

2024-2025

School of Theatre

Undergraduate Student Handbook

## FOREWORD

The Florida State University School of Theatre is an accredited member of the National Association of Schools of Theatre. Its degree requirements are in accordance with the latest published guidelines of that association and with the rules and regulations of Florida State University.

It is the responsibility of each individual student to know the rules and policies contained in the Florida State University General Bulletin and the applicable School of Theatre Undergraduate Handbook.

The School of Theatre retains the right to refuse or terminate enrollment at any time if a student fails to maintain the standards of the program.

The Undergraduate Handbook is a supplement to the Florida State University General Bulletin, which is the authoritative source for academic requirements at FSU.

The School of Theatre is a member of the Florida State University College of Fine Arts

**This handbook is available in alternate format upon request.**

## **TABLE OF CONTENTS**

School of Theatre Policies  
Introduction to Theatre for Majors (THE 2020)  
Theatre Forum (THE 4990)  
Production Guidelines  
Retention  
Probation  
Academic Advising  
Honors in the Major  
Persons with Disabilities  
First Day Attendance Policy  
Performance Course Registration  
Audition Information  
Audition and Casting Policy  
London Theatre Experience  
The Degen Resource Center  
Bachelor of Arts Degree  
Bachelor of Fine Arts Degree Policies  
Bachelor of Fine Arts in Acting  
Bachelor of Fine Arts in Music Theatre

## SCHOOL OF THEATRE POLICIES

### COMMUNICATION

**FSU e-mail is the official form of contact between FSU and the student. The School of Theatre will only send e-mail to your official University email account. Students must check this account on a daily basis. Students are responsible for all information sent to this account. It is advised that you do not forward your FSU e-mail to another e-mail account.**

Theatre students are required to keep their local and permanent contact information up to date with the university. Students can update their local address and phone number on-line through the FSU website.

### INTRODUCTION TO THEATRE FOR MAJORS (THE 2020)

All incoming (new and transfer) students must take Introduction to Theatre for Majors (THE 2020, 3 hours) during their first fall semester as a Theatre major. This course will provide students with concepts and skills necessary to succeed in the School of Theatre. This class is an introduction to theatre vocabulary, theatre specializations, undergraduate research writing, and oral presentations. Students attend lectures two times a week and a small recitation section once a week. **A passing grade of “B-” must be achieved for retention in the School of Theatre undergraduate programs. This course is not repeatable.** This course fulfills the University’s oral communication competency requirement.

### THEATRE FORUM (THE 4990)

All School of Theatre students are required to register for THE 4990 every fall and spring semester. THE 4990 is a 0-credit, S/U (Satisfactory/Unsatisfactory) course designed to monitor students’ attendance and participation at Forum meetings, theatre productions, and other required events. Please refer to the syllabus for THE 4990 for the attendance requirements. Students who do not register for THE 4990 will receive an unsatisfactory grade (U) for the course. Students who receive a “U” in THE 4990 will receive a warning. **Students who receive a second “U” in THE 4990 will be dismissed from the School of Theatre.**

### PRODUCTION GUIDELINES

Each year, the School of Theatre presents productions in its Mainstage and several student theatre group seasons, heavily relying upon students both on stage and behind the scenes. While these productions represent a chance for students to refine their craft, they also add a significant level of responsibility. In addition to carrying out assignments, everyone involved in productions is expected to adhere to rules and regulations. While the School of Theatre’s *Production Handbook* and the *Florida State University Student Handbook* provide detailed applicable rules and regulations, certain regulations deserve mentioning here:

- Alcohol and illegal drugs are not allowed on campus. This includes all School of Theatre facilities.
- Professional conduct is expected of everyone.

- Everyone must arrive on time and be ready to participate fully in performances, rehearsals and work calls.
- Any student sanctioned for a violation of the Student Code of Conduct will be immediately removed from involvement in any and all productions in the semester the infraction occurred.

