

Department of
Dramatic Arts

STUDENT GUIDE

2011/2012

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TABLE OF CONTENTS

WELCOME TO THE DEPARTMENT OF DRAMATIC ARTS!	4
A Message from the Director of the Marilyn I. Walker School of Fine and Performing Arts ...	4
A Message from the Chair of DART...	4
WHO ARE WE?	5
DART FACULTY AND STAFF	5
Student Representative 2011-2012:	7
DART AFFILIATES	7
CENTER FOR THE ARTS: BROCK UNIVERSITY (CFTA)	7
PLANNING YOUR PROGRAM AT BROCK!	8
DART Student Advising	8
DART ADVICE: Context Courses	8
AUDITIONS: Performance Concentration, Classes, Mainstages, etc.	8
Courses to Keep in Mind: Advanced Tutorials	9
Applying For Fourth Year	9
International Exchange Programs	10
BEING A SUCCESSFUL DART STUDENT AT BROCK: THINGS YOU SHOULD KNOW ABOUT DEPARTMENT AND UNIVERSITY POLICIES	11
The “Ten Commandments” of Theatre Ethics	11
Critiquing or Criticizing Differing Actions Required	11
Maintaining a Respectful Environment	11
Academic Integrity	12
Writing Problems and Solutions	12
Late Submission of Work Penalties	13
Attendance:	13
Recording your lectures and studio courses	13
Protocol Complaints, Concerns, Grievances	13

The Accessibility for Ontarians with Disabilities Act (AODA)	14
Acting/Performance Courses Dress Codes	14
Tech/Crewing Dress Codes	15
DART Borrowing Policies	15
Costume, Props & Scenic Elements	15
DART AV and Computer Equipment	16
SEEING AND MAKING THEATRE WHILE YOU'RE AT BROCK!	17
DART Fieldtrips	17
Mainstage Productions	17
Production Boards/ Audition Notices	18
Independent Productions	18
HOW TO MAKE THE BEST USE OF OUR STUDIO FACILITIES!	19
Maintaining Studio Spaces: The Rules	19
Booking Studio Spaces	19
Greenroom Etiquette	20
PUT YOUR LEARNING TO WORK!	21
Applying to be a TA or Marker/Grader	21
Work Opportunities:	21
Centre for the Arts at Brock	21
Dramatic Arts Department	21
THINGS YOU SHOULD KNOW ABOUT DEPARTMENT AND UNIVERSITY SERVICES	22
DART Student [Emergency] Financial Assistance Fund	22
SSAS (Student Services and Academic Support)	22
Office of Human Rights and Equity Services	22
The DARTboard	23

WELCOME TO THE DEPARTMENT OF DRAMATIC ARTS!

A Message from the Director of the Marilyn I. Walker School of Fine and Performing Arts ...

The Department of Dramatic Arts is part of the Marilyn I. Walker School of Fine and Performing Arts (MIWSFPA), which also includes the Department of Music, the Department of Visual Arts, and the Centre for Studies in Arts and Culture. All programs emphasize the reciprocity between theory and practice, and aim to develop students' analytical, critical and creative abilities.

The Marilyn I. Walker School of Fine and Performing Arts generates contact and collaboration with and between Brock and the community, inviting the public to enjoy student performances and exhibitions, and engaging in various community-based arts projects. The Department of Dramatic Arts is affiliated with a number of professional cultural organizations including Theatre Beyond Words and many other exciting companies within the Niagara Region.

We hope that you will meet your colleagues from other artistic disciplines and enjoy the creativity and intellectual sparks permitted by approaching your work from a diversity of perspectives. Take full advantage of your time at Brock to expand your horizons, your capacities, and your understanding of the arts in society.

- Derek Knight, Director, MIWSFPA.

A Message from the Chair of DART...

Welcome to DART! Our Department and programming are thoroughly intense and dynamic. Our eight full-time and more than a dozen part-time faculty members bring an extensive range of professional, creative, and scholarly experience to their work with students in the Department.

We regularly update our cutting-edge curriculum to reflect the most current creative, intellectual and pedagogical practices, and offer a wide range of courses in four focused areas of study, including Applied Theatre and Drama in Education, Performance, Production and Design, and Theatre Praxis.

Within each of these fields, we emphasize the notion of 'praxis', or the reciprocity between creative/practical applications and analysis in order to prepare and develop a student who is both critically and creatively prepared to pursue a wide variety of careers upon the completion of their degree.

