

**THE  
UNDERGRADUATE  
STUDENT HANDBOOK**

**FOR THE  
THEATRE ARTS  
DEPARTMENT**

**OF THE  
UNIVERSITY OF IOWA**

Compiled: 2000  
By John Cameron  
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# The University of Iowa Theatre Arts Department

## Mission Statement

The mission of the Department of Theatre Arts, like that of the University as a whole, is to disseminate, develop and preserve knowledge. We understand "knowledge" to include the ability to understand and appreciate the theatre arts, and the vision and skill to create new works of art which enhance the human condition.

The Department seeks to disseminate knowledge in five ways. First, we introduce students in the University's general education courses to the arts of the theatre and to the creative opportunities available within our discipline. Second, we educate undergraduate majors about the theatre's place in society; its history, processes, techniques and skills; these students graduate not as specialists but as broadly educated individuals prepared to enter many professions, including the theatre profession. We expect that most of those who continue in the theatre will seek further training. Third, we educate graduate students to become creative, skilled, knowledgeable theatre artists, with keen judgment and refined critical ability. Fourth, we expose the University community to theatrical productions that are of the highest artistic merit. And fifth, we share with audiences and artists throughout the country new works of art which have been developed at the University of Iowa.

The Department is especially committed to the development of knowledge. We seek to create new works of artistic significance, and through them to investigate the formal and expressive resources available to live theatre. This process includes (among many other things) the initial conceptualization and formulation of a production, including analysis of its possible meanings in given historical circumstances; formulation of all visual and aural aspects of performance; and discovery of the appropriate relationship between performers and audiences. Through this process we seek to identify means for more effective communication. Public performance is both an essential tool in this exploration and an exemplification of the results.

Knowledge is preserved in many ways. In the theatre it may be recorded in scripts, production notebooks, designs, photographs, recordings, and critical commentaries. While all these are important, we believe that because theatre is a living event which always takes place in the present, the primary repository for the fruits of our research is in the experience and practice of our faculty and students as seen in their future works. Secondly, it is in the memory and response of our audiences.

## Requirements and Guidelines for the Bachelor of Arts in Theatre

The core curriculum required to earn the Bachelor of Arts in Theatre consists of the following courses:

<u>Courses</u>	<u>Semester hours</u>
49:025 Acting I	3
49:060 Play Script Analysis	3
49:112 History of Theatre and Drama I	3
49:113 History of Theatre and Drama II	3
Design Requirement: One of the following courses: 49:043, 49:133, or 49:146 (To take 49:133 or 49:146, see the instructor.)	3
Technical Requirement: One of the following courses: 49:044, 49:147, or 49:148 (To take 49:147 or 49:148, see the instructor.)	3
Dramatic Literature Requirement One course taken from the following: 49:072, 114-119, 180-188, or 190-193	3
One of the following courses: 49:045 Production: Running Crew, 1-2 s. h. (repeatable) Prerequisite 49:044, 147, or 148 49:046 Production: Crew Chief, 2 s. h. (repeatable) Prerequisite 49:045 49:047 Production: Construction 1-2 s. h. (repeatable) Prerequisite 49:044, 148 (You may waive one semester hour of production if you take one of the following courses and receive instructor approval.) 49:147 Technical Production I 49:148 Technical Production, Special Topics	3
One of the following courses: 49:125 Voice for the Actor Prerequisite 49:025 49:127 Theatre Movement 49:132 Stage Management Prerequisite: 49:044 and one semester of production. (Prerequisite can be waived with permission of instructor.) 49:133 Theatre Design Prerequisite: Fulfillment of design requirement 49:136 Lighting Design I Prerequisite: Fulfillment of design requirement 49:137 Scene Design II Prerequisite: Fulfillment of design requirement and 049:144 49:138 Costume Design II Prerequisite: Fulfillment of design requirement 49:140 Sound Design for the Theatre Prerequisite: 049:060	3

49:147 Technical Production I  
 49:148 Technical Production: Special Topics

One of the following courses:	3
Any playwriting course number 49:063 or higher	
49:130 Directing I	
49:172 Senior Seminar	
49:194 Dramaturgy	

Total semester hours	30
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#### Electives

In addition to the 30 semester hours of core classes, majors may take up to 20 hours of elective classes. Only 50 semester hours in Theatre Arts courses will count toward 120 semester hours required for graduation.

#### Major Requirement Guidelines

- It is strongly recommended that Design and Technical Theatre Requirements, Play script Analysis, and Acting I be taken as soon as possible. They are prerequisites to many courses.
- Students who take 49:002 or 49:003 before declaring the major may substitute 49:002 for 49:112 or 49:003 for 49:113. The other course in the History of Theatre and Drama sequence must be taken at the 100-level. Students who take both 49:002 and 49:003 before declaring the major will be required to complete a research paper. See instructor of History of Theatre and Drama.

#### General Education Requirements

- For General Education Requirements see the Graduation Progress Report prepared each semester by the Registrar's Office.
- Majors are also strongly encouraged to choose courses other than 49:001 Art of the Theatre to satisfy the General Education Requirement in Humanities. Only three Theatre Arts courses can be counted as General Education credits. Majors are encouraged to take as broad a range of courses as possible in the arts, humanities, languages and social sciences.

