

**CLEVELAND STATE UNIVERSITY
DEPARTMENT OF THEATRE AND DANCE**

HANDBOOK FOR THEATRE STUDENTS

REVISED JANUARY 2021

*(Updated COVID-19 safety language; Service Hours requirements for Spring 2021; Personnel contact updates;
CLASS Advisor update)*

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ABOUT THIS HANDBOOK

This handbook provides information on the policies and procedures of the CSU Department of Theatre and Dance that are important for theatre participants in the program to know. The layout is intended to make the process of navigating the complex activities of the program as clear as possible.



INTRODUCTION

WELCOME TO CLEVELAND STATE UNIVERSITY THEATRE AND DANCE

We are delighted that you have an interest in studying Theatre and Dance here at Cleveland State University. Whether you plan to be a major, a minor, or simply wish to pursue educational and performance opportunities in our program, we welcome you to Cleveland State's diverse Theatre and Dance community.

Cleveland State University assumed a tradition of excellence when it adopted the buildings, faculty, staff, and curriculum of the former Fenn College, a private institution of 2,500 students that was founded in 1929. Established as a state-assisted university in 1964, and the Theatre Program at Cleveland State also began in the 1960s.

Cleveland State University's historical roots go back to the 19th century. During the 1880s, the Cleveland YMCA began to offer day and evening courses to students who did not otherwise have access to higher education. The YMCA program was reorganized in 1906 as the Association Institute, and this in turn was established as Fenn College in 1929. A significant contribution of Fenn College was its pioneering work in developing internships for students in engineering and business. These internships, as joint ventures between the college and local businesses and industries, provided students with professional contacts and experience as well as an affordable education. Historic Fenn Tower, now student housing, still stands as a reminder of the early years, when Fenn College was known as the "Campus in the Clouds."

Cleveland State alumni have graced stages the world over and have achieved significant careers as performers, designers, directors, playwrights, arts administrators, critics and dramaturges. Our distinguished faculty brings impressive professional and academic experience to the classroom and rehearsal halls. Students in our program are given extraordinary opportunities to study the craft, history, literature and cultural significance of Theatre and Dance through exploration in the classroom and studio, as well as in live performance.

I. MANDATORY INFORMATION FOR ALL THEATRE STUDENTS

COVID-19 / PANDEMIC REQUIREMENTS for SPRING 2021

All requirements and information for keeping the CSU Community safe during the COVID-19 pandemic can be found at the [SAFE CAMPUS](https://www.csuohio.edu/safe-campus/safe-campus) website, located at: <https://www.csuohio.edu/safe-campus/safe-campus>.

Before you return to campus, here are a few tasks to complete (see the Safe Campus website):

- Sign your social contract
- Download the Working Well app and complete your daily health self-assessment

When on campus:

- Masks required on campus at all times
- Physical distancing enforced throughout campus (6ft' apart)
 - Everyone will complete a daily health assessment
- Students, faculty and staff commit to safe behavior through a social contract

WORKING WELL APP INFORMATION:

Go to your mobile app store (Apple or Google Play) and download Working Well or text Work Well to 313131 (data rates may apply)

- Enter CSUCLE for your code
- Create your profile (have your CSU ID number handy!)
 - Take the assessment daily
- Based on your answers you'll be provided instructions to come to campus or stay home

SERVICE HOUR REQUIREMENTS FOR SPRING 2021

WHAT ARE SERVICE HOURS? All registered, active Full Time (12 credit hours or more) majors are required to do Service Hours in support of the Department's many activities.

- All theater majors (including scholarship students) are required to perform 9 hours of service for Spring 2021.

Record Keeping

Terry Pieritz is the Service Hour Recorder and will report totals to the faculty, staff and students at mid-term and final exam weeks of each semester.

Students with a deficit of 10 hours (Majors) or more will not be allowed to audition or design for main stage productions. This will also imperil the chances of receiving/maintaining a scholarship.