This guide is meant to provide answers to some of the most frequently asked questions about Brock and about our Department. Please also visit our DART website, which we regularly update. A wealth of additional information about Brock and a full list of our degree programs and their year by year course patterning can be found in the Brock online calendar.

- David Fancy, Chair, DART.

Who are we?

DART FACULTY AND STAFF

Here are brief biographies of the faculty and staff of the DART community. For more detailed information please visit the department website at: www.brocku.ca/dramaticarts

Chair

Dr. David Fancy, Associate Professor (ext. 3584, dfancy@brocku.ca, ST 104B) teaches courses in Performance Studies and in Performance. He has also worked extensively in music theatre as an actor/singer, is a playwright, and publishes internationally on trends in contemporary performance.

Faculty Members

Dr. Natalie Alvarez, Associate Professor (ext. 4496, nalvarez@brocku.ca, TH 146J) teaches Performance Studies and is cross-appointed with the Department of Liberal Arts. She has also worked as a professional actor and director; story-editor and writer for film and television.

Glenys McQueen Fuentes, Associate Professor (ext. 3209, gfuentes@brocku.ca, TH 136C) teaches both Performance and Drama in Education and Applied Theatre courses. Her background is in LeCoq physical-based theatre, and her expertise is mask, movement, and international theatre forms, as well as social action drama. She taught and performed extensively in Mexico (11 years) and in New Zealand (1.5 years).

Dr. Joe Norris, Professor (ext.3596, jnorris@brocku.ca, TH 136D). Dr. Norris teaches Drama in Education and Applied Theatre courses. He has extensive international experience as a theatre educator and has just completed a book on playbuilding.

Gyllian Raby, Associate Professor (ext. 3221, graby@brocku.ca, TH 146K) teaches studio courses in Performance and Directing. Her background consists of 20 years professional directing. She was the founding artistic director of One Yellow Rabbit Performance Theatre.

Virginia Reh, Associate Professor (ext. 5392, vreh@brocku.ca, TH 146E), teaches acting, directing, voice and scriptwriting. Her long professional career includes directing (theatre and lyric theatre), acting (stage and media). She will be directing *Orpheus Descending* as the November Mainstage production written by Tennessee Williams.

David Vivian, Associate Professor (ext. 4401, dvivian@brocku.ca, TH 135B) teaches in theatre design and stagecraft. As Resident Designer he designs many of the Departmental Mainstage productions. David is convener of the Scenography Working Group of IFTR, is a Director of Scenography Canada Research Society and participates on a number of City of St. Catharines Committees, and is a member of APASQ and ADC.

Danielle Wilson, ILTA (Instructional Limited Term Appointment) (ext. 5397, dwilson@brocku.ca, ST146F) specializes in voice for the actor and has been teaching courses in Voice and Acting with the Department for the past four years. Her background consists of 10 years as a professional actor in theatre and film in Toronto and across Canada, and also as a freelance voice, dialect and acting coach. Danielle is directing the February Mainstage production of *Lion in the Streets*, written by Judith Thompson.

Part Time Faculty

Part-time faculty are specialists in their fields. Every year we welcome part-time faculty to teach many courses at DART. In 2011-12 this includes:

Nicholas Billion, Suzanne Burchell, Terrance Cox, Monica Dufault, Leslie Furness, Paul Halferty, Terry Judd, Doug Ledingham, C. Liebermann, D. Mack, Cindy Maude, Carol MacKenzie, Carolyn MacKenzie, C. Mason, Sonia Norris, Robin Patterson, Mallory Reeves, Jaqueline Taucar, Kelly Wolf, Graham Wolfe, Barbara Worthy, Helen Zdriluk

SUPPORT STAFF

Brian Cumberland, Production Manager (ext. 4135, bcumberland@brocku.ca, TH135A) Brian manages production, event, space, and technical planning for the Marilyn I. Walker School of Fine and Performing Arts. Brian also teaches theatre production courses.

Roberta Doyle, Head of Wardrobe (ext. 3204, rdoyle@brocku.ca, TH121) Roberta manages the Department's costume and properties collection and builds the costumes for the mainstage productions. She also teaches wardrobe courses.

Doug Ledingham, Theatre Technical Production Assistant (ext. 5252, dledingham@brocku.ca, TH 120) Doug is the point person for many of the technical demands arising from the Department's productions. He also teaches in various courses in the technical theatre and production aspect of the Department.

Adrian Palmieri, Technical Director (ext. 4279, apalmieri@brocku.ca, TH 122) teaches technical theatre production courses and is Technical Director of Department shows and productions.

