

Fine Arts Division

**Theatre  
Department**

**Student Handbook**



**2019-2020**

## THE PURPOSE OF THIS HANDBOOK

This handbook exists to provide students with information that is vital to obtaining a degree in theatre or musical theatre at Missouri Baptist University. The handbook focuses on requirements for the degree and for maintaining a theatre department scholarship.

The primary aim of the theatre department at Missouri Baptist University is to equip our majors with the skills necessary to participate in any facet of theatre arts as well as give them the academic foundation they need to pursue a graduate degree. The theatre department also strives to create enriching experiences for campus life through our productions.

## THEATRE FACULTY & STAFF

### **MRS. KASEY COX (Assistant Professor of Theatre; Director of Theatre Program)**

Kasey Cox is a 2010 graduate of Missouri Baptist University with a degree in Musical Theatre and a 2014 graduate of Fontbonne University with a Master of Arts in Theatre. She has participated in over sixty full-length productions ranging from high school to community to collegiate to professional. Some of her favorite roles include Sally (*You're a Good Man, Charlie Brown*), Woman 1 (*Songs for a New World*), Rosie (*Bye Bye Birdie*), and Jo (*Little Women: The Musical*). She was the Artistic Director and founder of Acting Out!, Cape Girardeau, MO's premiere theatre company, from 2013-2015 and served on the inaugural board of Silhouette Productions in St. Louis. She is also an active member of STAM (currently serving as Vice President) and EdTA and has presented at a local and statewide level. Kasey has been participating as an actor and a director in drama ministry for 20 years, training with nationally recognized ministries such as The Applied Theatre Center, New Life Drama Company, and Youth With a Mission. She has performed in churches across the country using methods ranging from scenes to human videos to Augusto Boal's Theatre of the Oppressed. She also directs *In Character*, Missouri Baptist University's drama ministry team.

### **MRS. ANDREA ROBB (Adjunct Instructor of Theatre)**

Andrea Robb holds bachelor's degrees in Psychology and Theatre from MBU and a master's degree in Theatre from Fontbonne University. She teaches courses in Theatrical Costuming, Oral Interpretation of Literature and Appreciation of Theatre. She also assistant directs drama ministry troupe *In Character*. She has worked with various non-profits in the St. Louis and surrounding areas including Act Two Theatre, St. Louis Summer Players, Acting Out!, SATE, Breakdown STL, and Silhouettes Production Company. Favorite costume design credits include *Peter Pan*, *A Raisin in the Sun*, *Bye Bye Birdie*, *Altar Boyz*, *Anything Goes* and *The Amish Project*. Favorite performance credits include Chris Gorman in *Rumors*, Lisa Martin in *Falling*, Sour Kangaroo in *Seussical the Musical*, Combeferre in *Les Miserables* and Urleen in *Footloose*.

### **MS. ISABELLE SCHIEBE (Theatre Assistant/Shop Manager)**

Isabelle Scheibe is a recent graduate of Stephens College with a B.F.A. in Technical Theatre with an emphasis in Stage Management. Her first Theatre experience was "Honk!". She was five years old and has continued to love Theater ever since. After being a performer, Isabelle later found a new love for backstage work, which led her to Stephens College. There she was given many opportunities to stage manage, light design, sound design, & even direct. She also was given the opportunity to work over the summer with Stephens College Summer Stock Theatre in Okoboji Iowa, where the company puts on nine shows in ten weeks, with four of those shows being musicals. There she stage managed the musicals "Godspell" and "Annie" and also a fun loving farce "Not Now Darling". During Isabelle's last year at Stephens College she served on the executive board as the Production Stage Manager for the student run Warehouse Theatre and closed out her college career by being the stage manager for the final musical "Pippin". Isabelle is excited to get out and start to make an impact on the world of theatre and is excited to start this journey at Missouri Baptist University.

## THEATRE FACULTY & STAFF (CONTINUED)

### **MR. JASON STAHR (Adjunct Instructor of Theatre)**

Jason Stahr is entering his 30th year of working in professional theater. His list of professional credits include that of designer, director, actor, and playwright. He has his MFA in Theatre from Lindenwood University. Currently, Jason is the Director of Operations and Stage Services at the Touhill Performing Arts Center. He has also been the scenic designer for many MBU Theatre productions, including *The Diary of Anne Frank*, *West Side Story*, *The Crucible*, *Guys & Dolls*, and *Les Miserables*. Jason is an adjunct in the Theatre Department and teaches classes such as Stagecraft, Stage Management, Theatre Media, and Stage Makeup.