Spring 2021 Service Hour Requirements

Due to Covid-19 restrictions, traditional service hour requirements have been **modified** to adhere to CDC and CSU guidelines in place during the Spring semester of 2021.

Theatre Majors are **required** to attend the following REMOTE EVENTS for a semester total of 9 service hours for Spring 2021. Attendance will be monitored/recorded on Zoom and reported to Terry Pieritz. Sign-in attendance will not be necessary.

Monthly Majors Meeting (M3): 1st Tuesday of each month during common hour (unless otherwise noted). Kate Klotzbach will email information to log onto Zoom meetings, which will require Registration for each.

January 26, 2021	11:40am – 12:15pm	1 service hour awarded
February 9, 2021	11:40am – 12:15pm	1 service hour awarded
March 2, 2021	11:40am – 12:15pm	1 service hour awarded
April 6, 2021	11:40am – 12:15pm	1 service hour awarded
May 4, 2021	11:40am – 12:15pm	1 service hour awarded

March 11-13, 2021	7:30pm – 9:30pm	RED BIKE	Zoom performance	2 service hours awarded
April 15-17, 2021	7:30pm – 9:30pm	THE MOORS	Zoom performance	2 service hours awarded

(Performance times are subject to change)

Please note that completion of service hours is a department requirement for graduation.

M3 INFORMATION

M3 stands for ***Theatre Majors Monthly Meeting***. The M3 occurs on the first Tuesday of each month (unless otherwise noted) and **is mandatory for all Theatre Majors to attend**. Minors and guests are encouraged to attend. M3s take place in virtual format via Zoom from 11:40am-12:15pm on each designated first Tuesday and are important for all Faculty, Staff and Students because they provide important updates regarding events, policies and issues for the Department. This time frame was chosen because it is the University Common Hour, which means no regular classes should be scheduled during this time, and most students should be free to attend. **MAJORS & MINORS EARN ONE SERVICE HOUR FOR FULL ATTENDANCE AT EACH MEETING.**

CASTING POLICY

Casting Policy (Updated 03/27/19)

- The Theatre Program is committed to offering a wide a range of casting opportunities and roles that reflect the diversity of the human experience. The Theatre Program supports and adheres to a policy of open casting: that is, directors cast students whose talents and professional and performative strengths are exemplary for a particular role and support the director’s concept regardless of that student’s year in school, age, ethnicity, sex, gender identity, or disability. The department is committed to diverse, inclusive casting for every role. Using the practice and intentions of color conscious casting as a model, we aim to acknowledge and value all individuals’ experiences and qualities to enrich and strengthen our theatrical projects.
- Occasionally, professional guest artists and members of the greater Cleveland State community will be engaged to amplify the students’ experience. Students will be told in advance if there are roles that are precast with guest artists.
- Casting will be open to all members of the student body, regardless of class-standing and major status. A student’s status as a Theatre and Dance Major/minor may be considered in the casting process. However, there is no guarantee that Theatre Majors/Minors will earn a role during their studies at CSU. Theatre is simultaneously a collaborative and competitive field and the dynamics of the department will reflect that through its auditioning, casting, and creative processes.
- Creating, or contributing to, a divisive, intimidating, or hostile environment is antithetical to the mission of the department and the collaborative nature of theatre. Initiating or perpetuating these kinds of environments places one’s personal and professional reputations at risk, consequently jeopardizing future opportunities in the department as well as recommendations for future academic and professional opportunities. Students’ attitudes, behavior, work ethic, academic progress, reputation, and respect for the theatre program’s mission and goals may be considered as a part of the casting process.
- Students must have a cumulative GPA of 2.0 to be considered for casting.
- To be considered for casting, majors must not have a service hours deficit of 10 hours or more

CLEVELAND STATE UNIVERSITY THEATRE SCHOLARSHIP GUIDELINES

All scholarship candidates must complete an application. In addition to the application, candidates must make a presentation in the area for which they apply. Applications must be submitted before a presentation will be scheduled.

