

Liberty University
Department of Theatre Arts
Academic and Production
Handbooks

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Department of Theatre Arts

Vision Statements

1. True and lasting identity is found in Christ alone.

But by His doing you are in Christ Jesus, who became to us wisdom from God, and righteousness and sanctification, and redemption, so that, just as it is written, "LET HIM WHO BOASTS, BOAST IN THE LORD." 1 Corinthians 30-31

2. The creative process is a sacred gift from the Creator.

But now, O LORD, You are our Father, We are the clay, and You our potter; And all of us are the work of Your hand. Isaiah 64:8

And He has filled him with the Spirit of God, in wisdom, in understanding and in knowledge and in all craftsmanship; to make designs for working in gold and in silver and in bronze, and in the cutting of stones for settings and in the carving of wood, so as to perform in every inventive work. Exodus 35:31-33

3. Serving others is a reflection of

Christ. *If I then, the Lord and the Teacher, washed your feet, you also ought to wash one another's feet. John 13:14*

4. Work ethic is pursuing excellence for the Glory of God.

Whatever you do, do your work heartily, as for the Lord rather than for men, knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve. Colossians 3:23-24

5. Growing in spiritual maturity is a

lifetime commitment. *For I am confident of this very thing, that He that began a good work in you will perfect it until the day of Christ Jesus. Philippians 1:6*

REHEARSAL DRESS CODE

Ladies

- Ladies should dress modestly at all times.
- See-through pants and shirts are not permitted.
- Strapless/backless shirts are not permitted.
- Shirts that are overly revealing are not permitted.
- Tank tops may be worn with proper undergarments.
- Leotard tops and modest dance wear may be worn.
- All piercings and jewelry must be removed prior to beginning rehearsal.
- Athletic shorts may be worn.

Gentlemen

- Men should dress modestly at all times.
- Athletic shorts may be worn.
- Sleeveless shirts and tank tops are permitted.
- Shirts that show midriff are not permitted.
- Earrings and nose rings may not be worn.

All students must wear appropriate shoes. Flip flops and open toe sandals are not permitted on stage. For classes meeting in the theatre rehearsal rooms, tennis shoes or appropriate theatre character or jazz shoes must be worn at all times.

Note: Please see *The Liberty Way* for Classroom Dress Code.



BA/BS Theatre Arts BFA Acting/Musical Theatre Academic Handbook

FACULTY & STAFF DIRECTORY

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PROPER MIC CARE

Your mic is vital to the success of the show! So we have to treat it with care like a delicate flower. The Sound Designer will have a specific way he wants your mic placed. This differs from show to show so there will be a trained sound assistant there to help. It is really important that you understand the responsibility you have to take extra care and not do things that will damage the mic pack or element. Please read below for a list of helpful information.

Your mic and element will be on the “mic table” in your assigned square (Please remember your number)

When it is your turn, grab your mic belt from your space on the mic table and put it on.

If possible, put your mic element on before your make-up. The sound designer will let you know when it is okay to do the opposite.

We use alcohol and sterilized pads/cotton balls to dry the skin where we plan to put the tape.

Please be respectful to your sound assistants.

Do not excessively bend, pull, or squeeze the mic element or element cable.

Do not make any changes to mic placement unless it is approved by the Sound Designer.

Physical Warm-ups should be done before you put your mic on.

After each show, it is YOUR responsibility to place your mic/mic belt/element back on the “mic table” in your assigned space.

COSTUME & DRESSING ROOM GUIDELINES

General requirements for actors- Unless otherwise specified, actors are asked to provide the following as a base layer:

Costumes (Men): compression shorts, white undershirt, black dress socks.

Costumes (Women): leotard and flesh-toned dance tights.

Make-up (Men/Women): Please provide a foundation, eyeliner, blush, and mascara.

Actors, in order to respect and preserve the costumes, please adhere to the following guidelines:

Please refrain from eating and drinking in costume unless a scene requires it (water is allowed in costumes).

Please wear deodorant whenever in costume.