### **MRS. CLAIRE WARD (Adjunct Instructor of Dance)**

Claire Ward was born and raised in Los Angeles, California, where she trained and competed nationally in ballet, jazz, tap, and musical theater. Upon graduating high school, she toured nationally with the Radio City Rockettes in the 2008 Christmas Spectacular Arena tour. Claire then pursued a BFA in Ballet Performance from the University of Oklahoma School of Dance while dancing with the Oklahoma Festival Ballet, then continued her professional performing career with the Louisville Ballet, Missouri Ballet Theatre, and Common Thread Contemporary Ballet Company. She is a certified mat pilates and yoga instructor, and incorporates her knowledge from these certifications in her classes. Love, faith, and guidance are the foundation of Claire's teaching, and she is blessed to share her knowledge and passion with the talented students of Missouri Baptist University. In addition to teaching MBU's dance classes, Claire choreographs for MBU Theatre productions and coaches the competitive dance team.

## ACADEMIC ADVISING

Academic advising is an opportunity for you to connect with a faculty member one-on-one. You and your adviser will work together to create an individual academic master plan to complete your education requirements. This will assist you in planning each semester's schedule.

To complete all requirements for graduation in an efficient and timely manner, it is essential that you work with your adviser to schedule classes in their required order. Failure to schedule classes in the proper sequence (or dropping scheduled classes) may cause you to miss your targeted graduation date.

As a part of the advising process, you are responsible for:

- Making your own decisions based upon information and advice available.
- Understanding degree and program requirements as outlined in the MBU catalog.
- Seeking out degree sheets and information related to planning your academic program.
- Consulting your master academic plan before meeting with your adviser.
- Arranging advising appointments.
- Making an appointment for a Graduation Check with the Director of Records in the first semester of your junior year.

## PERIODICITY

Periodicity, as applied to course schedules, is a term that means courses are taught on a rotating basis. At MBU, some courses in the rotation are taught every other year. Because classes at MBU are smaller, periodicity is a necessity.

On a personal level, periodicity means that, as a student, you need to be aware of the class rotation cycle so that you can schedule your classes in the required order. As you select your courses you should consult the Missouri Baptist University catalog, degree sheets and your adviser to make sure you have scheduled the proper classes for each semester. Ultimately it is your responsibility to schedule classes in the required order for graduation. If you carefully select courses according to the sequence, you can complete your graduation requirements in a timely manner.

## FINE ARTS & THEATRE FACILITY

The use of any space outside regular class or rehearsal times must be reserved. You may contact Sarah Dickey at sarah.dickey@mobap.edu to set these reservations.

The **Dale Williams Fine Arts Center and Pillsbury Chapel** houses the Fine Arts Division: Music, Communications, Worship Arts and Theatre. It is also host to a number of special events throughout the school year, such as concerts by guest musicians and workshops with outside organizations.

**Fine Arts Office Suite (CFA 101).** This office suite houses the Communications faculty, several part-time instructors and the Fine Arts Administrative Assistant. Mailboxes for all Fine Arts faculty are located in this office.

**Classrooms 102 & 104.** Several theatre classes are taught in these classrooms.

**Fine Arts Computer Lab (CFA 108).** When not being used for a class, this facility is open to use by all MBU students regardless of major. Supervised evening and weekend hours are also available and are posted outside the door. No food, drinks, or chewing gum are allowed in the Music Lab at any time.

**Faculty offices.** The offices of all full-time Fine Arts faculty members are located on the lower level of the building. Class schedules and office hours are posted outside each door.

**Costume Storage (CFA 106).** The majority of the costume stock is kept in this room, in addition to wigs, shoes, and makeup supplies. Theatre majors are expected to contribute to the upkeep and maintenance of this area through their shop hours requirement.

**Mabee Great Hall.** The Mabee Great Hall functions as the lobby of the Fine Arts Center. It is often used for special events, such as dinners, receptions, job fairs, concerts and open houses.