Acting Scholarship

Applicants will perform one monologue totaling no more than 2 minutes.

Design/Tech Scholarship

Applicants must present a design concept, portfolio, technical project, or prompt book. Presentations must be no more than 5 minutes in length.

Directing Scholarship

Applicants must present a directing concept for a specific play. Presentations must be no more than 5 minutes in length.

Academic Achievement Scholarship

Applicants must submit a paper on any theatre subject, minimum three pages, with the application. The applicant must have at least a 3.5 GPA to apply in this category.

Additional Requirements for all scholarships

CSU Fine Arts Scholarships, Cleveland Play House Scholarships, and Betty Walls Waetjen Theatre Arts Endowment are all awarded annually based on merit in the following areas: Acting, Directing, Design and Technical Theatre, and Academic Achievement. These awards are given to CSU Theatre Majors with a minimum 3.0 GPA who are in good standing with the department. Freshman and transfer students may also apply. The scholarship amount varies, but is generally half of tuition and is awarded for fall with possible renewal for spring providing the student continues to meet the above criteria.

Reuben & Dorothy Silver Endowed Scholarship in Theatre

Awarded on an annual basis to eligible Theatre majors and minors upon consultation with and recommendation by the faculty of the Department of Theatre and Dance. Students become eligible for the award after having been a Theatre major or minor for at least two semesters. They must also have earned a cumulative GPA of at least 2.5 and have compiled a record of outstanding service to the department. The scholarship amount is variable.

Jean Smith Conrad Memorial Scholarship in Theatre - \$1,000.00

Scholarship Requirements: Enrolled as an undergraduate while the scholarship is utilized. Rising junior or senior with at least one full year remaining of education. Awarded in the spring semester for the following full year. Strong creative/professional potential. Minimum 3.0 GPA. Financial need may be considered, but is not required.

The Tony Weinert Theatre Scholarship Fund – \$2,500.00

Applicants must be enrolled full-time at Cleveland State University, shall be rising Junior or Senior status students, and shall have declared a Theatre major. Applicants must have a minimum cumulative undergraduate GPA of 2.5. Applicants shall demonstrate interest, ability, or talent in acting or directing as determined by department faculty; Applicants shall demonstrate financial need. Preference shall be given to applicants that are graduates of the Cleveland Metropolitan School District or Lakewood School District.

W. Benoy Joseph Endowed Scholarship for Music and Theatre- \$1,200.00 (Available for Fall 2018)

This scholarship will be awarded in the fall semester to a senior. The scholarship will alternate between Theatre (even years) and Music (odd years). The Scholarship will be given during the fall semester to a recipient who represents the following: Undergraduate senior majoring in music or theatre within two semesters of graduation. Has demonstrated financial need. Has a minimum 2.5 GPA. Strong preference for a student pursuing a career interest in the marketing or management of the Arts.

SCHOLARSHIP RECIPIENTS

To fulfill requirements of a theatre scholarship, recipients must directly participate in theatre program productions and projects if given the opportunity. Recipients must also attend all productions offered this semester on Zoom. Recipients must maintain their status as full-time students and as theatre majors. They must maintain a semester GPA or an overall GPA as required for your particular scholarship. Recipients must stay current on department service hours as determined

by the Department. Please see the amended service hours for Fall 20. Recipients are expected participate in service and recruitment projects in the community as deemed appropriate by the Faculty during periods of both remote and on-campus learning. They are expected to act as an ambassador for the university and the theatre program, and as a role model for other theatre students (in person, virtually, and on social media sites).

Questions or requests for appointments may be directed to Holly Holsinger, 216-523-7420 or h.holsinger@csuohio.edu.

SOCIAL MEDIA RESPONSIBILITY

Students are expected to conduct themselves professionally across all social media platforms. As a representative of CSU and of the Department, individuals are encouraged to evaluate carefully what content represents oneself and CSU. This includes what is posted/written, and what is allowed to be posted/written about oneself on controllable personal media sites. An identity of professionalism and courtesy is always a smart choice.

