

Department of
Dramatic Arts

STUDENT GUIDE

2009/2010

Revised May 2009

STUDENT GUIDE for 2009-2010

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DEPARTMENT OF DRAMATIC ARTS

STUDENT GUIDE for 2009-2010

INTRODUCTION TO THE SCHOOL OF FINE AND PERFORMING ARTS (SFPA)

The Department of Dramatic Arts is part of the Marilyn I. Walker School of Fine and Performing Arts (SFPA), which also includes the Department of Music, the Department of Visual Arts, the Centre for Studies in Arts and Culture, and Dance/Movement courses from the Department of Physical Education and Kinesiology. 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 between Brock and the community, invites the public to enjoy student performances and exhibitions, and engages in various community-based arts projects. The Department of Dramatic Arts is affiliated with a number of professional cultural organizations throughout the Niagara region, including **Theatre Beyond Words**.

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

- Derek Knight, Director SFPA.

INTRODUCTION TO THE DEPARTMENT OF DRAMATIC ARTS (DART)

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

We regularly update our curriculum to reflect the most current creative, intellectual and pedagogical practices, and offer a wide range of courses in five focused areas of study, including Applied Theatre, 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 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, at http://www.brocku.ca/dramatic_arts. 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 hardcopy calendar or the online calendar at: <http://www.brocku.ca/webcal/undergrad/dart.html>.

In addition, a comprehensive source of information about the program can be accessed at the DARTboard wiki, found at: <http://dartboard.pbworks.com/>

Chair

Dr. David Fancy, Associate Professor (ext. 3584, dfancy@brocku.ca, ST 104A) teaches courses in Theatre Praxis and in Performance. His background combines Dramatic Literature, physical theatre training in Laban and Grotowski, and playwriting.

Faculty Members

Dr. Natalie Alvarez, Assistant Professor (ext. 4496, nalvarez@brocku.ca, TH 146J) teaches courses in Theatre Praxis 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 Society 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. Marlene Moser, Associate Professor, (ext. 3213, mmoser@brocku.ca, TBA), teaches Theatre Praxis. Her research addresses issues of identity in performance, especially in Canadian theatre. She is on a full year sabbatical this year doing research in these areas.

Dr. Joe Norris, Professor (ext. TBA, TH146G). Dr. Norris joins the Department this year to teach 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*, and will this year be directing Charles Mee's *Big Love* as the February Departmental Mainstage.

Virginia Reh, Assistant Professor (ext. 5392, vreh@brocku.ca, TH 146E) teaches studio courses in acting and directing. Her long professional career includes directing (theatre and lyric theatre), acting (stage and media). She is on sabbatical from January- June 2010, and will be directing Stephen Sondheim's *A Little Night Music* as the November Departmental Mainstage production.

David Vivian, Associate Professor (ext. 4401, dvivian@brocku.ca, TH 120) teaches in theatre design and stagecraft. As Resident Scenographer, he designs many of the Departmental Mainstage productions. Coordinator of the participation of Canadian Schools in the Prague Quadrennial of Scenography in 2007, David exhibited the work of our students in this international event for the first time in 2007. David is also 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.

Danielle Wilson, ILTA (Instructional Limited Term Appointment) (ext. 5397, dwilson@brocku.ca, TH146F) specializes in voice for the actor and has been teaching courses in Voice and Acting with the Department for the past three 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.

PART TIME FACULTY

For information about part time faculty please see:
<http://dartboard.pbworks.com/PT+faculty+profiles>

SUPPORT STAFF

Brian Cumberland, Production Manager (ext. 4135, bcumberland@brocku.ca, TH135) Brian manages production, event, space, and technical planning for the Marilyn I. Walker School of Fine and Performing Arts.

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

Doug Ledingham, Theatre Technical Production Assistant (ext. 5252, dledingham@brocku.ca, ST 104B) 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, apalmier@brocku.ca, TH 122) teaches technical theatre production courses and is technical director of all shows and productions.

Georgann Watson, Administrative Assistant (ext. 5255, dramatic.arts@brocku.ca, TH 150) 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 Georgann (dramatic.arts@brocku.ca), unless it is an emergency. In this way, Georgann will be able to assist you better as there will be fewer interruptions in her work. If you are not able to email, she is available for student assistance from 8:30am-9:30am and 4:00pm-4:30pm every day, except only in the mornings on Friday. Note: office supplies are not available to students.

DART AFFILIATES

The Department of Dramatic Arts enjoys regular involvement with local theatre companies such as Essential Collective Theatre, Lyndesfarne Theatre Projects, Carousel Players, 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** space in the downtown studio, 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, PR, SM, directing, sound, lighting, etc.).

Centre for the Arts at Brock

- One of the advantages of study at Brock is that Centre for the Arts at Brock presents an annual series of professional companies in Theatre, Dance, Music and Performances for Children. As well, 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. <http://www.arts.brocku.ca/>
- **Work Opportunities:** a) Centre for the Arts at Brock *hires ushers* for their annual series. Watch their bulletin board, down the hall from DART's main office, early in the fall for details. b) As well, students with considerable *backstage experience* should see Al Titley (x3218), Production Manager, as he frequently hires students for load-ins and strikes of the touring companies.