#### General Principles

1. The central mission of the undergraduate program is to educate highly creative, thoughtful individuals who understand, love, and participate in the arts; who, in their professional or personal lives, will seek to have an impact on the arts and on the society in which they live.
2. The undergraduate major in theatre rests on the belief that the best way to develop future artists is to expose them to rigorous professional practice within the framework of a liberal arts education. Students should therefore seek to balance their studies inside and outside the department, exploring the humanities, social sciences, languages, sciences, and other disciplines as they develop their skills as theatre artists.
3. Undergraduate students' first priority must be to their course work. This includes production courses. Students' volunteer work on productions or other extra-curricular activities cannot be used as an excuse for work which is incomplete, late, or poorly done.
4. Students are encouraged to participate in productions; indeed, participation in them is often crucial to their own development, to that of their fellow students, and to the work of the department as a whole. The faculty recognizes, supports and appreciates those students who voluntarily work on productions. Nonetheless, students must take care in accepting the responsibilities that go with work on any production. They should recognize that their course work comes first, and that by agreeing to work on a production they make a commitment to an important artistic enterprise - a commitment that must not be taken lightly. They should therefore be certain that they can accomplish all their work satisfactorily before making such a commitment.
5. Students and advisors should meet during the pre-registration period of each semester to discuss in detail the work ahead. Their discussions should include likely demands to be made by course work, including production courses, and any voluntary projects that a student is considering. They should be extremely careful that students do not elect to participate in more activities that they can accomplish with distinction.

## SECTION I

### Academic Misconduct

The policy of the College of Liberal Arts is as follows:

Plagiarism or cheating may result in grade reduction and/or other serious penalties. You are plagiarizing or cheating if you:

- Present the ideas of others as your own without giving credit to the source.
- Use direct quotations without quotation marks and without giving credit to the source.
- Participate in a group project where the work presented is not each student's own.
- Submit the same paper for credit in more than one course without discussing this option with the instructors involved.
- Submit material written by someone else as your own. This includes purchasing a term or research paper.
- Submit a paper or assignment for which you have received so much help that the writing and ideas are not your own.
- Copy someone else's exam, graded homework, or laboratory work.
- Refer to a text, class notes, laboratory, or other materials during an exam without being authorized to do so.
- Purposefully allow another student to copy your work or to submit work you have written as his/her own.
- Collaborate with others on a take-home exam, or spend more time than that specified by the instructor on a take-home exam.

If you are unsure about the proper use of sources, the extent to which collaboration on an assignment is permissible, or exam or assignment directions, talk to your instructor.

#### Disciplinary Action by the Instructor

An instructor who suspects you of plagiarism or cheating must inform you as soon as possible. Instructors who detect cheating or plagiarism may, in consultation with the Departmental Executive Officer (DEO), decide to reduce your grade for the assignment or in the course, even to assign an F. The DEO sends a written report of the facts in the case and the action taken by the instructor to the Associate Dean for Academic Programs; a copy is sent to the student.

#### Disciplinary Action by the Dean

The Associate Dean for Academic Programs or the Committee on Student Academic Conduct may uphold, as the offense may warrant, the following or other penalties: placement on disciplinary probation until graduation, suspension from the College for a semester or longer, or recommendation of expulsion from the University by the President.

#### Appeals

If you feel that the finding of plagiarism or cheating is in error or the penalty unjust, you may request a hearing. Complete information is available in the Office of Academic Programs.

#### Record of Disciplinary Action

Reports of student academic misconduct reside only in the Office of Academic Programs and are destroyed when the student graduates, or after five years if the student has left the University or

has not graduated. Notation of disciplinary action does not appear on a student's permanent record.

Questions about the procedures described can be answered by the Office of Academic Programs, 116 Schaeffer Hall, 335-2633.

### **Adding/Dropping Courses**

In order to add or drop a course, it is necessary to submit the green Change of Registration Form (Add/Drop Slip) to the Registration Center at 30 Calvin Hall. It is always necessary to have your adviser sign a Change of Registration Form. If you are dropping or adding a course after classes have started, it will also be necessary to obtain the instructor's signature. Check ISIS online at the University of Iowa Website for drop/add deadlines, fees, and signature requirements.

The Change of Registration form is also used to change sections within a course. An adviser's signature is not necessary in this case and no fee is charged.

### **Advising**

All students are assigned an academic advisor. Undergraduates may obtain the name of their advisor from the Departmental Secretary in the Theatre Office. For more information see the 'Registration' section of this handbook. Advisors for graduate students are the Heads of Program in the students' particular area of study.

**Each student is ultimately responsible for tracking her/his progress through the major and should carefully calculate the credits required for graduation.**

If you would like to change your academic advisor, check with the faculty member you would like to have act as your advisor. This individual must agree to add you to his/her list of advisees. Once you have your desired advisor's permission notify the department office of the change.

### **Declaring a Major**

Any student registered at the University of Iowa may declare a theatre major. There are no restrictions or requirements. Students declare a major by filling out the appropriate forms at the Registrar's office In Jessup Hall.