DRUG / ALCOHOL / SUBSTANCE POLICIES

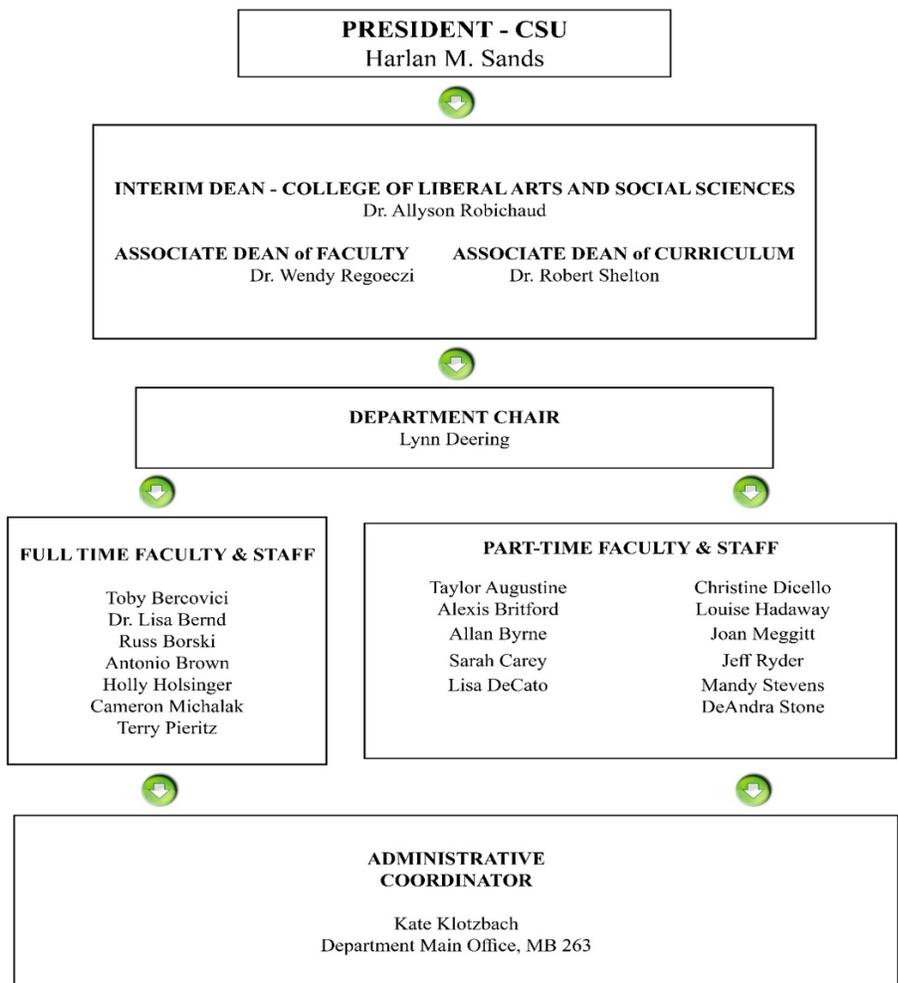
The department follows and enforces policies established in the University Code of Conduct (<http://www.csuohio.edu/studentlife/StudentCodeOfConduct.pdf>).

Coming to rehearsal or a performance under the influence of alcohol or drugs will result in immediate removal from the production. No questions asked.