## **RETENTION**

Theatre students who fail to meet basic academic requirements will be placed on academic probation for the subsequent semester. During the probationary semester, students are required to bring their GPA back up to the specified requirement and to retake any courses in which they did not achieve the minimum requirement. Students who fail to achieve the minimum requirements during the probationary semester will be dismissed from their School of Theatre program. Students may only retake a major requirement in which a grade was received below a minimum once. Failure to achieve a minimum grade on a retaken course will result in dismissal from the School of Theatre. *(The one exception is for THE 2020 that requires a “B-” or better. This course is not repeatable and students not achieving this academic requirement are dismissed from the School of Theatre.)*

The School of Theatre retains the right to refuse or terminate enrollment at any time if a student fails to maintain the standards of the program. The Professional Conduct Policy in the College of Fine Arts Student Handbook is as follows:

- This statement outlines the standards of professional conduct expected of students in the College of Fine Arts. These standards emphasize the importance of maintaining professional conduct and remaining in good academic standing with the university to ensure students remain in good standing with the College. If your professional performance falls below minimum expectations, the faculty may issue a warning, place the student on probation with a remediation plan, or recommend dismissal from the program. Students in the College of Fine Arts must also adhere to the University Academic Honor Policy, Student Conduct Code, and Summons to Responsible Freedom. Throughout each semester, faculty constantly assess how well you perform in each area of the CFA’s Principles of Professional Conduct — Adaptability, Resourcefulness, Tenacity, Inquiry, Self-awareness, Teamwork – or A.R.T.I.S.T. for short (these expectations stand alongside any expectations already in place by the units). These principles are supported by research on the habits of mind, which emphasizes the importance of critical thinking, problemsolving, and lifelong learning. If a concern about a student’s professional conduct emerges, the process begins with an instructor issuing a warning via email and copying the department chair. A second violation involves a departmental review, potentially resulting in a formal notification outlining specific behaviors to address. A third violation may lead to the implementation of a remediation plan. Failure to meet the remediation plan’s requirements could result in dismissal from the program. This process ensures a clear, escalating response to unprofessional behavior, providing multiple opportunities for you to correct your behavior with the support and guidance of faculty and administration.

## **PROBATION**

A theatre student will be placed on probation within the School of Theatre for one semester for the following:

- Failure to complete any required theatre course with the minimum required grade
- Failure to maintain the required GPA.

If a student is on probation within the School of Theatre, the following restrictions apply during that term:

- The student may not receive any production assignments as an actor, director, designer, stage manager or technician in any of the productions during that term. Students may still fulfill their required tech labs.
- The student will not be eligible for any School of Theatre scholarships.

In some instances, the production calendar dictates that casting occur in fall for a show to be presented in spring. Students cast in fall will be allowed to continue in a spring show even if they are placed on probation at the end of fall. They must clear probation by the end of the following semester. This policy applies any time casting and performance span two different academic terms.

### **ACADEMIC ADVISING**

All students must be advised every fall and spring semester. **Students who are not advised before their registration window opens will have a stop placed on their registration until they are advised.** Registration may be reactivated only after formally meeting with an advisor.

### **SUBSTITUTIONS OR EXCEPTIONS FOR MAJOR REQUIREMENTS**

Any substitutions or exceptions to major requirements must be approved in advance by submitting a request in writing to the Office of Academic and Student Services.

### **STUDENTS PLANNING TO DOUBLE MAJOR**

Students planning to double major should seek advising from both the School of Theatre and from an advisor in their second major. It is the student's responsibility to make sure that they are meeting all requirements for their second major.

### **HONORS IN THE MAJOR**

The School of Theatre offers Honors in the Major in all degree programs to encourage motivated students to undertake individual scholarly or/and artistic research under faculty mentorship. For requirements and other information inquire in the School of Theatre Office of Academic and Student Services. It is strongly encouraged that students interested in engaging in an Honors in the Major project begin consultation with a mentor professor in the spring of their Sophomore year and no later than the fall of their Junior year.

### **AMERICANS WITH DISABILITIES ACT**

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course.

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Office of Accessibility Services; and
- (2) request a letter from the Office of Accessibility Services to be sent to the instructor indicating the need for accommodation and what type; and,
- (3) meet (in person, via phone, email, skype, zoom, etc...) with each instructor to whom a letter of accommodation was sent to review approved accommodations.