Georgann Watson, Administrative Assistant (ext. 5255, dramatic@brocku.ca, ST 104A) The Dramatic Arts Administrative Office is a hub of activity all year long. Georgann, the Administrative Assistant, is always happy to help, but because of the busy atmosphere, it would be to your advantage to email all requests to dramatic@brocku.ca, unless it is an emergency. In this way, the assistant will be able to assist you better. If you are not able to email, she is available for assistance from 8:30am to 12:00pm and 1:00pm to 5:00 pm Monday - Thursday and 8:30am – 1:00pm on Fridays.

**Note: office supplies are not available to students. **

Student Representative 2011-2012:

DYLAN SYLVESTER: ds09ar@brocku.ca

Every spring, a Student Representative is elected by DART students to attend Department Meetings during the following academic year and develop and advocate for the quality of our students' experiences when at DART. The Student Representative (or another student) also participates in the Appointment and Re-Appointment of Department Faculty. The Department's Rules and Procedures document sets out the method for electing a Student Representative. (Note that the Rules and Procedures are updated annually.)

DART AFFILIATES

The Department of Dramatic Arts enjoys regular involvement with local theatre companies such as Essential Collective Theatre, Lyndesfarne Theatre Projects, Carousel Players, neXt Company Theatre, Niagara Dance Company and Suitcase in Point.

Additionally, we have a resident theatre company:

Theatre beyond Words (TBW)

In 2007, this world-renowned physical theatre group celebrated their 25th Anniversary as Brock's Resident Theatre Company! They often invite students to watch rehearsals, attend play readings and the increasing number of special events in their space.

TBW runs a Wednesday evening open performance salon in a downtown restaurant, where everyone is welcome to visit, perform, learn, teach, critique. Each spring, TBW runs a 3-week, full-credit intensive course in physical theatre techniques, called DART 2F04 (see calendar for details). Students are also often invited to apprentice with TBW in any number of areas (performance, design, crewing, admin, promotion, stage-managing, directing, sound, lighting, etc.).

CENTER FOR THE ARTS: BROCK UNIVERSITY (CFTA)

Centre for the Arts at Brock is the main Niagara Region presenter of an annual program of up to 75 performances by professional companies in Theatre, Dance, Music and Performances for Children. CFTA also programs master class and workshop opportunities with their visiting artists. Special student rates and "rush rates" are available. See the Box Office and their publicity for this year's events. We highly encourage students to attend.

Visit <http://www.arts.brocku.ca/> for all listings.

Planning Your Program at Brock!

DART Student Advising

Although our programs and Concentrations deliberately overlap, each of them requires a specific pattern of requisite and elective courses. For a detailed description of required course patterning, go to the Brock Calendar or online at:

<http://www.brocku.ca/webcal/undergrad/dart.html>

For advice on any academic matters, students should see Alisa Cunnington, the Brock Faculty of Humanities Student Advisor. The best way to get help is to book an appointment through the web.

www.brocku.ca/humanities/advising (ext.5279 or Alisa.Cunnington@brocku.ca).

NOTE: Alisa works closely with DART faculty to ensure that students receive the best advice possible. When contacting the Academic Advisor, Instructors or Administration regarding overrides, please include your student number. It makes things easier and you'll get a quicker response!

DART ADVICE: Context Courses

In order to complete a degree within the Faculty of Humanities, students must take courses from other fields of study during their first year and second years. These include:

- One credit from Humanities: Note: DART 1F93 fulfills this requirement.
- One credit from Science.
- One credit from Social Science.

NOTE: see "Context Courses" in the Calendar (under Academic Regulations and University Policies: Degree/Program Policies) or online for a detailed list of context courses offered in each Faculty.

NOTE: students are advised to finish their context requirements in first and second year. By second year, students need to keep their evenings as free as possible for mainstage, independent, directing, and classroom project rehearsals. Availability for rehearsals does count—especially in casting for mainstage productions. There are a limited number of these courses offered during spring and summer sessions.

AUDITIONS: Performance Concentration, Classes, Mainstages, etc.

Each spring, before the end of year exam period, auditions will be held for several purposes simultaneously:

- Mainstage production casting (shows are cast from this audition)
- For students wishing to enter or remain in the Performance Concentration.