**Pillsbury Chapel.** This 960-seat auditorium is the location of most of the large Fine Arts events, as well as weekly chapel services. This is the primary rehearsal and performance space for all theatre productions. Pillsbury Chapel is often used by outside groups for performances and other large events.

**Prop Storage.** Props and other supplies belonging to the Theatre department are stored backstage, in the closet just off stage right. Theatre majors are expected to contribute to the upkeep and maintenance of this area through their shop hours requirement.

**Tech Closet.** This storage area, located backstage left, houses most of the university tech equipment, such as cables, microphones, gels, and lamps. Access to this closet is allowed only through permission from the Special Events office.

**Rehearsal Room (CFA 205).** This is the main room where MBU musical ensembles, such as Chorale and Concert Band, rehearse. This room is also used as a classroom when needed. Auditions and music rehearsals for theatre productions will often take place in this room.

**Performance Hall (CFA 211).** The smaller of the two main performance venues (155 seats), the Performance Hall is one of the main theatre classrooms. It is also used for some small-scale theatre and opera performances, recitals, senior capstones performances, and showcases.

## SET LOAD-IN & SHOP POINTS

All Theatre, Speech/Theatre and Musical Theatre majors are required to attend and participate in set load-in and strike for every MBU Theatre production, whether or not they are members of the cast or crew. In addition to this requirement, majors are required to earn 15 shop points each semester. Shop points are the equivalent of one to two hours of work in maintaining the theatre department and facilities, special projects or set work outside of load-in. The purpose of shop points is to help students gain knowledge and experience in the operation and maintenance of theatre resources.

The Theatre Assistant is in charge of assigning tasks and keeping a record of tasks completed. Students are to contact the Theatre Assistant upon completion of their shop task to obtain the points for their work. Poor or incomplete work will result in either no or partial points being awarded for the task.

Possible tasks include (but are not limited to): organizing and cleaning, prop/costume inventory, costume/wig maintenance and care, assisting in tech/stage managing/ushering with non-Theatre Department events. Requests made be made, but final decisions and assignments will be made by the Theatre Assistant.

## THEATRE INTERNSHIPS (THEA 471, 472, 473)

### Course Description

This course exposes students to the disciplines and skills of the theatre through firsthand experience. Students must have completed a majority of their coursework in Theatre to enroll in this class. Prerequisites: Consent of instructor and consent of appropriate field supervisor.

### Course Objectives

To develop skills through hands-on experience and observation.

To demonstrate responsible and dependable work habits necessary for success in theatre production.

### Internship Course Procedures:

A copy of the Theatre Internship Contract must be submitted to the Director of Theatre before the student is officially registered for this class. The contract must be submitted before beginning the internship or the student will not be registered for the class and will not receive credit.

Students work at an approved site for an appropriate number of hours (135 hours minimum) as dictated by the assignment. The credit hours and tasks should be agreed upon at the beginning of the assignment. This would normally occur over a fifteen-week period (a regular semester or combined summer sessions).

However, upon consent of the instructor some flexibility is available in scheduling internship hours.

At the end of the internship period, the site supervisor will submit a Theatre Internship Assessment form, evaluating the performance of the Intern before credit and a final grade can be reported by the Internship Coordinator.

In addition to the completed contract page, students will be required to complete two short papers:

-Preliminary Report: The intern and his/her supervisor will cooperatively determine three goals and an appropriate number of measurable objectives of the internship.

-Final Report: A two to three page, typed, single spaced paper is to be submitted at the completion of the internship. This document is an opportunity for the student to describe and evaluate the internship experience, supervision, and his/her success in achieving the goals and objectives determined at the beginning of the term.

## SENIOR THEATRE CAPSTONE PROJECT

### Requirements & Procedures

All Theatre majors at MBU are required to present a Theatre Capstone during their senior year. This course is designed as a comprehensive measure of the knowledge and skill students have acquired in their particular major. There will be two primary dimensions to the capstone course: 1) an opportunity for students to reflect on and undergo assessment of their body of work in their major; and 2) an opportunity to synthesize the knowledge of communication arts theory and practice in a final project performance. All capstones will be comprised of two main elements: a portfolio and a public presentation. The portfolio and presentation will assess whether students have successfully completed the work required for their chosen degree. Since the department is diverse in emphases and specializations, students will be given an opportunity to design a final project consistent with their interests and experience.