## **AUDITION INFORMATION**

Auditions for season productions typically occur twice a year.

Auditions are open to all FSU students and members of the community, *except those students who are on probation*. For more information including how to register for general auditions, visit the School of Theatre website.

## **AUDITION AND CASTING POLICY**

Students are strongly encouraged to consult the Production Handbook for information regarding audition and casting policy.

## **THE LONDON THEATRE EXPERIENCE**

The London Theatre Experience is a program of theatre studies in the heart of London for students to experience some of the finest theatre in the English-speaking world and to work directly with those professionals responsible for its excellence. More information on this program is available at the International Programs Office in the University Center or in the Office of Academic and Student Services.

## **BACHELOR OF ARTS DEGREE SPECIFICS**

### **Mission Statement for Bachelor of Arts Program**

The Bachelor of Arts program at the FSU School of Theatre offers diversified and rigorous studies of practical, historical, and cultural contexts of theatre and theatre-making. Building on a strong liberal arts foundation, the BA program fosters expressive skills, creative mindsets, and theoretical and critical thinking essential to success in theatre and other professions. With close faculty contact, students pursue areas of interest that may include acting, directing, writing, musical theatre, devised theatre, design, production, stage management, performance theory, and cultural studies.

## **ACADEMIC AND PROGRAM REQUIREMENTS**

### **RETENTION STANDARDS**

- Grade point averages:  
3.0 Overall GPA (includes all college work post high school graduation)  
3.0 Theatre GPA
- Students must earn a “C-” or better in all major courses with the exception of THE 2020 which requires a “B-” or better.
- Students who receive a second “U” in THE 4990 will be dismissed from the School of Theatre.
- Students must remove any probationary status by the end of the semester following the initial notice of probationary status.

## **TECHNICAL CLASSES AND TECHNICAL LAB REQUIREMENTS**

BA Students are required to complete Technical Theatre Practices I (TPA 2322) and Technical Theatre Practices II (TPA 2323) during their first year as a Theatre major. Transfer students may receive a maximum of one class credit for comparable course work taken elsewhere.

Please note: Evening and weekend assignments are required in both Technical Theatre Practices I and II while serving on run or usher crews. Such assignments could conflict with rehearsals, performances, or any outside work. Students are responsible for scheduling around their required Technical Theatre Practices assignment for a given semester.

## **PROGRAM REQUIREMENTS**

To receive a BA degree in Theatre, students must successfully complete one hundred twenty (120) credit hours. The credit hours will be divided between:

FSU Core	36
BA Foundation	25
Focus track	21
Theatre Electives	1-14
Non-Theatre electives	24 (or second focus track/second major)
<u>Foreign Language</u>	<u>0-12</u>
	120



## **FOUNDATION COURSES**

Foundation Courses provide the vast breadth of knowledge and understanding that is inherent to the art of a Theatre-Maker. Students are encouraged to explore various departments of the Theatre and learn through experimentation, develop new ways of seeing, and gain the tools to intelligently and critically engage the world around them.

All BA students are required to take the following courses:

- THE 2020 Introduction to Theatre for Majors
- THE 3213 World Theatre History I
- THE 3214 World Theatre History II
- THE 4303 Play Analysis
- THE 4954 Culminations
- TPP 2100 Performance I
- TPP 2190L Rehearsal / Performance
- TPA 2000 Intro to Design
- TPA 2322 Technical Theatre Practices I
- TPA 2323 Technical Theatre Practices II

## **FOCUS TRACK**

The Focus Track provides advanced level coursework in a particular area of study within the vast art of theatre. By focusing on a singular thread of study, the student is given the tools to explore deeper and engage in a greater understanding of an area.

Students are required to declare a Focus Track in order to pursue advanced level coursework.

Students must declare a Track once they complete 30 credit hours.

Students are encouraged to apply their passions for theatre across various departments while focusing on a single area. The School of Theatre actively promotes interdisciplinary study while maintaining an area of focus.