- For all students in performance classes DART 2F50 and DART 3F50 who wish to advance into the next level of performance class (i.e. 2F50 into 3F50, 3F50 into 4F56).
- Auditions are mandatory for everyone wishing to continue into DART 4P51*, or DART 4F56.
- Soiree Performance and other Planned Performance Activities

NOTE: that auditions for 4P51: Shakespeare Voice and Text (taken at Stratford Festival) are only required due to limited enrollment.*

Courses to Keep in Mind: Advanced Tutorials

Students who have a high standing and have shown particular flair in a certain area of study may apply for a special studies course, called a “3F99” (full credit) or a “3P97” (half credit). There are specific guidelines to be followed for this:

The material to be studied should not duplicate an existing course, rather it should provide an opportunity for additional exploration in an area of mutual interest to the student and participating instructor. This may also include production experience with local theatre companies.

Students must submit a written application to the Course Coordinator. The application should outline the objectives, the material to be studied, the resources, theories and practices to be undertaken and expected outcomes.

NOTE: Like all courses you must plan adequate time to successfully complete this type of course. In order to approve the project, the Course Coordinator must decide that both the student and the instructor have sufficient time to undertake the projected course-- especially the instructor, who must teach the course above and beyond his/her regular teaching load.

**NOTE: students who are cast in mainstage productions, or who are accepted as Assistants to the Director or Designer (such as stage managers, dramaturge etc.) may now apply for a 3P97 credit for this work, although these courses are not guaranteed to be offered every year.*

For more information contact the Department Office at dramatic@brocku.ca or ext. 5255

Applying For Fourth Year

After their 3rd year of studies, students with a 70% overall DART average, a minimum 60% overall average in non-DART classes, and a minimum of 15 credits must apply for fourth year by filling out a form entitled “Application to Fourth Year Studies.” Once this form is signed by the Chair, they then become eligible to register into 4th year. Students should receive a notice of acceptance to Fourth Year from the Registrar’s Office. Obtain the form from a DART Administrative Assistant, in ST104A, and fill out the form during the last couple of months of your 3rd year of study.

Forms may be found online at: <http://www.brocku.ca/registrar/forms>

International Exchange Programs

The Office of International Services administers student exchange programs with universities on six continents. Some of the most popular destinations are Britain, Australia, New Zealand, the United States, Mexico, and the Netherlands. The office also provides pre-departure orientation workshops for all Brock students who study abroad through a University program.

Any Brock student with a minimum B-average is eligible to take part in these exchanges. Typically candidates apply to International Services Office in their second year of study at Brock, study abroad during their third year, and return to Brock for their Honours year. DART students seeking complete credit transfer MUST have their programs approved by the academic advisor.

Please visit <http://www.brocku.ca/international/> for more information.

For Program and Degree Information visit: [brocku.ca/dramaticarts](http://www.brocku.ca/dramaticarts)

For Calendar Information visit: [brocku.ca/webcal/undergrad/dart.html](http://www.brocku.ca/webcal/undergrad/dart.html)

BEING A SUCCESSFUL DART STUDENT at BROCK: Things you should know about Department and University Policies

The “Ten Commandments” of Theatre Ethics

Theatre Ethics apply to all our courses within the Program. Here are the “top ten” you should keep in mind for ALL activities within the department:

1. Be there (in spirit, mind & body)
2. Be on time
3. Be prepared
4. Keep an open frame of mind
5. Listen to others
6. Accept criticism without offering excuses
7. Contribute constructive evaluations
8. Separate the ‘work’ from the ‘person’
9. Be ready to try all ideas (we won’t know how it works until we try!)
10. Take (intelligent) risks

Critiquing or Criticizing Differing Actions Required

Critiquing involves commenting on a person’s presented work: what (s)he does or how (s)he carries out a skill or instruction; it should lead to improvement in the skills/performance level and depth of understanding of the student critiqued. Critiquing is often done by peers, as well as instructors in class. It can and should be done in a spirit of constructive and careful attention to the work. It requires reflection, not excuses, from the person critiqued.

Criticism involves a verbal attack on a person’s way of being → on their sense of self. It feels personal; it is usually not constructive. It requires immediate clarification.

Action required: Occasionally, in DART courses, critiquing is mistaken for criticism, and a student will feel personally attacked by what is meant as a critique. When this happens, the student who feels attacked needs to clarify the interaction with the speaker immediately, if possible. The work in DART requires open and clear lines of communication (see Protocol re: Complaints, Concerns, Grievances below), where everyone is comfortable that critiquing, not criticizing, is occurring.

Maintaining a Respectful Environment

We promote a respectful work and learning environment at Brock University that is inclusive, celebrates diversity and provides all our members with a work and study environment free of harassment, discrimination and bullying. Any communication or spreading of negative attitudes, gossip or hearsay that is harmful to other students, or to

the instructor, T.A, or staff, whether through Facebook, Twitter, other internet service or even by word of mouth, etc. ***will not be tolerated***. This includes rude or disrespectful verbal comments, gestures or actions that are made either in class, on campus, or through electronic media. ***Offenders will be prosecuted***.