DART PROGRAMS AND DEGREES

- DART (Dramatic Arts) includes **five areas** of concentration: Applied Theatre, Drama in Education, Performance, Production and Design, Theatre Praxis.
- Degrees include Pass and Honours degrees; Co-Op options; BA/BEd Concurrent programs; BA with Major; Combined Major degrees; a Certificate In Drama in Education and Society; and a Minor in Dramatic Arts. For more details see the calendar.

- There are also five concentrations within these streams available to Honours students: a) Applied Theatre, b) Drama in Education; c) Performance; d) Production and Design: and e) Theatre Praxis
- Although these 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 under Dramatic Arts.
<http://www.brocku.ca/webcal/2009/undergrad/dart.html>
- NOTE: Be sure to **check with your academic advisor** to make sure your patterning is correct.

AUDITIONS→ Performance Concentration, Classes, Mainstages, etc.

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

- Mainstage production casting (both shows are cast from this audition)
- For students just finishing 1P99 or 2F50, who wish to enter into the Performance Concentration
- For all students in performance classes (2F50, 3F50) who wish to advance into the next level of performance class (i.e 2F50 into 3F50, 3F50 into 4F56).
- Therefore, auditions are *mandatory* for everyone wishing to continue into 3F50, 4P51*, or 4F56.

* Note that auditions for 4P51 may be required due to limited enrollment.

DART Student Advising

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, acunning@brocku.ca). She works closely with DART faculty to ensure that students receive the best advice possible. Alisa will post important information to a page on the DARTboard “DART Advising with Alisa”. When seeking overrides please contact Alisa unless you have already been notified by a professor. Please include your student number in all e-mail correspondence. It makes things easier and you’ll get a quicker response!
<http://dartboard.pbworks.com/DART-advising-with-Alisa>

Context Courses→ DART Advice

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**.
- One credit in a **second language**: Note: if a student is **already fluent** in speaking, reading and writing a second language, (s)he may apply to the Associate Dean of Humanities to have the second language requirement *waived*, which means that you have an extra elective in your degree pattern.

- **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 get their core and context requirements **finished in first and second year**. This is especially true of second language courses, which are often held at night. 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--so carrying a language course can be problematic. There are a limited number of these courses offered during spring and summer sessions.
- Students who do not or cannot fulfill their core and context courses in first year, should *see Alisa* to work out a contingency plan.

DART 3F99’s & 3P97’s→ 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). These courses can take place in the context of an off-campus theatre company who have a relationship with the Department of Dramatic Arts, 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.
- Student and instructor/placement mentor must prepare and co-sign a **written application** of the proposed course, outlining the objectives, the material to be studied, the resources, theories and practices to be undertaken and expected outcomes. Please contact Georgann at dramatic.arts@brocku.ca for the application.
- The instructor then presents the application to the full Department for **approval**.
- **NOTE: time commitment concerns.** In order to approve the project, the Department 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 may now apply for a 3P97 credit for this work, although these courses are not guaranteed to be offered every year.
- **NOTE:** it is customary for students to only be allowed to take one full credit worth of Advanced Tutorials, although this restriction can be waived by the Department Chair if a student’s record warrants it.

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. Typical candidates **apply** to this Office in their **second year** of study at Brock, study abroad during their third year, and return to Brock for their Honours year. Please visit

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

Note: the advantage of this program is that regardless of where the student goes, (s)he pays Brock tuition fees--a bonus for those studying in the US, for example. Watch the bulletin boards and/or call (International Services, x4318) for more information.

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 Georgann Watson DART Administrative Assistant, in ST136D, and fill out the form during the last couple of months of your 3rd year of study.

Applying to be a TA

Students entering 4th year (and very occasionally 3rd year, depending on the circumstances), 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).

- The duties and pay of TAs will vary, depending on the course and the responsibilities required of them.
- TA positions are presently available in all program areas.
- 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 Georgann Watson, DART Administrative Assistant, in ST136D, the Main Office) and submit this form to the Department Chair. Check DARTboard for information.

DART Fieldtrips

Every year, DART student 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 or at the Shaw Festival, or travel to Toronto to see shows there. These fieldtrips will appear on your course outline. *If you drop a course after Sept 20 & before the academic penalty date 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 of this 24 hours before the fieldtrip.

Student Representative 09/10 Nick Carney: email: dartreps@hotmail.com

Every spring, a Student Representative is elected by DART students to attend Department Meetings during the following academic year and to develop and advocate for the quality of our students' experiences when at DART. Please see DARTboard for further information.

DART ACADEMIC POLICIES/ EXPECTATIONS

Writing→ Problems, Solutions

- 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.

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.

Late Submission of Work→ Penalties

Class assignments, projects, papers, etc.