### **Independent Study Courses**

Any theatre major or graduate student in good standing may request permission to take an independent study course. Normally, permission will be given only if the student offers compelling reasons for taking the course and if no similar class is already being offered. Students submit a written proposal to the faculty member they wish to supervise the course. It must describe what the student and the faculty member will do, and how the work will be evaluated. If the faculty member and student agree on a proposal, it is then submitted to the curriculum committee for approval. Independent study courses may be established for 1-3 semester hours and normally are approved a semester in advance.

### **Honors Program**

Incoming freshmen who are eligible to join the Honors Program receive a letter of invitation. If you are already a student here, or if you've transferred from another institution, you may join the Honors Program if you have a cumulative grade-point average of 3.20 or above. There are no required activities or courses and no expectations beyond maintaining the minimum G.P.A.

As a participant, you can:

- enroll in honors sections or courses
- complete special projects for honors designation
- conduct independent research under the supervision of a faculty member
- get assistance in competing for merit-based scholarships and awards
- become a member of the Associated Iowa Honors Students

Theatre Arts students interested in joining the Honors Program should talk to the Director of Undergraduate Studies or call the Honors Program at 335-1681.

## Pass/Nonpass

Students wishing to take a course under the pass/non-pass (P/N) option need to complete the pink Pass/Non-pass Form. This form should be returned to the Registration Center (30 Calvin Hall) sometime after the first day of classes and prior to the end of the third week of classes (or the end of the first week and a half of the summer session). Only elective courses can be taken P/N. Students will need the signatures of their adviser and of the instructor for the course.

Non-graded options are not computed into your grade point average. The marks of N and U do not count toward hours earned for graduation.

## Registration

### Early Registration

Early registration takes place during the last few weeks of each semester. The date and time of your registration is determined by the last three digits of your student number and by your classification.

You must see your adviser prior to registration. Your advisor will review your schedule and give you your registration form which has your registration time and code printed on it. You may register at the assigned time or at any point after that time. During early registration it is possible to register online through ISIS or by going in person to the Registration Center in Room 30 of Calvin Hall.

### Late Registration

You may register up until 5:00 p.m. on the day prior to the opening of classes. If you are a returning student and you have not registered by this time, you will be charged a late registration fee.

### Special Permission

The following Core Curriculum courses require special permission:

- Acting I
- Acting II
- Advanced Acting Courses
- Directing I
- Elements of Design
- History of Theatre and Drama Courses
- Playscript Analysis
- Production Classes
- Senior Seminar
- Theatre Crafts
- Voice for the Actor

To obtain special permission you must fill out a special permission form. These are made available in the Theatre Office on approximately November 1<sup>st</sup> in the Fall, and April 1<sup>st</sup> in the spring. **Students should make every effort to submit these forms as soon as possible. Delaying submission will reduce the chances of being enrolled.**

**Remember -- all outstanding University charges must be paid before you will be allowed to register.**

## Scholarships for Undergraduates

Several scholarships are made available to University of Iowa undergraduate students each spring. Awards range in value from a few hundred dollars to full in-state tuition. Information and applications for these scholarships are available in the Theatre Office and from the Chair of the Scholarship Committee. Students should begin the process of application at the start of the Spring Semester.

## SECTION II

### General Information

Information in this section is arranged alphabetically. For further information about University policies and procedures, consult the current University of Iowa Student Handbook provided by Orientation Services to incoming students.

#### Address Changes

To change your University address, contact the Registration Center, 17 Calvin Hall.

#### Alcohol and Drug Policy

The Department recognizes and supports the University policy banning the possession or use of alcohol or drugs in University buildings, except in the case of alcohol publicly available at officially-sponsored University functions, as for example, alcohol that is available for purchase at intermissions of play performances. The Department specifically prohibits the use of alcohol or drugs in class, rehearsals, or performances. The safety of others and the integrity of the work process must be respected. Anyone found to be under the influence of drugs or alcohol to the extent that his or her performance is impaired or adversely affects the performance of others will be asked to leave the premises and, if necessary, the Department of Public Safety will be called. In the case of academic classes, it is the instructor's responsibility to determine evidence of impairment. In the case of rehearsal or performance, it is the responsibility of the stage manager, assistant stage manager, director, or crew chief involved.

#### Auditions

Auditions for University Theatre productions are open to anyone. Special time is set aside for graduate actors to audition, however, theatre majors are not given preferential treatment or consideration in auditioning or casting. Casting is open to all members of the academic community and the Iowa City area. Occasionally, guest actors will be employed. "Non-traditional" casting is the norm for all directors in all productions, except those in which race, gender, handicap or age is the explicit issue. Casting is "non-traditional" when all roles in a script are open to casting without bias in terms of race, gender, disability or age, so long as the actor can fulfill the artistic requirements of the role. The director of each production has full authority over, and responsibility for, casting. The only exceptions occur: 1. When casting would conflict with another production's performance or rehearsal time or, 2. When students, facing academic difficulty or probation, are assumed to need extra time to improve their standing. In both cases, the final arbitrator is the Department Casting Committee, comprised of the Department Chairperson, Head of Acting, and Affirmative Action Liaison.