Please refrain from using perfumes, colognes, or fabric fresheners on the costumes as these temporarily cover up smells while wearing deodorants prevent them.

Please report any damage to costumes to your respective wardrobe manager.

Please refrain from cleaning your costume. It is the wardrobe manager's responsibility to correctly maintain the costumes when not in use.

Please wear the correct undergarments as specified by your wardrobe manager or costumer.

Please complete all make-up application prior to dressing in costume-this includes application of facial hair.

Dressing Rooms Guidelines:

Actors, please help maintain the dressing rooms by keeping your designated station clean as well as hanging all costumes on clothes racks neatly in your tagged space, placing all costume accessories in your clothing bag or in the bin provided.

When department-supplied materials such as makeup or hair supplies run low, please notify your wardrobe manager.

Please do not bring food or drink into the dressing rooms. Water is the exception.

Costume Fitting and Make-Up Guidelines

Students are expected to attend their initial costume fitting, measurement appointment, and make-up appointment promptly and on time. If a student needs to reschedule the appointment, they will need to email the costume shop to reschedule. If the student continually fails to show up, the costume shop will schedule the fitting during rehearsal time.

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BACKSTAGE ETIQUETTE

- Always sign-in at the callboard upon arrival.
- Members of the opposite sex are not allowed in each other's dressing rooms unless helping with makeup. If students wish to socialize, they must do so in the greenroom, but not in the dressing spaces or backstage area.
- Once the house is open, actors are not allowed in the theater.
- No friends or guests are allowed backstage or in dressing rooms.
- No talking upon entering the backstage wings (off stage left and right).
- Never touch a prop or costume piece unless it is assigned (including weapons).
- Stay clear of entrances and exits if student is not making one.
- We follow the time table of the Director and Stage Manager and no one else. All changes in time schedule (such as mic checks, makeup, prop checks, etc.) must be approved by the Director. If a time is changed and approved by the Director, the Stage Manager will inform the necessary people. Otherwise, it is not official.
- We often hire contractors from outside the university to come in and work specific jobs (such as sound, electrical work, set design, makeup, costuming , pianist, etc.). They have been hired to perform a specific job at a specific time and place, at our request. These outside contractors have no authority over the show or the students. They may not make changes regarding the show or the schedule without the knowledge of the Director or Stage Manager. Please understand that you only answer to the Director and Stage Manager, with regards to the production.
- Every actor helps with strike after the last performance. It is a part of the final grade.
- All students must maintain proper hygiene.

Note: For information regarding Shop Safety, please download the Scene Shop Safety Manual from the Policies and Procedure page of the Theatre Arts Department website.

PRODUCTION GUIDELINES

•All students who participate in productions on-stage, or off-stage as stage manager, assistant stage manager, prop master, assistant prop manager, wardrobe manager, assistant wardrobe, hair and makeup, assistant hair and makeup, sound assistant, rigging operator, projections, light board operator, follow spot operator, running crew, deck chief or scenic assistant must register for THEA 300. Students will receive a grade for these courses.

•Students must attend all scheduled rehearsals on time and successfully complete all performances for a higher grade.

•Students may only miss rehearsals due to injury or severe illness. Missing rehearsals without an excuse will result in dismissal from the production.

•Students may not miss any performances unless it is a school sanctioned absence. Missing a performance is an automatic failing grade.

•If the University requires a student to be withdrawn from a production due to academic or disciplinary matters, the student will receive a grade based on the work completed up to that point, with added papers to make up for the missed performances.

•Sexual misconduct or use of alcohol and/or drugs will result in the student being removed from productions for the semester.

•Students are responsible for purchasing their own rehearsal/performance shoes, performance make-up, production journal, and portfolio.

PROGRAM OUTCOMES BACHELOR OF ARTS AND BACHELOR OF SCIENCE IN THEATRE ARTS

The student will be able to:

- *Articulate a personal process as a creative artist grounded in the history and current practices of theatre.
- *Evaluate multiple worldviews from a Biblical perspective.
- *Create original and re-interpretive theatrical work evidenced by a consistent work ethic and respect for professional ethics.
- *Integrate research and critical thinking skills to deepen and refine the quality of artistic work.
- *Communicate effectively in written, oral, visual and technological formats.