- Each course outline, provided as the course begins, will outline the *kinds* of assignments, the *dates due*, and the *penalty* incurred by *late submission* of work. Modifications to the marks breakdown after the first two weeks of class require student signatures and submission to the Chair and Dean.
- Unless otherwise stated, all DART full time and part time instructors will use one of 2 sets of rules for late submissions: 1) **not accepted**, with subsequent loss of all marks for the project; or, 2) **loss of 5% assigned marks per day for 7 days**, after which the assignment will not be accepted.
- **NOTE:** if a student is having *problems* understanding or executing an assignment, do not wait till the last minute! ***See the instructor immediately!*** It is part of the instructor’s job to spend extra time explaining, and some will even set up a series of steps they will supervise to help students to successfully navigate the learning.
- **ALERT: “Extenuating Circumstances”→** If a student is experiencing difficulties, such as: health problems; upheavals, illness or death in the family; difficulties in living circumstances, etc., they need to ***report this immediately*** to their faculty advisor, who will help the student approach the appropriate DART professors and staff. In this way, allowances can be made to help students navigate their problems without entirely jeopardizing their studies.

NOTE: students will be asked to provide appropriate official documentation of illness (doctor’s note on letterhead) or death in the family (copy of funeral service program, or letter from head of family). 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>

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Theatre Ethics

Theatre Ethics apply to all our courses. Here are the “top ten”→

- Be there (in spirit, mind & body)
- Be on time
- Be prepared
- Keep an open frame of mind
- Listen to others
- Accept criticism without offering excuses
- Contribute constructive evaluations
- Separate the ‘work’ from the ‘person’
- Be ready to try all ideas (how ideas sound from a sitting position and how they work are often diametrically opposed)
- Take (intelligent) risks

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.

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 (see section on *harassment and sexual harassment* below).
- **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.

Protocol → Concerns

If a student has a concern 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, should (s)he proceed with his/her concern to the next level of authority → *in the following order:*

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

DART Borrowing Policies

- **Costume, Props & Scenic Elements**
 - 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 Head of Wardrobe, or students working for her, can help advise and facilitate course outcomes.
- **DART AV Equipment**
 - Limited equipment is available for student projects. Please see the Technical Production Assistant; Doug Ledingham (x5252) to sign this equipment out. Any damages or malfunctions must be reported immediately.
 - Student documents may be printed at the various student computing centres. Please note that these computers are not equipped with a cd burner, but are 'on-line' and can also write to Mac-friendly usb keydrives and 100 mb zip disks.

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.

OUTCOMES→ Mainstage, Independent, Class-Related, Other

Production Boards/ Audition Notices

- There is a **series of production boards** in the hallway adjacent to TH129 (Wardrobe).
- Check the board several times a week.
- **All audition notices** are posted on the production boards; cast lists; fittings notices; dates and info for independent productions, etc.
- Information may also be posted to the DARTboard; <http://dartboard.pbworks.com/>

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 independent productions. They participate in the “Gimme 2” Festival of two-minute, two-hander scenes as part of their obligations for DART 1P99 Introduction to Performance.
- **NOTE:** All DART students are **required to see these Mainstage productions**.
- 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.
- All DART Majors are required to attend a post show talkback in the week following each of the two departmental mainstages. Details will be forthcoming in your classes.

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/DARTboard wiki* at the beginning of the academic year. These dates are chosen to avoid overlap with required production work. In 2009-2010 there are three dates available. Applications are received until August 15th, 2009.
- 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, Georgann Watson or on DARTboard wiki. A small budget for these projects is available.
- **Theatre spaces:** see “Booking Spaces” in this booklet for instructions.

Found spaces: Productions in found spaces are sometimes possible, but demand extra arrangements with the Production Manager.

Injuries acquired in DART classes, rehearsals, performances

- If a student injures a muscle, tendon, ligament, joint, etc. during class, rehearsals or performance, and *if it is a new, not a previous injury*, then **within 48 hours**, the student should proceed to the **Student Health Services** (at phone: 905-688-5550 x3243) and/or to the Sports Injury Clinic on campus, where they will be treated by the sports physiotherapists and doctors (if required). Of course, if the injury is serious, **call 911 and Campus Security** (x4300 or x3200, after-hours) for assistance!
- Remind the people at the clinic that you are DART students, who have sustained a sports injury.
- **An Accident Report form MUST be completed within 24 hours.** They are available from the **Administrative Assistant** or at <http://www.brocku.ca/oehs/emergency/paccident.php>

STUDIO COURSES / STUDIO SPACES

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

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, 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 Georgann, the DART Administrative Assistant (TH135, phone extension 5255).

Booking Studio Spaces (for class projects, rehearsals, etc.)

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 can do this by visiting http://www.brocku.ca/dramatic_arts/booking/main.php. You have to register using your Student number.

There is a priority policy for room bookings, and, under exceptional circumstances, your rehearsal may be bumped from a studio by the Production Manager::

#1 Class times

#2 Mainstage rehearsals

#3 456 show

#4 Directing 354 shows

#5 Actors rehearsing for class assignments

6 Bookings unrelated to DART classes (clubs etc)

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

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 Georgann.

Dress Codes For Studio & Tech Classes

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, 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.
- **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 **FOH 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.

OTHER IMPORTANT UNIVERSITY INFORMATION

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

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, and there is a Harassment Prevention Advisor on campus. Her name is Lynne Bubic (x4019).
- 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 see: <http://www.brocku.ca/humanrights/>
- 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.