General auditions are held at the beginning of the first semester. Sign-up sheets for audition times are posted on the callboard located in the north hallway. A three minute time period is allowed for each audition. Two contrasting audition pieces (monologues) are expected. Or a student may opt to present one monologue and 8-16 bars of a song. The actor must provide a cassette tape or CD of any accompaniment desired. A CD/Cassette boom box will be provided at the audition. A capella is also acceptable. Total audition time for a general audition must not exceed 3 minutes. You will be timed and asked to stop if this time limit is exceeded. This procedure helps keep appointments on schedule for everyone.

The audition will be viewed by performance faculty, directors of the MainStage, SecondStage and Gallery seasons, and members of the directing classes and the Playwrights Workshop.

Arrive at least thirty minutes early for your audition; sometimes auditions run ahead of schedule. You will be asked to fill out a resume form to present to the monitor at the lobby audition table. The form will ask you to list your most recent theatre experience. If you wish, you may substitute your own resume for this form, but be sure that your contact information is current. The monitors will assist and guide you through the audition process. You should bring a photo of yourself to attach to your resume form. A head and shoulders shot is best. The photo can be a standard Polaroid (3" x 3") or larger. If you do not have a photo,

one can be made for you at the audition for a \$1.25 fee. No resumes or photos will be returned. If you need to have a photo made, be sure to arrive early.

An audition workshop is held prior to general auditions. This workshop, conducted by members of the performance faculty, is open to all interested persons. Check the callboard for the time and date of this workshop.

Do not be disheartened if you are not called back for the first round of productions. Many productions are cast throughout the year. It is important to check the callboard regularly for announcements regarding these productions.

### Tips for Success

1. The audition is your opportunity to perform--not a hurdle or cruel and unusual punishment. Do something you enjoy. This is probably more important than anything else.
2. Directors and casting people are pulling for you to do well. They're on your side. They want to discover new talent because they need it. They also want to see the growth you have made since they last saw you. The audition is a good chance for them to see you in new ways.
3. A prepared piece gives you the advantage over a "cold" script reading because you can choose something that shows you off best. Remember that you, not the plays, are auditioning. A well-done prepared piece can cause a director to change his or her thinking about a role before he or she sees you again.
4. Choosing your audition pieces:
  - a. Pieces are usually more successful when they convey a clear want, need, or intention by your character.
  - b. Choose a role that you could conceivably play—something that is related to your age, sex, and physical type.
  - c. Most casting people know most plays. Do not waste your audition time by explaining or telling the story of the play. If you have to explain too much about your piece, it is probably not a good piece.
  - e. The piece should not be over-used. Very well known monologues must be performed far better than those from good but lesser-known plays in order to make a positive impression.
  - f. Ask yourself if the piece demands qualities that you can project well. Don't choose a monologue it doesn't compliment you. You are the important one in the audition.
5. Timing your audition:
  - a. Time your pieces by doing them several times aloud for someone. You should be aware that directors form an impression of observers in the first 30 seconds. The remainder of the monologue is for confirmation.
  - b. If a director needs to see more, he or she will call you back or talk to you.
  - c. Most theatres use a stopwatch at auditions. This is done in order to insure that everyone will be seen. Auditions for the University of Iowa Theatre Department are timed. The monitor will sit in a seat fairly close to the stage. He or she will signal when you have 15 seconds remaining, and will say "stop" when your 3 minutes are up. Timing will begin after you say your name and the names of your pieces. If you make a complicated and lengthy introduction, timing will begin during your introduction.
6. Preparing your audition:
  - a. Choose your monologues well ahead of time. Rehearse it thoroughly. It is expected that pieces will be memorized for these auditions. (However, in cases of not auditioning at all versus an audition using a script, an audition with script will be accepted.) A well-prepared audition is an

indication that you care about your audition and the opportunity it presents. If need be, bring a copy of your pieces with you to the audition, in case you need to refer to it.

b. Immediately before the audition, while you are waiting your turn, give yourself some time to concentrate and focus on the intentions of the character you are going to play.

c. Announce your pieces clearly and simply. For example: My selections are (character's name) from (play title) and (character's name) from (play title). My song is (title) from (title of musical)."

d. Pause briefly before you begin and again between pieces. Almost everyone is nervous before an audition. Nerves can help you become more vibrant. Use the extra adrenalin energy to spur you on. Open yourself up to it and it can work for you.

e. Don't be afraid to be extravagant and enjoy yourself. If you enjoy yourself, the observers will too.

f. When you are finished, thank the observers and leave the stage briskly. Time is precious. Use your time fully then move on so that others can use theirs.

7. If you don't feel you audition well, learn how. It is a skill which can be learned and which is indispensable, whether you plan to make acting your career or merely a pastime.

### **Career Planning**

Business & Liberal Arts Placement  
380 Iowa Memorial Union 24 Phillips Hall  
335-3196

Liberal Arts students can obtain assistance with career planning and job searches through the Business and Liberal Arts Placement Office. Seminars are presented on resume writing, interviewing, and job search skills. On-campus interviews by a variety of employers are held through this office. Literature on literally hundreds of prospective employers is located in the Phillips Hall location.

Educational Placement Office  
N302D Lindquist Center  
335-5353

The Educational Placement Office provides information about career opportunities in teaching, administration, and related educational areas. Students may register with this office to receive notices of available positions in the field of education.