PROGRAM OUTCOMES BFA ACTING AND BFA MUSICAL THEATRE

The student will be able to:

- *Articulate a personal aesthetic as a creative artist, grounded in the history and practices of theatre.
- *Evaluate multiple worldviews from a Biblical perspective.
- *Create original and re-interpretive theatrical work, evidenced by a consistent work and respect for professional ethics.

As well as:

BFA in Musical Theatre

- *Demonstrate advanced proficiency in musical theatre performing synthesizing movement, voice, and acting techniques.

BFA in Acting

- *Demonstrate advanced proficiency in performing synthesizing movement, voice, and acting techniques.

MISSION

The Department of Theatre Arts provides instruction in the theory and practice of theatre performance and production in order to prepare students for success in their personal and professional lives. Central to the departmental mission is the development of observant, sensitive theatrical artists, who with skills, training, knowledge, and professional attitudes may glorify Christ in the world through the practice of their craft and the testimony of their lives.

LIBERTY UNIVERSITY'S WORLDVIEW STATEMENT

Liberty University embraces a worldview that is both historically Christian and biblical, and that underlies the very concept and origins of the University. We hold that God exists and is the source of all things, all truth, all knowledge, all value, and all wisdom. We hold that God has created an orderly universe according to His design and purpose and for His glory, and that He has created human beings in His image. God is actively at work in the world and history, governing them according to His ultimate purpose. From these foundational principles, it follows that truth exists and that there is a standard of right and wrong. We hold that all of creation is fallen as a result of human sin. Finally, we hold that God has revealed Himself and His ways in the natural created order, in history, in the Bible, and supremely in Jesus Christ. God in love and through the sacrificial work of Jesus Christ is redeeming humans and the entire created order.

PRODUCTION

The policies and guidelines laid out in the following sections are focused on the production and performance aspects (both on and off the stage) of the

Department of Theatre Arts.

HONOR SOCIETY - ALPHA PSI OMEGA

Kappa Theta Alpha is Liberty's proud chapter of Alpha Psi Omega, the National Theater Honor Society. An undergraduate student must have completed at least 15 semester hours in theatre arts (excluding performance/production credits) with a grade in all theatre courses averaging at least a 3.50 and must have a general average of at least a 3.2 in all classes. Candidates must have participated in at least five Liberty University Theatre productions (THEA 300 and/or THEA 491) and be in good ethical standing with the University. All inductees must be voted into the society by a majority of the Liberty University Department of Theatre Arts faculty and staff.



BACHELOR OF ARTS IN THEATRE ARTS COURSES

Core Courses (52 Hours)

All courses are 3 credit hours unless otherwise noted.

THEA 201	Acting I
THEA 202	Stagecraft
THEA 211	Theatre History I
THEA 212	Theatre History II
THEA 231	Script Analysis
THEA 241	Voice for the Stage I
THEA 271	Introduction to Theatrical Design
THEA 300	Theatre Practicum (1 hr)
THEA 300	Theatre Practicum (1 hr)
THEA 301	Acting II
THEA 331	Stage Management & Directing
THEA 381	Christian Aesthetics in Theatre (1 hr)
THEA 412	Site-Specific Theatre
THEA 431	Playwriting
THEA 481	Careers in Professional Theatre
THEA 491	Senior Capstone (1 hr)
THEA Elective	(THEA 341, 342, 343, 344, or 497)
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FREE ELECTIVES (3-6 Hours)

BACHELOR OF SCIENCE IN THEATRE ARTS COURSES

Core Courses (52 Hours)

All courses are 3 credit hours unless otherwise noted.