The Focus Tracks offered are as follows:

- Performance
- Design & Production
- Stage Management
- Theatre & Performance Theory

## **PERFORMANCE**

The Performance Track offers the student practical, exploratory engagement with the tools of the acting process. We study theatre-making as actors, directors, and storytellers, developing expressive skills, devising performances, and expanding our notions of theatre.

The Performance Track requires the student to complete 21 credit hours in the following:

Performance Level I	Select 2 classes (6 credits)
Performance Level II	Select 2 classes (6 credits)
Performance Level III	Select 2 classes (6 credits)
Performance- student choice	Select 1 class (3 credits)

## **DESIGN & PRODUCTION**

The Design & Production Track brings the student behind the stage to experience the artistry of theatrical creation in design, media, and technology. We study theatre-making as artistic practitioners, exploring design challenges through technical solutions in a hands-on framework.

The Design & Production Track requires the student to complete 21 credit hours in the following:

Design & Production core	15 credits
Production Lab/Advanced Prod.	6 credits

## **STAGE MANAGEMENT**

The Stage Management Track places the student in the core of the production process. We study theatre-making as managers and leaders, supporting the artistic and technical teams through creative solutions and organizational management.

The Stage Management Track requires the student to complete 21 credit hours in the following:

TPA 4601 Stage Management	2 credits
TPA 4602 Adv. Stage Management	3 credits
TPA 4608 Stage Management III	3 credits
THE 4935 Stage Management IV	1 credit
Production Lab/Adv. Production	3 credits
Theatre electives	9 credits

## **THEATRE & PERFORMANCE THEORY**

The Theatre Theory & Performance Track offers the student critical skills in theory, dramaturgy, and the transformation of documents into performance. We study theatre-making as critics and writers, dismantling stereotypes, surveying genres, and analyzing structures.

The Theatre Studies Track requires the student to complete 21 credit hours in the following:

TPP 4310 Directing I	3 credits
THE 4433 Gender, Race & Performance	3 credits
Theatre & Performance Theory	6 credits
Theatre electives	9 credits

## **ELECTIVES**

As a BA Student in the School of Theatre, any BA Theatre course may be taken as an elective, regardless of Focus Track. This is to ensure a balanced and well-rounded education as a Theatre-Maker. Available electives may be found under Course Listings.

## **FOREIGN LANGUAGE**

The University requires all recipients of a Bachelor of Arts degree to have completed the study of a classical or modern language through the 2200 or equivalent level. The requirement may be completed by fulfilling coursework in a language through the 2200 level (12 hours), by CLEP examination, or by certification from appropriate personnel in the Classical or Modern Language Department that the student has achieved the required proficiency. Students electing to complete the proficiency with coursework may take a maximum of two foreign language classes on an S/U basis. All students with prior knowledge of German, French, or Spanish are required by the University to take a (no cost) placement test through the Department of Modern Languages & Linguistics. Students with college credit in these languages are exempt from the placement test. The test is designed to place students with prior knowledge of a language into the class for which they are best suited and to reduce repetition of material. Students who are studying a new language which they did not study in high school, and for which they have no other experience, are not required to take such a test but would enroll in the 1120 level of their language of interest. The Department of Modern Languages and Linguistics also offers classes in Arabic, Chinese, Modern Hebrew, Italian, Japanese, and Russian.

## **BA COURSE LISTINGS**

### **FOUNDATIONS COURSES**

- THE 2020 Introduction to Theatre for Majors
- THE 3213 World Theatre History I
- THE 3214 World Theatre History II
- THE 4303 Play Analysis
- THE 4954 Culminations
- TPP 2100 Performance I
- TPP 2190L Rehearsal / Performance
- TPA 2000 Intro to Design
- TPA 2322 Technical Theatre Practices I
- TPA 2323 Technical Theatre Practices II

### **PERFORMANCE CORE COURSES**

Courses listed below are representative. Class offerings will vary semester to semester.