Theatre Arts Office  
107 Theatre Building  
335-2700

The Department of Theatre Arts subscribes to ArtSEARCH, a biweekly bulletin of job opportunities, internships, and apprenticeships in the arts. You may read the current ArtSEARCH in the theatre arts office. There are also additional fliers and newsletters concerning job openings in theatre. Check with the Departmental Secretary or the student receptionist for details.

### **Casting**

Casting Guidelines are based on several principles. (1) The Department encourages the casting of new actors. (2) We seek to conserve students' resources by examining quality and size of role rather than quantity. (3) We seek to encourage students to learn how to manage their time and abilities.

a. Normally, students will be cast in no more than one principal role per semester. Exceptions may be made, when needed, by the Director of Theatre and the Head of Acting in consultation with the student.

b. The Director of Theatre, with the Head of Acting, will designate the principal roles for each production in advance.

c. The DOT will moderate all casting discussions. The Head of Acting (or other representative of the Acting faculty) will attend each casting session to suggest alternative actors and to promote a variety of ways of looking at casting. In the casting session, the casting representative from each production should be prepared to present second and third choices for each role.

d. Directors and playwrights who are casting will make no arrangements with auditioning actors beyond encouraging them to audition. Discussing a student's casting preferences with the student is prohibited. There is to be absolutely no pre-casting if auditions are to be held.

### **Commencement**

The Theatre Arts Department holds its own commencement ceremony on the final Saturday of the spring term. Students graduating at that time, or at the end of the summer or fall terms, are invited to participate. The ceremony includes talks by a faculty member and students from the graduating class, a slide show and a reception. Friends and families are encouraged to attend.

### **Costumes - Use for Classroom, Workshop and Gallery Productions**

It is possible to check out a limited number of costumes for use in classroom projects, gallery, and studio productions. See the Costume Stock Manager during the hours posted in the costume shop. **ALL** costumes used for other than Mainstage productions **must** be signed out with the Costume Stock Manager.

You are responsible for anything you sign out from the costume shop. This includes keeping the costumes locked in a secure place when not in use. Be aware that you may be asked to have the costumes washed or dry cleaned before you return them. Any necessary cleaning will be done at your own expense. Individuals borrowing costumes for galleries should take care to figure the cleaning of costumes into their budgets.

### **Furniture and props for Non-Mainstage Productions**

Furniture and other set pieces may be checked out from the scene shop for galleries and non-mainstage productions only. Furniture may not be checked out for classroom use. Details of the policy regarding checkout can be found in the Non-Mainstage Production Guidelines manual. For a copy, please contact the Production Stage Manager. **You may not take a piece of furniture without checking it out. NEVER remove furniture from the shop outside of regular scene shop hours. All furniture, platforms, etc. MUST be returned to the proper storage area and checked in. Do not leave returned furniture in the shop or slip stage area.** You are responsible for the care and maintenance of anything checked out.

**Classroom furniture, i.e., rehearsal cubes, tables, and classroom chairs are not to be used for production and must not be removed from their assigned classrooms.**

### **Green Cards**

Green cards allow theatre majors and graduates of the department to see selected performances of every mainstage production free-of-charge. Normally you can use your green card for every performance day except Fridays and Saturdays. This may vary depending upon the opening date of a production. Green card holders are also given a discount for Playwrights Festival productions. The green card must be presented at the time the tickets are purchased.

New undergraduate theatre majors obtain a green card by working as ushers for the mainstage season. Individuals who do not fulfill this obligation will not receive a green card until they have put in the requisite number of hours on the house staff. Check with the theatre relations office for details.

Returning majors and graduate students obtain a green card from the front office. The charge for these cards is \$3.00. Graduates of the department are presented with a lifetime green card upon graduation.

Your green card is not a ticket. To obtain a green card ticket, take your student ID and green card to the

Hancher Box Office. Green card tickets may not be reserved by telephone. You may not purchase tickets for other students, even if you have their green card with you. A green card may only be used one time per production. Box Office personnel will punch or mark your green card each time it is used. The ticket is intended for your personal use; use by others may result in the suspension of green card privileges.

### **Iowa New Play Festival**

The Iowa New Play Festival is held each spring (usually early in May). This week-long festival features the production of as many as six new plays, readings of other new work, and lecture/discussions led by festival guests who are considered leaders in the world of theatre. No departmental classes are held during the festival week and students are encouraged to attend all festival activities.

The plays slated for full production are generally announced by mid-February. Auditions are held especially for those interested in being in the New Play Festival. There are also ample opportunities for design and technical work.

Announcements regarding auditions and staff openings will be posted on the callboard.

### **Iowa Summer Repertory**

Iowa Summer Repertory is the professional production arm of the Theatre Arts Department. Summer Rep normally presents three plays and a staged reading, all by a single playwright. Performances are held in the three University theatres beginning in late June and extending to nearly the end of July. Summer Rep is an U/RTA Company (University/Resident Theatre Association) which means that casts are composed of students and Equity actors. Auditions are normally held in March; undergraduates, graduate students and community members are welcome to participate. Most actors are paid, as are the members of the artistic technical staff. Student actors may also accumulate points toward their Equity card.