THEA 201	Acting I
THEA 202	Stagecraft
THEA 211	Theatre History I
THEA 212	Theatre History II
THEA 231	Script Analysis
THEA 241	Voice for the Stage I
THEA 271	Introduction to Theatrical Design
THEA 300	Theatre Practicum (1 hr)
THEA 300	Theatre Practicum (1 hr)
THEA 301	Acting II
THEA 331	Stage Management & Directing
THEA 381	Christian Aesthetics in Theatre (1 hr)
THEA 412	Site-Specific Theatre
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FREE ELECTIVES (18-21 Hours)

VIEWING ACADEMIC PRODUCTIONS

All THEA Majors are expected to attend all of the Department of Theatre Arts Academic Productions—this will be stated in all THEA course syllabi. Exceptions are made only for those in the cast/crew of a show, which renders them unable to view the production.

GRIEVANCE POLICY

In conjunction with Matthew 18, students are encouraged to make every effort to resolve their problems and concerns with the faculty or staff member involved. Students should email the faculty or staff member for a time to meet and if the student would like, they may bring someone along with them to the meeting. If this meeting fails to resolve the issue, the student should then meet with the Chair of the Department and from there, the Dean of SCA.



VIOLATION PENALTIES

Students failure to comply with department policy risk the following sanctions:

All THEA Majors:

- *Prevention or removal from production assignments.
- *Denied entrance into the BFA program.

Accepted BFA Majors:

- *Prevention or removal from production assignments.
- *Removal from the BFA program

DEPARTMENT GRADING & ATTENDANCE POLICIES

Theatre majors must receive a C or higher in all Theatre classes.

All assignments within each class will be accompanied by independent grading rubrics.

Liberty University Academic Policies: Please refer to Liberty University's current catalog for all academic and grading policies.

All THEA Majors are expected to attend all Theatre Arts Department Academic Productions—this will be stated in all THEA course syllabi. Exceptions are made only for those in the cast/crew of a show, which renders them unable to view the production. Students in the cast/crew of a show are still subject to any and all academic assignments attached to the viewing of a production.

ADA REQUIREMENTS

Complying with Section 504, the Theatre Arts Department allows reasonable accommodations to provide equal program access to all students with handicaps. Academic requirements, such as classroom location, will be modified on a case by case basis, to afford qualified handicapped students and applicants an equal educational opportunity. In the event that a second floor classroom prevents students with disabilities from participating in academic study, then an alternative facility will be designated for that particular class. However, the Department is not required to provide accommodations if the accommodations would fundamentally alter the nature of the program or the academic requirements that are essential to a program of study or to meet licensing prerequisites. It is the student's responsibility to disclose disabilities. If a student fails to do so, the Department is not obligated to accommodate disabilities. Documentation and disclosure are handled through the Office of Disability Accommodation Support (ODAS).

OUTSIDE PARTICIPATION

Commitment to non-departmental projects (theatre productions, student films, etc.) is encouraged only **AFTER** semester casting and crew assignments have been completed. If a project beyond the current semester requires commitment, approval must be given by the Department Chair. For example, a student film casting in the fall and filming in the spring can only be committed to after the spring shows have been cast, unless the Department Chair has given the student an exemption from the conflicting theatre productions.

Students failure to comply with department policy risk the following sanctions: (1) Prevention or removal from BFA program; (2) Prevention or removal from production assignment.

BACHELOR OF FINE ARTS IN MUSICAL THEATRE COURSES

Core Courses (73 Hours)

All courses are 3 credit hours unless otherwise noted.

