.
- If you need help with the technical aspects of Zoom, in order make your online educational experience effective, 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.

### **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.

### **Department Reporting Structure**

If you have concerns about your work in a course, you have several ways to communicate these:

- The first step is to ask your professor after class or by email for an individual appointment. Faculty have office hours, but may also be available at different times to discuss classroom concerns. Speaking to your professor directly is almost always the best way to begin addressing classroom issues.
- If you have concerns about speaking to your professor directly, you can contact the Coordinator of your concentration/program or your Theatre Arts Academic Advisor. They can offer advice about ways to approach communication and problem-solving with your professor.
- You are also welcome to contact the Chair of the Theatre Department, Jill Stevenson ([jstevenson@mmm.edu](mailto:jstevenson@mmm.edu)).

Courses with a production component typically have additional communication mechanisms and resources (e.g., Theatre Production Deputy; Intimacy coach; faculty mentors). Production reporting structures are reviewed at the beginning of the semester and posted in our performance spaces.

## 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. You may also email Desiree Sholes, the College's Title IX Coordinator ([dsholes@mmm.edu](mailto:dsholes@mmm.edu)), or the College's Chief Equity, Diversity and Inclusion Officer.

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 or 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

§ Nugent Building, Suite 352

### [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.

## Theatre Arts Faculty and Staff

Below is a list of current full-time faculty and staff. Please contact faculty members by email to schedule appointments. For full-time faculty and staff bios, visit this [website](#) and click on individual's name.

**You can find information about our distinguished and highly talented adjunct faculty [here](#).** You can contact adjunct Theatre Arts Faculty through their MMC email accounts.

**Barbara Adrian** | Professor of Theatre Arts | Coordinator for Voice & Speech  
[badrian@mmm.edu](mailto:badrian@mmm.edu)

**John Basil** | Associate Professor of Theatre Arts  
[jbasil@mmm.edu](mailto:jbasil@mmm.edu)

**Emily Clark** | Assistant Professor of Theatre Arts | Musical Theatre Coordinator for Core Course Sequence and Production  
[eclark@mmm.edu](mailto:eclark@mmm.edu)

**Kevin Connell** | Professor of Theatre Arts | Coordinator of Drama Therapy Minor  
[kconnell@mmm.edu](mailto:kconnell@mmm.edu)

**Emily (Millie) Cowan** | Theatre Technician  
[ecowan@mmm.edu](mailto:ecowan@mmm.edu)

**Robert Dutiel** | Associate Professor of Theatre Arts | Technical Director for Theatre  
[rdutiel@mmm.edu](mailto:rdutiel@mmm.edu)

**Bethany Elkin** | Assistant Professor of Theatre Arts | Musical Theatre Coordinator for Daily Dance  
[belkin@mmm.edu](mailto:belkin@mmm.edu)

**Kenneth Finkle** | Assistant Professor of Theatre Arts | Coordinator of Writing for the Stage  
[kfinkle@mmm.edu](mailto:kfinkle@mmm.edu)

**Mary Fleischer** | Professor of Theatre Arts | Coordinator of Theatre and New Media concentration and Arts Management Minor | Assistant Chair of Advisement  
[mfleischer@mmm.edu](mailto:mfleischer@mmm.edu)

**Timothy Johnson** | Associate Professor of Theatre Arts  
[tjohnson@mmm.edu](mailto:tjohnson@mmm.edu)

**Kevin Kemler** | Assistant Director of FAPA Admissions  
[kkemler@mmm.edu](mailto:kkemler@mmm.edu)

**Karen Hummel Kinsley** | Assistant Professor of Theatre Arts  
[kkinsley@mmm.edu](mailto:kkinsley@mmm.edu)

**Matthew Land** | FAPA Operations Director  
[mland@mmm.edu](mailto:mland@mmm.edu)

**Brandon Logan** | Visiting Instructor of Musical Theatre  
[mlogan@mmm.edu](mailto:mlogan@mmm.edu)

**Hannah Mason** | Production Coordinator for Theatre Arts  
[mhmason@mmm.edu](mailto:mhmason@mmm.edu)

**Michael Mendez** | Visiting Instructor of Musical Theatre  
[mmendez3@mmm.edu](mailto:mmendez3@mmm.edu)

**David Mold** | Professor of Theatre Arts | Coordinator of the Directing Concentration and Co-Coordinator of Acting programs | Faculty Recruiter  
[dmold@mmm.edu](mailto:dmold@mmm.edu)

**Jeffrey A. Morrison** | Associate Professor of Theatre Arts  
[jmorrison@mmm.edu](mailto:jmorrison@mmm.edu)

**Ellen Orenstein** | Associate Professor of Theatre Arts | Co-Coordinator of Acting programs  
[eorenstein@mmm.edu](mailto:eorenstein@mmm.edu)

**Ray Recht** | Professor of Theatre Arts | Coordinator of Design & Technical Production  
[rrecht@mmm.edu](mailto:rrecht@mmm.edu)

**Christine Riley** | Assistant Professor of Theatre Arts | Musical Theatre Coordinator for Private Voice | Faculty Recruiter  
[criley@mmm.edu](mailto:criley@mmm.edu)

**Mark Ringer** | Professor of Theatre Arts  
[mringer@mmm.edu](mailto:mringer@mmm.edu)

**Courtney Ross** | Assistant Technical Director  
[cross@mmm.edu](mailto:cross@mmm.edu)

**Jill Stevenson** | Professor of Theatre Arts | Chair, Department of Theatre Arts | Coordinator of Theatre History & Performance Texts Concentration  
[jstevenson@mmm.edu](mailto:jstevenson@mmm.edu)

**Barbara Tiernan** | Theatre Arts Administrative Coordinator  
[btiernan@mmm.edu](mailto:btiernan@mmm.edu)

**Lori Ann Zepp** | Assistant Professor of Theatre Arts | Coordinator of Producing and Management Concentration | Assistant Chair of Production Pedagogy  
[lzepp@mmm.edu](mailto:lzepp@mmm.edu)