II. DEPARTMENT PERSONNEL

ORGANIZATIONAL STRUCTURE OF THEATRE & DANCE PROGRAM – 2020-2021

CSU Department of Theatre and Dance
Spring 2021 Organizational Chart



FACULTY AND STAFF DIRECTORY – 2020-2021

<p>LYNN DEERING, Dept Chair, Director of Dance Middough Building, MB 264 Phone: 216-687-4883 E-mail: l.deering@csuohio.edu</p>	<p>LOU HADAWAY, Dance Instructor Middough Building, Dance Adjunct Office, MB 265 Phone: 216-875-9649 E-mail: l.hadaway@csuohio.edu</p>
<p>TOBY BERCOVICI, Assistant Professor of Practice Middough Building, MB 268 Office Phone: 216-687-2117 E-mail: t.bercovici@csuohio.edu</p>	<p>HOLLY HOLSINGER, Associate Professor Middough Building, MB 271 Phone: 216-523-7420 E-mail: h.holsinger@csuohio.edu</p>
<p>DR. LISA BERND, Assistant College Lecturer Middough Building, MB 267 Adjunct Office Phone: 216-523-7430 E-mail: l.bernd@csuohio.edu</p>	<p>KATE KLOTZBACH, Administrative Coordinator Middough Building, Main Office, MB 263 Phone: 216-687-2113 E-mail: k.m.klotzbach@csuohio.edu</p>
<p>ALEXIS BRITFORD, Dance Instructor Middough Building, Dance Adjunct Office, MB 265 Phone: 216-875-9649 E-mail: a.britford@csuohio.edu</p>	<p>CAMERON MICHALAK, Scene Shop Supervisor, Technical Director Middough Building, Scene Shop, MB 101 Adjunct Office Phone: 216-687-2112 Email: c.c.michalak@csuohio.edu</p>
<p>ANTONIO BROWN, Guest Artist in Dance Middough Building, MB 266 Phone: 216-687-2115 E-mail: a.brown7@csuohio.edu</p>	<p>JOAN MEGGITT, Dance Instructor Middough Building, Dance Adjunct Office, MB 265 Phone: 216-875-9649 E-mail: j.meggitt@csuohio.edu</p>
<p>ALLAN BYRNE, Theatre Instructor Middough Building, Theatre Adjunct Office, MB 256 Main Office Phone: 216-687-2113 E-mail: a.p.byrne@csuohio.edu</p>	<p>TERRY PIERITZ, Costume Shop Supervisor, Faculty Designer Middough Building, Costume Shop, MB 515 Phone: 216-875-9661 E-mail: t.pieritz@csuohio.edu</p>
<p>SARAH CAREY, Dance Instructor Middough Building, Dance Adjunct Office, MB 265 Phone: 216-875-9649 E-mail: s.e.carey@csuohio.edu</p>	<p>JEFF RYDER, Theatre Instructor Middough Building, Theatre Adjunct Office, MB 256 Main Office Phone: 216-687-2113 E-mail: j.c.ryder73@csuohio.edu</p>
<p>LISA DECATO, Dance Instructor Middough Building, Dance Adjunct Office, MB 265 Phone: 216-875-9649 E-mail: L.decato@csuohio.edu</p>	<p>MANDY STEVENS, Theatre Instructor Middough Building, Theatre Adjunct Office, MB 256 Main Office Phone: 216-687-2113 E-mail: m.m.stevens81@csuohio.edu</p>
<p>CHRISTINE DICELLO, Dance Instructor Middough Building, Dance Adjunct Office, MB 265 Phone: 216-875-9649 E-mail: l.dicello@csuohio.edu</p>	<p>DEANDRA STONE, Asst to the Director of Dance Middough Building, Dance Adjunct Office, MB 265 Phone: 216-875-9649 E-mail: d.m.stone53@vikes.csuohio.edu</p>

STUDENT REPRESENTATIVE

STUDENT REPRESENTATIVES

Students are represented by an individual elected to do so by the assembled student body. The representative serves as the voice of the students at M3 (Majors Monthly Meetings) and in private consultation with the Department Chair. The selection process for identifying student representatives is a democratic one in which students nominate and elect the representatives.

The student representative for the 2020-2021 Academic Year is Kierstan Conway – k.k.conway@vikes.csuohio.edu

III. GENERAL INFORMATION FOR MAJORS / MINORS

MAJORS/MINORS OFFERED

The Department of Theatre and Dance currently offers these programs:

- Theatre Major (with concentrated tracks in Acting, Directing, and Design/Tech)
- Theatre Minor
- Dance Major (with concentrated tracks in ‘Creative Process and Performance,’ and in ‘Dance in Community’)
- Dance Minor

Track sheets for these on our website at <http://www.csuohio.edu/class/theatre-dance/academics> or in the literature rack next to our Call Board on the 2nd Floor.