MUSC 105	Harmonic Practices and Theory I
MUSC 107	Musicianship I (1 hr)
MUSC 112	Group Piano I (1 hr)
MUSC 118	Vocal Technique: Musical Theatre
MUSC 119	Vocal Technique: Musical Theater II
MUSC 121	Voice (Freshman) (1 hr)
MUSC 122	Voice (Freshmen) (1 hr)
MUSC 221	Voice (Sophomore) (1 hr)
MUSC 222	Voice (Sophomore) (1 hr)
MUSC 321	Voice (Junior) (1 hr)
MUSC 322	Voice (Junior) (1hr)
THEA 108	Ballet & Modern I
THEA 109	Tap & Jazz I
THEA 201	Acting I
THEA 202	Stagecraft
THEA 208	Ballet & Modern II
THEA 209	Tap & Jazz II
THEA 241	Voice for the Stage
THEA 243	Voice for the Stage II
THEA 251	Musical Theatre I
THEA 300	Theatre Practicum (1 hr)
THEA 300	Theatre Practicum (1 hr)
THEA 300	Theatre Practicum (1 hr)
THEA 300	Theatre Practicum (1 hr)
THEA 301	Acting II
THEA 308	Adv. Techniques in Musical Theatre Choreography
THEA 321	Stage Movement
THEA 351	Musical Theatre II
THEA 381	Christian Aesthetics in Theatre (1 hr)
THEA 401	Acting III
THEA 421	Stage Combat
THEA 441	Stage Accents
THEA 471	Period Styles
THEA 481	Careers in Professional Theatre
THEA 491	Senior Capstone (1 hr)

BACHELOR OF FINE ARTS IN ACTING COURSES

Core Courses (73 Hours)

All courses are 3 credit hours unless otherwise noted.

MUSC 118	Vocal Technique: Musical Theatre
MUSC 119	Vocal Technique: Musical Theater II
MUSC 121	Voice (Freshmen) (1 hr)
MUSC 122	Voice (Freshman) (1hr)
MUSC 221	Voice (Sophomore) (1 hr)
MUSC 222	Voice (Sophomore) (1 hr)
THEA 108	Ballet & Modern
THEA 109	Tap & Jazz
THEA 201	Acting I
THEA 202	Stagecraft
THEA 241	Voice for the Stage
THEA 243	Voice for the Stage II
THEA 251	Musical Theatre I
THEA 300	Theatre Practicum (1 hr)
THEA 300	Theatre Practicum (1 hr)
THEA 300	Theatre Practicum (1 hr)
THEA 300	Theatre Practicum (1 hr)
THEA 301	Acting II
THEA 311	Acting for Film
THEA 313	Acting for Film II
THEA 321	Stage Movement
THEA 323	Stage Movement II
THEA 331	Stage Management & Directing
THEA 381	Christian Aesthetics in Theatre (1 hr)
THEA 401	Acting III
THEA 421	Stage Combat
THEA 423	Stage Combat II
THEA 441	Stage Accents
THEA 471	Period Styles
THEA 473	Period Styles II
THEA 481	Careers in Professional Theatre
THEA 491	Senior Capstone (1 hr)

POLICIES & PROCEDURES

The policies and procedures laid out in the following sections are focused on the academic aspects of the Department of Theatre Arts programs. Please refer to the Theatre Arts Department Production Handbook for policies and guidelines pertaining to the production and performance aspects of the department.

AREA AUDITIONS & CONFERENCES

VTA

The Virginia Theatre Association (VTA) is the largest state theatre association in the country. VTA is the central resource for connecting, creating, cultivating and advocating for practitioners of theatre in the Commonwealth. Each year theatre practitioners from across the Commonwealth come together to perform, compete, learn, audition and grow.

For more information about VTA, please visit their website .

SETC

The Southeastern Theatre Conference (SETC) is the strongest and broadest network of theatre practitioners in the United States. SETC provides extensive resources and year-round opportunities for many of their constituents. Their services, publications, and products contribute significantly to the careers of emerging artists, seasoned professionals and academicians. SETC energizes the practical, intellectual and creative profile of theatre in America.

For more information about SETC, please visit their website .

USITT

The United States Institute for Theatre Technology (USITT) was founded in 1960 as an organization to promote dialogue, research, and learning among the theatre design and technology community. Today, the USITT family includes members at all levels the the profession, and embraces new technologies being used in entertainment and the arts.

For more information about USITT, please visit their website.

UPTA

The Unified Professional Theatre Auditions (UPTA) is the largest combined audition conference in the United States bringing together year-round professional actors, producers, directors, and technicians.

For more information about UPTA, please visit their website.