### **Keys**

Students needing keys for access to rehearsal spaces, prop cabinets, theatres, and control booths need to obtain a request form from the department office and get the signature of the appropriate supervising staff or faculty member. Stage managers needing access to theatres, control booths, and prop cabinets need to secure the approval and signature of the production stage manager. Master electricians, student designers, props managers, and any students who need access to the electricians shed, theatres, control booths, or prop storage need to see the technical director for approval. After the form is completed and the signatures are obtained, the form should be given to Sandy Mast, who will issue the appropriate key/keys. There is a replacement fee for any lost keys.

### **Mailboxes**

All faculty and staff have mailboxes located in the main office. Generally, visiting faculty and guests of the department will also have a designated mailbox.

Graduate student mailboxes are located just inside the north entrance to the student lounge. Temporary mailboxes for student designers, stage managers, directors, and technical staff are also found here.

If you are working on a specific production and feel that you need a mailbox, see the production stage manager or department secretary. You will be issued a mailbox if space permits.

### **No Shame Theatre**

No Shame Theatre is an independent student organization loosely associated with the Theatre Arts Department. It presents public performances of original theatrical material most Friday nights at 11:00, usually in Theatre B. Normally, anyone may present work if they arrive in advance of the performance with original material no longer than five minutes in length.

### **Office of the Ombudsperson**

The Office of the Ombudsperson exists to deal with issues arising from grievance procedures, access to facilities, grading practices, disputes about fees, disciplinary matters, discrimination, sexual harassment, job

conflicts, salary questions, academic disputes, faculty evaluation, staff benefits, campus housing, health and safety concerns, and any other issue that is of concern to University of Iowa faculty, staff, and students.

The Office of the Ombudsperson serves as a prompt, impartial and confidential means of facilitating dialogue between any opposing parties on campus. The Ombudsperson's mission is to ensure that all members of the University community receive fair and equitable treatment within the University system.

The Ombudsperson has no power to order changes in rules, regulations, policies, procedures, or the behavior of others. The Ombudsperson can often, however, provide an effective route in solving problems.

The Office of the Ombudsperson is located in C108 Seashore Hall. The phone number is 335-3608.

### **Power Tool Qualification**

Instruction in the safe and proper use of shop power tools is held twice each semester. You will be trained and tested in the use of the major tools in the shop. A sign-up sheet will be posted on the callboard well in advance of the training sessions. You **must** be power tool qualified to be able to work on the build crew for a production. This includes Playwrights Festival. There are no exceptions and individual sessions will not be scheduled.

If you have questions about the dates or procedures for power tool qualification, check with the Scene Shop Foreman or Technical Director.

### **Production Season**

#### Subscription Season (Mainstage)

Subscription Season offerings are fully funded productions with full technical, design, and publicity support. They are directed by faculty, guest artists, or MFA thesis directors and generally run eight performances over two weekends.

#### Second Stage

Second Stage offerings are more modestly budgeted productions with limited technical, design, and publicity support. They are primarily projects for 2<sup>nd</sup> year graduate directors and designers and generally run over one or two weekends.

#### Gallery

Galleries receive a budget of \$150.00 (not including royalties) and may be proposed by any theatre student, faculty, or staff. Productions may pull a limited number of props and costumes from stock, and some lighting and sound support is available. Members of the production staff are also available in an advisory capacity. A press release will be distributed by the department, but flyers and programs are the responsibility of the production team. A house manager will be provided. Performances are generally held in Theatre B and run three to four nights over a single weekend. For more information see the Director of Theatre.

#### Workshop

Workshops receive a budget of \$50.00 and may be proposed by any theatre student, faculty, or staff. They must use the available lighting and rehearsal cubes, although a limited number of props and costumes may be pulled from stock. No press release is provided. Flyers and invitations may be distributed. A house manager is provided. Performances will be held in 172 and the run for two days with two to three presentations.

#### Readings

Readings are limited to one performance and receive no budget or production support. Students may not incur any out of pocket expense. Flyers and invitations may be distributed.

#### Honors Projects

Honors projects are limited to one performance in Theatre B during lab time at 4:30 p.m. on Tuesdays. They receive no budget, and no production support. Students may not incur any out of pocket expense. Flyers and invitations may be distributed.

**For additional information regarding production in the department contact the Director of Theatre.**

### **Recycling**

Please put any paper or newspaper to be recycled in one of the blue bins located in the main office or in the hall by the graduate student mailboxes. Paper products should be sorted in the following manner:

NEWSPAPER CONTAINER: newspapers & inserts, glossy magazines, glossy catalogs.

OFFICE PAPER CONTAINER: all office paper, all envelopes, brown paper, junk mail, shiny paper brochures.

CANS AND BOTTLES: There are containers for the recycling of cans and bottles in the student lounge.

CARDBOARD: Cardboard may be stacked next to the blue containers.

DO NOT RECYCLE THE FOLLOWING: sanitary paper products (facial tissue, paper towels, etc.), food or food containers, cloth, books, blue prints, plastic, or carbon paper.

### **Rehearsal Regulations**

These regulations are established to encourage a healthy balance between the needs of departmental productions and the academic and personal needs of students.

Should exceptions need to be made, they require prior written consent of the Director of Theatre.