For more information visit the Office of Human Right's and Equity Services – Policies and Procedures at <http://brocku.ca/human-rights/policies-procedures>

Make DART a Safe and Positive Space. This is our responsibility.

Academic Integrity

Brock University has established an Academic Integrity Policy.

For details and guidance, see: <http://www.brocku.ca/academicintegrity/>

The Academic Integrity Policy provides members of the University community general notice of appropriate academic behaviours and identifies prohibited academic conduct.

Note: Plagiarism is academic misconduct and penalties shall be imposed. In all assignments, you are required to cite all work and ideas which are not your own.

Writing Problems and Solutions

The Department strongly suggests that all DART students become familiar with:

Essays and Arguments: A Handbook on Writing Argumentative and Interpretive Essays by Ian Johnston, Malaspina University College (revised edition, May 2000).

See: <http://dartboard.pbworks.com/f/How+to+Write+a+Paper.pdf>

Another suggested book is Writing About Theatre by Christopher Thaiss and Rick Davis (1999, Allyn & Bacon) available in the Brock Book Store.

Note: The Learning Skills Services, Student Development Centre, (4th floor, Schmon Tower) provides over a hundred free, small informal workshops on a range of academic concerns e.g., essay writing, efficient reading, seminar skills, exam preparation. Students can register for these workshops using the general application form found online at the Learning Skills website, www.brocku.ca/sdc/learning/. Students can also obtain one-on-one help with assignments at “Study Write,” a free, drop-in service. This service helps students learn how to organize and develop their ideas, format thesis statements and recognize their grammar and stylistic problems. Hours for this daily service are posted on the Learning Skills website.

Late Submission of Work Penalties

Class assignments, projects, papers, etc.

Each course outline, provided at the commencement of a course, will outline the kinds of assignments, the dates due, and the penalty incurred by late submission of work.

Extensions will be given only in extreme circumstances and must be accompanied by supporting medical documentation. The University requires that a student be medically examined in Health Services, or by an off-campus physician prior to an absence due to medical reasons from an: exam, lab, test, seminar, assignment, etc.

Brock's Medical Exemption Policy and the appropriate medical certificate can be accessed at:

<http://www.brocku.ca/healthservices/exemption.php>

Departmental policy: Late assignments with no medical documentation will be deducted 5% a day. No assignment will be accepted after 7 days.

Attendance:

All of our studio courses, as well as most of the other courses in DART involve group projects based on the accumulated knowledge emerging from each class. When a member of a group misses a class or rehearsal, a large section of work cannot be used, assimilated, or incorporated. There are penalties attached to absences and lateness: see course handouts for details.

IF a student must miss a class, they should phone their FULL TIME Faculty Professor (at reachable ext.) and simultaneously send them an email as soon as possible beforehand. If a student cannot make a rehearsal, it is his/her duty to contact members of his/her group well in advance.

Recording your lectures and studio courses

If you require a recording of ANY event during a regular course experience, whether audio, video, photographic, or all three, YOU MUST HAVE PERMISSION from the persons or instructors you are recording, before you begin. ***This is not negotiable.***

Protocol Complaints, Concerns, Grievances

If a student has a complaint of any kind about an instructor, staff member, or a course, there is an order of action to be followed. (S)he ***must first go directly to the instructor.*** Only then, if the student is still not satisfied that a just or fair conclusion has been

reached, (s)he should proceed with his/her complaint to the next level of authority in the following order:

- Chair (DART)
- Associate Dean
- Dean
- Vice President Academic
- President

The Accessibility for Ontarians with Disabilities Act (AODA)

In order to maintain a high standard of accessibility practices DART faculty are committed to:

- Providing service with dignity to students that maintain his or her self-respect and the respect of other people. Dignified service means not treating persons with disabilities as an afterthought or forcing them to accept lesser service, quality or convenience.
- Ensuring students are able to be independent, to do things on their own without unnecessary help, or interference from others.
- Integrating instruction in a way that allows a student with a disability to benefit from the same services, in the same place and in the same or similar way as others.
- Ensuring equal opportunity so that students have the same chances, options, benefits and results as others.

Students are encouraged to inform their instructors as soon as possible if they believe that they have a disability that requires accommodation. By accommodation we mean that an individualized and reactive adaptation or adjustment made to provide a person with a disability with equitable and non-discriminatory opportunities for participation. For students with disabilities, accommodation is a collaborative process between the student, faculty and disability service personnel to identify and remove environmental barriers to learning and performance. Appropriate and reasonable accommodation is determined based on an individualized assessment of the interaction between the student's disability and required tasks.