#### **Level I**

- TPP 3130 Performance II
- TPP 4224 Audition Techniques
- TPP 4126 Creative Improvisation
- TPP 3510 Movement I
- TPP 2710 Voice I
- DAA 1100 Contemporary Dance or DAA 1200 Ballet

#### **Level II**

- THE 4923 Theatre Encounters
- THE 4935 Advanced Movement
- FIL 3932 Film Acting Workshop
- DAA 1500 Jazz Dance
- TPP 4310 Directing I

- TPP 4600 Fundamentals of Playwriting
- Level III
- THE 4935 World Theatre Practice
  - TPP 4226 BA Music Theatre Workshop
  - TPP 4404 Advanced Acting & Directing
  - TPP 4403 Devised Theatre: Performance Creation
  - TPP 4531 Stage Combat

#### DESIGN & PRODUCTION CORE

- TPA 3230 Costuming I
- TPA 2248 Stage Makeup
- TPA 3333 Intro to Costume Craft, Dye & Millinery
- TPA 4045 Costume Design
- TPA 4238 Advanced Costume Construction
- TPA 4239 Costume Patterning
- TPA 4240 Advanced Draping
- TPA 4246 Wigs & Makeup
- TPA 3353 Lighting & Sound Technology
- TPA 4020 Lighting Design I
- TPA 4021 Lighting Design II
- TPA 4354 Lighting Software
- TPA 3208 Drafting for the Stage
- TPA 4060 Principles of Scenic Design
- TPA 3325 Intermediate Technical Theatre Practice
- TPA 4283 Technical Production
- TPA 4302 Structural Design for the Stage
- TPA 4077 Scene Painting
- TPA 4078 Adv. Scene Painting
- TPA \_\_\_\_ Props I
- TPA \_\_\_\_ Props II
- TPA 4400 Theatre Management

#### PRODUCTION LAB/ADVANCED PRODUCTION ASSIGNMENT

- TPA 3298 Technical Theatre Laboratory
- TPA 3299 Technical Theatre Laboratory

#### STAGE MANAGEMENT CORE

- TPA 4601 Stage Management
- TPA 4602 Adv. Stage Management
- TPA 4608 Stage Management III
- TPA 4935 Stage Management IV

#### THEATRE & PERFORMANCE THEORY CORE

- TPP 4310 Directing I

- THE 4433 Gender, Race & Performance

#### THEATRE & PERFORMANCE THEORY

- THE 4064 Disability & Representation
- THE 4233 History of African American Drama
- THE 4236 History of American Theatre
- THE 4244 Musical Theatre History I
- THE 4245 Musical Theatre History II
- THE 4260 Historic Costume
- THE 4273 History of Directing
- THE 4293 History of Design & Production
- THE 4301 Contemporary US Theatre
- THE 4481 Dramaturgy
- THE \_\_\_\_ Women in Theatre
- THE \_\_\_\_ Queer Theatre

#### THEATRE ELECTIVES

Any of the above courses may qualify as a Theatre Elective course. Please check prerequisite information prior to enrolling in courses.

## **BACHELOR OF FINE ARTS IN ACTING AND MUSIC THEATRE DEGREES**

### **BFA DEGREE OBJECTIVES**

The Bachelor of Fine Arts in Acting and Music Theatre are professional degrees offering specialized education in certain selected theatre disciplines. Each program is intended to provide an understanding of theatre as a collective art and to provide intensive training in the special skills of theatrical expression required for the discipline. The BFA programs are designed as independent professional degrees, but they can also be used as the basis for further specialized work at the graduate level.

### **BFA RETENTION STANDARDS**

- Grade point averages:
  - 3.0 Overall GPA (includes all college work post high school graduation)
  - 3.0 Theatre GPA
- Students must earn a “C-“ or better in all major courses.
- Students who receive a second “U” in THE 4990 will be dismissed from the School of Theatre.
- Students must remove any probationary status by the end of the semester following the initial notice of probationary status. Failure to resolve Probationary status will result in dismissal from the School of Theatre.
- Students must attend all scheduled juries or reviews, and receive satisfactory assessments from their respective committees.