ADVISING AND REGISTRATION PROCEDURES

Academic Advising is an invaluable component to any student’s academic progress. Cleveland State University’s professional advisors work closely with each student individually to help them achieve their personal, academic and career goals.

Ongoing services provided include: assistance with academic, general education (GenEd) and college requirements, course selection, help with study skills, monitoring academic progress and academic success support –including appropriate contact and intervention for students in academic distress. Other service areas include: Major and career exploration, assimilation to University life, petition assistance, graduation application information and ongoing referrals to appropriate University resources and opportunities.

All students have an assigned University advisor that will assist them with university and college requirements. To locate your University assigned advisor, log in to CampusNet, click on the Student tab and select the blue star. You can identify your University advisor and schedule an advising appointment by locating them in your My Success Network box.

Each Theatre and Dance student should consult with a College of Liberal Arts and Social Sciences (CLASS) college advisor by calling 216-687-5040, emailing class.advising@csuohio.edu, or by logging into CampusNet and clicking the blue Starfish star to schedule an online appointment in order to register for General University courses. Students should do this to review University degree requirements, etc. that are necessary for enrollment requirements.

Please note that seeing a CLASS Advisor is different than seeing your Theatre Advisor. Students should do both once per semester. OUR CLASS ADVISOR FOR 2020-2021 is Melissa Steinmetz: at m.a.steinmetz@csuohio.edu, or by scheduling with her through Starfish

Advising for specific Theatre & Dance classes for the major or minor is done by designated Department faculty members Toby Bercovici, Dr. Lisa Bernd, Russ Borski, Lynn Deering, and Holly Holsinger. Your assigned Theatre Advisor will be emailed to you at the beginning of each semester. Again, these Theatre Advisors are separate from your CLASS Advisor, and should also be consulted at least once per semester regarding course scheduling and program progress for your specific Theatre program progress.

ACADEMIC CODE OF CONDUCT

Website link: (<https://www.csuohio.edu/sites/default/files/StudentCodeOfConduct.pdf>)

All Theatre students are expected to know and uphold the Student Code of Conduct.

For information on Grading and in-depth details on related issues like Taking Courses on an Audit Basis, Taking Courses as Satisfactory/Unsatisfactory, Repeat Course Policy, etc., please visit the Campus Registrar’s website at: <https://www.csuohio.edu/registrar/grading-information>.

CLASS EXPECTATIONS

Communication

The Theatre and Dance faculty are dedicated to a mentoring system designed to make your stay at CSU a productive and exciting experience. We promote communication and problem solving skills. The following steps are the processes for communication:

- For a problem directly related to a course, the student should go directly to the instructor. If there is no agreed upon resolution, the next step is to contact the Department Chair.
- For information or a problem related to a Program issue, the student should see the Chair.
- If the problem is not resolved at these two levels, the student has the option to go to the Dean or to the Admissions and Standards Committee.

Attendance

Theatre and Dance are disciplines demanding rigor, focus, and extraordinary commitment from its participants. Those qualities are as necessary in training for the field as they are in the profession itself. Accordingly, it is expected that each student in the department will be fully participatory in classes, workshops, productions. Missing or being late for class is not an option, except under the most extreme conditions. Unexcused absences equivalent to one week of classes will constitute the student's grade being dropped the equivalent of one letter grade. Unexcused absences beyond one week may necessitate dropping the course. Excused absences require written documentation for medical or other emergency reasons.