Acting/Performance Courses Dress Codes

Unless the performance instructor specifies otherwise, students must wear

- a short-sleeved, high-necked (simple, round neck), dark coloured, no-logo T-shirt and fitted leggings or stretch-material black pants. Jeans must NOT be worn; regular sweat pants are too loose.
- Bring a dark, long-sleeved (no logos) sweatshirt to class for post warm-up period.
- Footwear: bare feet, gym slippers, jazz shoes, Chinese slippers, or similar soft shoes.
- Long hair must be pulled back with elastics or otherwise kept off the face.
- No large jewelry or lip rings, please.
- No spaghetti-strapped, low-cut, or navel-baring tops, or hip-hugging pants.

***NOTE: students who do not comply with the dress codes
WILL NOT BE ALLOWED TO PARTICIPATE IN CLASS.***

Tech/Crewing Dress Codes

The Technical Support Staff require the following:

- Hair must be tied back and off the face (if long, keep it up or “under control”).
- Accessories: Any clothing or accessories that are too long, loose, large, etc. are not permitted in the shops. This includes long-chain jewelry, for example. Isadora Duncan’s flowing scarf caught in a car wheel, strangling her...similar accidents can happen with chains, hair, loose clothing, big rings, etc., in the scene shop, costume shop, and back stage.
- Clothing: T-shirts with regular, round neck; long, but fairly fitted sleeves; pants allowing movement, but that are not too baggy.
- Footwear: no open-toed shoes or sandals. Safety-rated shoes are required for work in the shops during crew calls. The technical staff will inform you of any exceptions to this.
- Students who have backstage production assignments are required to wear black clothing to ‘appear invisible’ when under backstage working lights. This means no bare midriffs, shoulders, backs, etc. Students who have Front of House assignments, such as ushering, must dress in appropriate clothing for this public responsibility. Please see the course instructor for more information on this matter.

Students without appropriate clothing will be denied entry into shop classes and production assignments, which will negatively affect their ability to complete coursework—and therefore, their marks.

DART Borrowing Policies

Costume, Props & Scenic Elements

All students in DART may have occasion to want to, or need to, borrow costumes, props, or scenic elements from our Tech Support Staff and their helpers.

Early in the fall, the timetable for costume and props borrowing will be posted on the door of Wardrobe. These times are specifically set aside so that the Wardrobe Coordinator, or students working for her, can help advise and facilitate students’ needs. NOTE: the Support Staff are extremely generous with their time—and they are extremely busy. To avoid taking advantage of this generosity, we request that if, for any reason, students need to borrow at different or extended times, they should first inform the instructor of the course involved in borrowing. The instructor will then arrange the extra time with the Wardrobe Coordinator. This will avoid misunderstandings, and, should extra or different hours be universally required, the instructors will have the necessary information to help implement any changes needed.

DART AV and Computer Equipment

A Sony Handycam using Mini DV and tripod is available to DART students to borrow for course work (only!). Please see the Technical Production Assistant; Doug Ledingham (x5252) to sign this equipment out. We expect students to care for this equipment as if it were their own. Any damages or malfunctions must be reported immediately so that the equipment can be repaired for further use. Vandalism or loss of the equipment will be added to students' tuition fees.

Student documents may be printed at the various student computing centres (Library, Learning Commons etc). Your USB key is the best and most convenient form of portable memory for your documents.

Seeing and Making Theatre while you're at Brock!

DART Fieldtrips

Every year, DART students attend a variety of productions and performance events as an integral part of their academic study. Fieldtrips may include shows at the Sean O'Sullivan Theatre on campus, productions in theatres in St Catharines, Shaw Festival, or travel to Toronto. These fieldtrips will appear on your course outline.

Field trip tickets are levied by the Finance Office as part of material fees on the student Fee Calculator and it is your responsibility to check the charges are correct and inform the Department ASAP of any erroneous charge. If you drop a course (after the last date to drop a course without financial penalty) it is your responsibility to use or sell the ticket(s) that the department will have already purchased on your behalf.

Ticket fees are non-negotiable and the tickets cannot be returned or exchanged. If it is impossible for you to attend a fieldtrip for legitimate reasons (medical, etc) you are welcome to sell or trade your ticket to another student, as long as you advise your instructor 24 hours before the fieldtrip.

Mainstage Productions

DART produces two Departmental mainstage productions annually: one in mid-November and a second in mid-February.