### **AUDITIONING AND CASTING**

Students in both BFA programs are required to audition at all School of Theatre General Auditions unless excused ahead of time by your BFA Track Director. Students who are not in good academic or programmatic standing may be denied permission to audition until they are in good standing. Note: First-year BFA Acting students will be permitted to audition their first semester, but it is optional.

Please see the Production Handbook for casting and production policies.

During the summer session, students may accept performance opportunities without approval. However, if a summer stock contract were to extend into fall classes, students must request permission from the BFA Track Director, the Director for Academic and Student Services, and their fall instructors in writing before exam week of the spring semester.

**BFA in Music Theatre students only:**

Unless a BFA student receives express permission of their BFA Track Director, they may not audition for or agree to perform in or work on any production, including film work, in the university or community that is not included in the School’s General Auditions. Permission to audition or participate must be submitted to your BFA Track Director.

## BACHELOR OF FINE ARTS IN ACTING DEGREE SPECIFICS

### JURIES

Regularly scheduled performance-skills tests aid the performance faculty in assessing the development of BFA Acting students. The jury process is designed to point out strengths and areas that need improvement in movement, voice, process, and performance.

### DEGREE REQUIREMENTS

FSU Core & Graduation Requirements*	36
Introduction to Technical Theatre (TPA 2201)	3
Technical Theatre Lab (TPA 2291)	1
Stage Makeup (TPA 2248)	2
Acting Techniques I (TPP 2110)	6
Acting Techniques II (TPP 2111)	6
Acting Techniques III (TPP 4113)	6
Movement Techniques I (TPP 3510)	3
Movement Techniques II (TPP 3511)	3
Stage Combat (TPP 4531)	3
Voice Techniques I (TPP 2710)	3
Voice Techniques II (TPP 3711)	3
Voice Techniques III (TPP 4712)	3
Voice Techniques IV (TPP 4713)	3
Acting for the Camera (TPP 3265)	3
Adv. Acting for the Camera (THE4935)	3
Directing I (TPP 4310)	3
Performance Workshop (TPP 4922)	6
Acting Showcase for Seniors (TPP 4228)	3
Performance related electives	9
Theatre Forum (THE 4990) every Fall and Spring	0
Introduction to the School of Theatre (THE 2020)	3
World Theatre History I (THE 3213)	3
World Theatre History II (THE 3214)*	3
Play Analysis (THE 4303)	3
Historic Costume (THE 4260)	3
<u>Culminations (THE 4954)</u>	<u>1</u>
Degree total	124

## BACHELOR OF FINE ARTS IN MUSIC THEATRE DEGREE SPECIFICS

### RETENTION REQUIRMENTS

All students in the BFA Music Theatre program must demonstrate their progress in the areas of singing, acting, and dance in a juried performance at the end of each semester.

### DEGREE REQUIREMENTS

FSU Core & Graduation Requirements*	36
Introduction to Technical Theatre (TPA 2201)	3
Technical Theatre Lab (TPA 2291)	1
Stage Makeup (TPA 2248)	2
Acting Techniques I (TPP 2110)	6
Acting Techniques II (TPP 2111)	6
Acting Techniques III (TPP 4113)	3
Movement Techniques I (TPP 3510)	3
Movement Techniques II (TPP 3511)	3
Advanced Movement (TPP 4512)	3
Voice Techniques I (TPP 2710)	3
Music Theatre Workshop (TPP 4923)	8
Music Theory I (MUT 1111) & Sight Singing (MUT1241)	4
Private Voice (all semesters MVV _____)	16
Keyboard (MVK 1111)	1
Vocal Coaching (MVV 3532, MVV 4542)	2
Dance (all semesters by level)	12
Directing I (TPP 4310)	3
Theatre Forum (THE 4990) every Fall and Spring	0
Introduction to the School of Theatre (THE 2020)	3
World Theatre History I (THE 3213)	3
World Theatre History II (THE 3214)*	3
Music Theatre History (THE XXXX)	3
Play Analysis (THE 4303)	3
Culminations (THE 4954)	1
Degree total	128

- Included in Core