- a. Prior to auditions, the Production Stage Manager, in consultation with the DOT, the DEO and the Production Manager, will post a comprehensive list of dates affecting the productions that are casting. The dates include first rehearsals, technical rehearsals, dress rehearsals, performances and closing dates. The list will also draw attention to dates that may coincide with days of religious commemoration and University holidays. It is the actor's responsibility to check his or her schedule before auditions and note all conflicts on the audition form. The production's rehearsal and performance schedule will take all bona-fide conflicts into account. In agreeing to accept a role, the actor agrees to the schedule.
- b. The rehearsal period for full-length productions is six weeks, including tech week. Directors wishing more than this amount must receive approval from the DOT.
- c. Rehearsals will not be held during University vacations, with the following exceptions: Sunday evening after Thanksgiving; Tuesday before the beginning of second semester (one week before classes); and Sunday at the end of Spring break. The DOT must approve these exceptions. When approved, the maximum rehearsal call is six hours out of seven and a half, or a straight six hours.
- e. During tech and performance and strike: actors may not rehearse a second production while they are rehearsing or performing in another.
- f. No members of the production team – including actors, stage managers, and technicians – may be called for rehearsal more than 24 hours per week. During the last five days before opening they may be called no more than 30 hours. The week is Monday through Sunday.
- g. Prior to tech week, the company must have at least one day off each week. A full day shall be 24 hours in addition to the regular 12 hours required at the end of each work day. No actor may be called to rehearse the day before the first technical rehearsal.
- h. Rehearsals may not last longer than 4 hours a day Monday through Friday, or 6 hours a day on Saturday and Sunday. Rehearsal normally begins at 7:00 Monday through Friday, and not before 10:00 am on weekends.
- i. There must be a 5-minute break after 55 minutes of work or a 10-minute break after 80 minutes of work. Rehearsals may not last longer than 5 hours without a 90 minute break. (The company may vote to reduce this break to 60 minutes.) There will be a minimum of 12 hours break between the end of work on one day and the beginning of work on the next.

j. All rehearsals, except technical rehearsals, must end no later than 11:00. Technical rehearsals – including notes and post rehearsal business -- must end no later than midnight.

k. Any student who, a week in advance, is asked and agrees to participate in any way in Playwrights Workshop, is excused from rehearsal until 8:00 or the end of the reading.

l. Technical rehearsals may last no longer than 8 out of 10 hours (a majority vote of the company may make the break shorter than two hours).

### **Room Reservations**

Reservations for rehearsal space are made with the Production Stage Manager. The Room Request Form needs to be turned in by noon each Monday for rooms for the following Tuesday through Monday. Blank forms may be found on the door of the Production Stage Manager's Office -- Room 33 TB.

Be sure to list three choices for space. It may not always be possible to give you your first choice for all rehearsal times. Classes have priority over productions. Mainstage productions have priority over all other productions.

Requests for the cafe and the conference room should not be given to the Production Stage Manager. The Café is booked by the theatre relations office, and the conference room schedule is arranged by the Departmental Secretary in the Theatre Office. Generally, these two rooms are not to be used as rehearsal space if other spaces are available.

### **Room 41 ListServe**

Graduates and friends of the Theatre Arts Department have formed a listserv computer network called Room 41. Many of its members live in Chicago, but others live all across the United States and abroad. The purpose of the network is to share information of interest to Iowa graduates and to support artistic activities. One does not need to be a graduate to join to the network. To participate, send an email message to [Rm41-request@yawp.com](mailto:Rm41-request@yawp.com).

### **Sexual Harassment**

#### UI Policy Definition

Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission is made an express or implied term or condition of employment or status in a class, program or activity;
- submission to, or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion, or grading);
- the conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance or creates an intimidating, hostile, or offensive environment for work or learning;

For more information, see the brochure on Sexual Harassment published by the Office of Affirmative Action. These brochures are available in the Theatre Office.

Theatre Arts students who feel they have been harassed should talk to the DEO. If you prefer, you may speak to another faculty or staff member. If you wish to talk to someone outside the department, contact the Office of Affirmative Action at 335-0705.

### **Student Complaints Concerning Faculty Actions**

The procedures described below apply to complaints concerning any member of the teaching staff in the College of Liberal Arts. Complaints may concern grading grievances, inequities in assignments, inappropriate course materials, inappropriate faculty conduct, or incompetence in oral communication. For complaints involving the assignment of grades, it is College policy that grades cannot be changed without the permission of the department concerned. Students with complaints are responsible for following these procedures.

1. Ordinarily, an attempt to resolve the matter with the instructor should be made first.

2. If the complaint is not resolved:
  - and the instructor is a teaching assistant, go to the Course Supervisor.
  - If the instructor is faculty go to the Departmental Executive Officer (DEO).
3. If the matter remains unresolved, submit a written complaint to the Associate Dean for Academic Programs, Office of Academic Programs, 116 Schaeffer Hall. Graduate students should submit complaints to the Graduate College, 202 Gilmore Hall.