Students in 2nd, 3rd and 4th years are eligible to audition at the end of the preceding academic year.

Although students in 1st year cannot audition for mainstage productions, they are encouraged to audition for DART 3P54 (Directing II) projects, which normally include scene work, plus the spring One-Act play festival, and "indie" productions. Participation is mandatory for the "Gimme 2 Festival" of two-minute, two-hander scenes as part of their obligations for DART 1F99 Introduction to Performance.

NOTE: All DART students are required to see these Mainstage productions, as a way of supporting the Theatre Program and the work of their peers, and because they are excellent vehicles for studying the applied learning that is occurring. They also form the basis for discussion in almost every DART course being given at the time.

All DART students must attend the mainstage talk-backs.

Each DART student is eligible for one complimentary ticket to Mainstage productions. These can be obtained up to 24 hours before the show opens from the Centre for the Arts Box Office, by presenting name and student card.

Production Boards/ Audition Notices

There is a series of production boards in the hallway adjacent to TH129 (Wardrobe). Handbook readers will have noted the frequency of the term "...will be posted on the production board." This is an indication of the importance of checking the board several times a week, and even better—daily.

All audition notices are posted on the production boards; cast lists; fittings notices; dates and info for "indie" productions, etc.

Additional spaces for posting these and other notices, such as policies re. Field Trips, dress code, borrowing hours, etc., include the blackboards and bulletin boards in the hallway across from, and beside Wardrobe, adjacent to the Green Room and DART Administration office. READ these often!

Independent Productions

Students may rehearse and present their own projects, referred to as "indies," which may be carried out in theatre spaces, classrooms, or in "found spaces" around campus. A list of available dates for "indies" will be posted on the production board at the beginning of the academic year. These dates are chosen to avoid overlap with required production work. In 2011-2012 there are three periods available in Studio Theatre (September, October and January). Applications are received until the last Friday of September.

A detailed outline of the project (similar to a 3F99 or 3P97 proposal) must be submitted to the Program for approval at the beginning of the year or, if possible, at the end of the academic year preceding the project. The outline must include a completed "technical requirements" sheet, available from the Administrative Assistant. A small budget for these projects is available.

Where do you wish to perform your independent production?

Theatre spaces: see "Booking Spaces" in this booklet for instructions.

Found spaces: a) the Department Chair must be informed about the time and place of the performance, as well as any rehearsals scheduled in the chosen area, as she must inform the appropriate "authorities" or users of the space of these activities; b) technical back-up may be extremely limited; c) be sure to leave the space exactly as (or better than) you found it.

How to make the best use of our Studio Facilities!

Studio Spaces include ST103-105 (“**blue-black**”); ST107 (**The Studio**); and TH141.

Studio Courses→ this refers to any course that uses the abovementioned rooms for a practical component of the material. This may occur in any of the four Concentrations (Applied Theatre and Drama in Education, Performance, Production and Design, Theatre Praxis). Any time the studio spaces are involved, the rules and regulations outlined below are to be enforced...

Maintaining Studio Spaces: The Rules

→ Actors warm up with their bodies and faces on the floor so it is imperative that we respect our acting spaces.

→ Central to the studio use policy is that you return the room to the condition resembling the photographs of the room found on the studio walls.

We ask students to follow these guidelines:

- No food or drinks, except water.
- No chewing gum.
- No glass objects.
- No outdoor shoes--switch to indoor shoes, stockings, or bare feet. Avoid shoes that have black soles (they leave marks), stiletto heels, metal stubs, etc.
- When moving objects (chairs, tables, props etc.), lift, rather than drag them.
- Once finished the class or rehearsal, please remove all writing, projects, wall decorations, messages, etc., and assure that floor surfaces are clean. Please erase information from the blackboards at the end of class.
- Leave chairs stacked and furniture, flats, props, etc. against the walls, leaving the floor space open and ready for the following group. Pile mats at the sides of the room. The organization of the room and its contents should mimic the images of the ‘tidy studio’ posted on the studio walls.
- Do not touch technical equipment in the rooms without proper supervision and without previous, specific permission and/or arrangements to do so.
- Should you break or damage anything in the room, notify the instructor, then report the problem to the DART Administrative Assistant (ST104, phone extension 5255).

Booking Studio Spaces

Rehearsal space is always at a premium. You can book rehearsal space in any of the rooms that we control: TH141, ST103 (Blue), ST105 (Black), or ST107 (Studio Theatre)

You have to register using your Student number (see Brian Cumberland if you have trouble getting on). It is very easy to use once you have registered.