BFA ENTRANCE AUDITION REQUIREMENTS

Musical Theatre Program Entry Requirements

**One 60-second Monologue*

- Monologues must be memorized
- One speaking character
- From a published, contemporary play – no books or movies
- No props or costumes
- Age-appropriate
- Subject to be worked by the Faculty

**Two 32-bar Song Excerpts*

- Song excerpts must be memorized
- From a Broadway musical
- One ballad selection
- One up-tempo selection
- At least one excerpt selection prior to 1965
- Sheet music must be properly marked with start and stop points and in the correct key
- Sheet music must be presented in a 3-ring binder
- Pianist will be provided

**Dance Call: There will be a short choreographed dance call following the final audition time.*

Acting Program Entry Requirements

**Two contrasting, 60-second Monologues*

- Monologues must be memorized
- One speaking character
- From a published, contemporary play – no books or movies
- No props or costumes
- No accents
- Age-appropriate
- Subject to be worked by the Faculty

**Headshot & Resume for both Acting and Musical Theatre*

Musical Theatre/Acting Audition Combined Entry Requirements

**Two contrasting, 60-second Monologues (see requirements above)*

**Two 32-bar Song Excerpts (see requirements above)*

VIDEO AUDITION SUBMISSION REQUIREMENTS

Video submission deadlines will be announced on our website as details are available.

- Monologue (medium-shot)
- Musical numbers (full-body shot)
- Slate (close-up shot)
- Name
- Name of School
- Year in School
- Hometown

Video submission should be via Youtube or Vimeo. All clips should be combined into one video and should use quality sound and lighting. Be sure to use a neutral, solid color background. Please ensure your face is completely visible at all times. Following the submission of your video, you may be contacted for a Skype or in-person interview.

BFA ACCEPTANCE APPEAL PROCESS

If the Faculty do not accept a student into the BFA program, the student may appeal to the Chair in writing for a second audition to happen before the next open audition date.

If the Chair grants the request for a second audition and the Faculty do not accept the student for a second time, the student may then appeal to the Dean in writing for an alternate decision.

If the Chair denies the request for a second audition, the student may then appeal to the Dean in writing for a second audition. The Dean's decision is final.

There must be written documentation from the student of all appeals.

BFA ANNUAL EVALUATION

There will be an annual Progress Review for each accepted BFA student, beginning in the sophomore year: The review will set expectations for what the student needs to improve upon. If the student is continuously breaking policy or seems unfit to continue in the program (including but not limited to performance, production, in the classroom, grades, absence at auditions, not receiving permission for outside performance /production opportunities) the Faculty will confer and then decide whether or not the student is to be removed from the program.

GENERAL AUDITION & INTERVIEW INFORMATION

Students cast in a performance or production role must enroll in THEA 300. Fall auditions and interviews are usually held on the two nights before classes start in August. All fall academic shows and interviews for the semester are usually auditioned at the same time. All spring academic shows for the semester are usually auditioned and interviewed for at the same time.

Monologues/Songs may not contain profane language or any type of sexual innuendo.

An accompanist is provided for musical auditions.

Callbacks, if necessary, are usually posted the night of auditions.

Cast and Crew lists are usually posted by the end of the audition week.

If cast or chosen for a production role, you must initial beside your name on the cast sheet to indicate acknowledgement of a role.

GPA POLICY

A **2.0 cumulative GPA** is required to participate in each semester's productions and performances. This includes both department productions as well as outside productions.

ACADEMIC AUDITION & INTERVIEW INFORMATION

- All BA/BS Theatre Arts students are required to complete a production interview, with the option of an audition.
- All Freshman and Sophomore BFA majors who have auditioned and been accepted into the BFA program are required to complete an academic audition **and** a production interview.
- All Junior and Senior BFA majors who have **auditioned** and been **accepted** into the BFA program are required to complete an academic audition, with the option to interview.
- **Headshots and resumes are also required for auditions for all BFA's.**

Theatre minors and **INDS in Fine Arts** students are not required to complete an audition or production interview beyond the requirements of their DCP, but are welcome to do so.