Class/Rehearsal Clothing

Many of the practicum classes require the student to engage in movement exercises or other physically demanding tasks. Please dress ready to move. Clothes should be loose-fitting but not baggy or sloppy. No logos or words. Students should feel good in what they are wearing. A student should consider these questions: "Would I feel comfortable bending over to touch my toes? Would I feel comfortable standing on my head? Would I feel comfortable running around the room? Would I feel comfortable if someone I wanted to impress was watching me?" If the answer to all the above is yes, the clothing is acceptable.

When working in the scene shop, avoid overly baggy or loose clothing and remove any "dangling" jewelry or other items that might cause a safety hazard. Shoes (closed-toed, non-heeled) must be worn at all times, as well as safety goggles when operating machinery.

IV. FACILITIES

Please note that all building may have updated hours of operation due to pandemic requirements.

The Department of Theatre and Dance Administrative Offices are housed in the 13th Street Building (formerly the known as the Middough Building), located at 1901 E. 13th Street, Cleveland, OH 44114. The performance venues are located in the Allen Theatre Complex, which is at 1407 Euclid Avenue, Cleveland, OH 44115.

The CSU Theatre and Dance performance spaces include three theatres: the **Allen Theatre Mainstage**, the **Outcalt Theatre**, and the **Helen Rosenfeld Lewis Bialosky Lab Theatre** (aka – "The Helen").

13th STREET BUILDING (FORMERLY KNOWN AS THE MIDDOUGH BUILDING)

Newly-renovated, the 13th Street Building is home to CSU's Arts Campus on floors 2 and 5. These spaces include office, classroom/studio and other support space for the Cleveland Play House (CPH) and the Cleveland State University Department of Theatre and Dance, as well as the CSU Department of Art and Design.

Tenants include CPH administrative offices, Case Western Reserve University studio and offices, CSU Theatre and Dance, and Art Department offices, and classrooms for art education, art history, graphic design, photography and printmaking, a scene shop, drawing and painting studios, props, wardrobe storage, costume shop, makeup/dressing rooms, rehearsal and dance studios.

SECURITY

DOWNLOAD THE RAVE GUARDIAN APP FOR IMMEDIATE SECURITY CONNECTION TO CSU POLICE

The Cleveland State University Police Department has partnered with Rave Mobile Safety to bring its award-winning mobile safety app to the CSU community.

Faculty, Staff, and Students can stay safe by using the free Cleveland State University **Rave GUARDIAN app**. By registering a CSU e-mail address, Students, Faculty, and Staff will have access to Rave GUARDIAN mobile services and will never be further than a button press away from CSU Police.

Link for more info: <https://www.csuohio.edu/police/rave-guardian>

“See something, say something”. Campus Security can be reached at 216-687-2020 (or x2020) for issues such as:

- Providing a safe escort to a vehicle
- Assisting with after-hours issues such as lock-outs and building problems
- Reporting a crime

To report any campus emergency dial 9-1-1 or 8-9-1-1 from any campus telephone. Most CSU phones have been upgraded with a dedicated "911" button near the upper right corner of the phone. This button provides direct contact with a CSU Police Dispatcher.

- Cell phone users should dial 9-1-1 and tell the operator to connect them with CSU Police.
- To report potentially violent activity, (216) 5BE-SAFE (523-7233).

Cleveland State University has the advantage of being positioned in an urban environment. However, along with the opportunities that are available come several challenges, foremost of which is student, faculty, staff, and facilities security. It is our collective responsibility to be vigilant in making sure our theatre is a safe environment for all. The following safety and security measures are to be observed by anyone using our facilities:

Official 13th Street Building hours are 7:00am to 10:00pm, accessible with a CSU proxy card. Under no circumstances are students allowed to utilize the building outside of these hours unless under direct supervision of a faculty or staff member and/or by consent of the Department Chair. 13th Street Building Front Desk Attendants are instructed not to allow students in the building outside of these hours for anything other than official, approved department business.

Students can utilize the free Campus Police escort services after 5:00pm by calling extension 2020.

Campus Police: 216-687-2020
Campus Police website: <https://www.csuohio.edu/police/police>
13th Street Building Front Desk: 216-687-2026