There is a priority policy for room bookings, and, under exceptional circumstances, your rehearsal may be bumped from a studio for mainstage rehearsals:

#1 class times

#2 mainstage rehearsals

#3 4F56 show

#4 Directing 3P54 shows

#5 actors rehearsing for class assignments

#6 bookings unrelated to DART classes (clubs etc)

#7 bookings unrelated to Dart students (off campus productions)

To book a rehearsal space visit: http://www.brocku.ca/dramatic_arts/booking/main.php

Please adhere to the rules for maintaining studio spaces or your privileges in booking rooms will be revoked.

The Design Studio ST102 may be booked for design related activities on occasion through Brian Cumberland.

Greenroom Etiquette

Occasionally, the greenroom in Thistle basement near the Sean O'Sullivan Theatre is available for students. Students use this space as a location for study, discussion, and breaks during long crew calls. It is imperative that this space be left as tidy as it was when it was entered, and that courteous and appropriate behaviour be observed in the space at all times.

Put your Learning to Work!

Applying to be a TA or Marker/Grader

Students entering 4th year, and recent graduates, who have shown a high level of achievement in a specific area or program of study, may apply for the paying job of Teaching Assistant (TA) or Marker/Grader.

The opportunities of TAs will vary, depending on the course and the responsibilities required of them.

TA and Marker/Grader opportunities are posted on the Human Resources webpage.

<http://brocku.ca/hr-ehs/career-opportunities-2>

If interested in being considered for a TA position, contact the Chair of the Department. (S)he should then fill out an application form (available from a DART Administrative Assistant, in ST104A, the main DART Office) and submit this form to the Department Chair.

Work Opportunities:

Centre for the Arts at Brock

CFTA hires ushers, assistants, box office and bartenders for their annual series. Watch their bulletin board, down the hall from DART's main office, early in the fall for details.

Students with backstage and production experience should see Al Titley (x3218), Production Manager, as he frequently hires students for load-ins and strikes, dressing performers, etc.

Dramatic Arts Department

Through Experience Works, our students have the opportunity to work with the department's faculty and staff towards production development, web design development, technical production assistants, dramaturgy, promotion and research. Look for postings every year.

Things you should know about Department and University Services

DART Student [Emergency] Financial Assistance Fund

A student experiencing an unexpected crisis in his/her financial situation may apply for a special loan from the Department. Students must make an appointment to see the DART Chair (David Fancy) to discuss their situation. If eligible, they may be granted enough aid to tide them over. These loans are to be paid back (details to be worked out with the Chair), but they are interest free.

SSAS (Student Services and Academic Support)

Located on the 4th floor of the Schmon Tower, this series of services is wide-ranging and extremely helpful for students. Read the calendar or go online for a full outline of help offered. Below are some tips and points of possible interest:

- Time management, essay planning and prep, grammar and syntax: workshops available.
- Counseling: for times of stress, crisis, or even homesickness

for advice see:

<http://www.brocku.ca/sdc/counselling/>

DisABILITIES For students with any kind of special needs, SSAS offers a wide range of support. Go and see them; register with them.

Learning disabilities: testing, assessment, solutions. Many students who feel they are having trouble learning have discovered they actually have a learning disability. There are steps that can be taken to help. If you have already been diagnosed with a learning disability, register with SSAS! If you suspect you might have a condition that is obstructing your abilities and learning, ask for testing.

Office of Human Rights and Equity Services

Students have the right to study, work, live, and engage in activities with and through Brock University in a climate free from threats (physical, verbal or psychological), coercion, pressure, or unwanted attention of any kind.

Brock already has in place a clear policy regarding sexual harassment. Brock has also broadened its policies concerning non-sexual forms of harassment in an acknowledgement that not all harassment is of a sexual nature.

Brock has also instigated a policy for non-academic student behavior and discipline, with an advisor available for help in these areas.

For definitions, details on what to do, or whom to see (and in what order), the calendar and online both contain a great deal of information.

Lynne Prout – Manager, Office of Human Rights and Equity Services (ext. 4019 or lprout@brocku.ca)

Marla Portfilio - Human Rights and Equity Officer (ext. 3338 or mportfilio@brocku.ca)

<http://www.brocku.ca/humanrights/>

The DARTboard

All department documents for students (and faculty) can be found on the department's wiki site at <http://dartboard.pbworks.com>

This wiki is an online database whose files are accessible by the entire DART community. You will likely find articles such as production information, important course information, audition information and archived information on this website. The website is managed by both Faculty members and certain members of the Student body.