The Associate Dean will attempt to resolve the complaint and, if necessary, may convene a special committee to recommend appropriate action. In any event, the Associate Dean will respond in writing regarding the disposition of the complaint. If the complaint cannot be resolved through these procedures, a student may file a formal complaint under the procedures established for alleged violations of the statement on "Professional Ethics and Academic Responsibility" (see sections 20.266 and 20.290) in the University Operations Manual. Copies of the University Operations Manual are available in all departmental offices and in the Office of Academic Programs, 116 Schaeffer Hall.

If your complaint involves sexual harassment, you need not follow these procedures. Please see the section on sexual harassment.

Questions about any of the procedures described above can be answered by the Office of Academic Programs, 116 Schaeffer Hall, 335-2633.

### **Student Health Service**

Student Health Service includes a full-range of health care services. All students enrolled for five or more semester hours will be charged a Mandatory Student Health Fee each semester. The fee is \$40.00 per semester and \$20.00 for the summer session. The fee is charged to your University Bill and entitles you to unlimited office visits -- generally at no charge. However, some charges are made for special procedures.

An allergy treatment service is available. Allergy shots are administered by Student Health nurses. Refrigerated storage is also provided. A registered nurse is available for consultation regarding immunizations for travel.

Student Health Service is located at the Steindler Building, 335-8370. Hours are 8:30 a.m. to 4:30 p.m. on weekdays and 9:00 a.m. to noon on Saturdays.

Other health-care options include:

#### Emma Goldman Center

This clinic provides health-care services to women, including pregnancy testing, birth control information, and first-trimester abortions. The phone number is 337-2111.

#### Iowa City Free Medical Clinics

There is a free medical clinic in Iowa City. This facility provides a wide range of health services at no cost to low-income Johnson County residents. The phone number is 337-4459.

#### Family Planning Clinic

This clinic makes contraceptive care available to women, regardless of age, marital status, or ability to pay. The phone number is 335-8541.

### **Student ID Cards**

The student ID card is a permanent identification to be used while you are a student at The University of Iowa. The back of the card has a magnetic strip which allows you to check books out of the University libraries, charge purchases at the University Book Store, charge food at the Iowa Memorial Union, be seen as a patient at Student Health Service, be admitted to residence hall dining rooms, make changes in your registration, transact business with the Office of Student Financial Aid, purchase tickets to University cultural and athletic events, and use recreational facilities. Lost ID cards should be reported immediately to the Registration Center (30 Calvin Hall). To replace your ID, go to the Registration Center. You will be charged \$10 on your University bill for the replacement of a lost ID. There is no charge for replacing a damaged ID.

## Theatre Opportunities In Iowa City

Students are welcomed and encouraged to audition or volunteer at either of Iowa City's other theatres: Riverside Theatre and Iowa City Community Theatre. Both theatres post audition information on the University Theatres' callboard. **However, graduate students in the Acting MFA program must obtain permission from the Head of Acting prior to auditioning.**

Riverside Theatre produces both classics and new plays in its 112-seat theatre. There are usually six productions each season (between September and June). Cast and crew at Riverside are compensated. It is located at 213 North Gilbert, 338-7672.

The Iowa City Community Theatre usually produces at least one musical each season. Other productions include classics and recent Broadway fare. It is located two miles south of Iowa City on old Highway 218, at the Johnson County Fairgrounds, 338-0443.

## Theatres

The theatre building has three theatres: E.C. Mabie, Thayer Theatre, and Theatre B.

E.C. Mabie is a 477-seat proscenium theatre built in 1935-36. Its design has been copied extensively throughout the country. .

Thayer Theatre is a 200-seat black box theatre. It contains eleven flexible seating units and an overhead tension mesh grid system that provides a continuous catwalk across the entire theatre.

Theatre B is a fixed-seating theatre with a capacity of 148. This theatre was designed for more modest productions which do not necessarily emphasize technical complexity.

A third space, the Cosmo Catalano Studio (room 172), is also used as a performance space. It is equipped with blackout curtains, a suspended lighting grid, and its own lighting control system.

## University Counseling Service

The counseling services available are confidential and, in most cases, free to University students. University Counseling Service is staffed by professionally trained psychologists. Counseling topics include careers, academics and study skills, and personal and interpersonal relationships. Couples' counseling and group therapy are also available. Appointments can be made either in person or on the telephone. Counseling services are available from 8:00 a.m. to 5:00 p.m. Monday through Friday.

University Counseling Service also offers special workshops focused on specific topics. These workshops are offered throughout the academic year. Contact University Counseling Service for a schedule, 335-7294.

## Vehicle Registration & Regulations

All students who own or operate a motor vehicle (this includes cars, motorcycles, and motor scooters) within the Iowa City area are required to register them with the University Office of Parking and Transportation. This office is located in the lower level of the IMU Parking Ramp. You will receive a decal to be placed on your vehicle. There is no charge for registration.

Parking fines are charged automatically to your University bill. There are storage lots available to students; these lots are intended for long term storage and are located away from the main campus area.

Parking for commuters is available in the Hancher Parking lot. There is a monthly fee for this parking and it is sometimes not available. Commuter permits are available to students living at least 10 blocks from campus. Students with motorcycles can pay for access to all campus motorcycle lots.

## Vending Machines

Vending machines are located in the student lounge. A microwave and change machine are also available. If you lose money in any of the vending machines, contact Vending Services at 335-2983.