#### Procedure

- **Choose a supervisor.** Your supervisor may be any of the full-time or part-time Theatre faculty. Your supervisor will help you narrow the focus of your project and guide you through the academic and artistic requirements.
- **Submit a proposal.** Students should submit a proposal covering the scope of the capstone to their supervisor. The proposal will be reviewed by the Theatre faculty to determine whether or not to allow the project to proceed. The proposal should be submitted the semester before the capstone is to take place.
- **Set a presentation/performance date.** The date and time must be coordinated through your supervisor and the Fine Arts office. This should be arranged at least one semester before the capstone is to take place. A signed contract must be submitted to the Fine Arts office in order to officially reserve the date and ensure that any necessary technical assistance will be provided.
- **Schedule a Capstone Hearing.** The supervisor will help the student coordinate a time for the hearing. The hearing must take place at least three weeks before the scheduled capstone and must include all who are participating in the presentation. The Theatre faculty will review the program and accompanying portfolio and evaluate the content and level of preparation the degree program being represented.
- **Reception.** The student may optionally hold a reception following their presentation or performance. Receptions are usually held in the Gallery section of Mabee Great Hall. The Special Events Office will provide guidelines for receptions, but the student is responsible for all the arrangements, costs, and cleanup.

#### Academic Requirements

The capstone project is meant to challenge the student to think critically and push the boundaries of their skill level to produce advanced theatrical work. The student is responsible for including at least four of the following theatrical elements in their presentation: acting, singing\*, choreography\*, make-up design, costume design, lighting design, set design, sound design, dramaturgy, directing, playwriting. Students may enlist the help of others to participate as actors, designers, etc., but the student must be directly responsible for four of the theatrical elements.

A portfolio, representing the students work throughout their college career, must be presented to the faculty at the capstone hearing. This portfolio can and should include any outstanding and significant coursework. This may include: all audition material (monologues, songs), design projects, research, historical critiques, playwriting examples, and production photos.

\*Students who wish to perform songs and/or choreography as part of their capstone must be actively participating in voice lessons and/or dance classes.



# THEATRE DEPARTMENT SCHOLARSHIP CONTRACT

## Missouri Baptist University

I have been awarded a Theatre Department scholarship at Missouri Baptist University. To maintain this scholarship and renew it for the coming semesters, I must live up to the following expectations:

- 1) I am a full-time student (12 credits per semester minimum) majoring in Theatre, Musical Theatre or Speech/Theatre at Missouri Baptist University and making acceptable progress toward my degree (taking the courses required and expected of a major).
- 2) I am enrolled, attending, and participating in rehearsals, performances and/or production meetings of theatre productions on the MBU Theatre season, as determined by the Director of Theatre. I will audition for all MBU Theatre productions unless I am assigned another specific position on the production team or stage crew. I am also fulfilling all requirements for other classes, ensembles, and productions in which I am enrolled.
- 3) I am maintaining an overall GPA of 2.5 at MBU (one semester of probation is allowed to improve the GPA if it falls below 2.5).
- 4) I am making MBU performances a priority over outside performance opportunities. I know that I must request special permission from the Director of Theatre before I may participate in outside performances during the academic year.
- 5) I am behaving in a professional and supportive manner to all MBU faculty, staff, and students.
- 6) I am obtaining all shop points as outlined in the handbook. I understand that I must contact the Theatre Assistant to obtain shop points.

Some students are not eligible for a theatre or music department scholarship because of outside scholarship opportunities. These students must adhere to this handbook to retain their theatre major status with the follow exceptions:

1. Students must participate in at least three of the six shows of the season.
2. Student must choose to either:
  - a) Participate in two additional shows, bringing their total to five
  - b) Participate in shop points

The student must make their choice known to the Director of Theatre no later than September 1 of each school year.

Scholarships related to individual ensembles are subject to the requirements of that ensemble and its director. Those are separate from these Departmental scholarship requirements.

I understand that as long as I am living up to these expectations of behavior and progress, my Departmental scholarship will continue from year to year. Failure to uphold these requirements may result in loss or reduction of the Departmental scholarship.

I accept the MBU Theatre Department scholarship and agree to abide by these terms and expectations in order to remain eligible for the scholarship each year.

Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Fine Arts Division Chair \_\_\_\_\_

