

January 22, 15

**THEATRE ARTS**  
**COURSE ASSISTANT SCHOLARSHIPS: ACTING PEDAGOGUES**

Philosophy:

Theatre Arts offers courses and creative activities in which students learn to make, understand and evaluate theatrical events. Each year the department awards scholarships to exceptional incoming and continuing students. Student scholars serve the department and its mission in a number of ways. Acting Pedagogues serve as course assistants in Fundamentals of Acting, Characterization and Craft, and The Actor and the Classical Repertoire.

Rationale:

Students who become Acting Pedagogues often demonstrate interest in teaching, ability in acting and directing, and a strong capacity to impart to their peers enthusiasm about theatre as a humanistic discipline. Acting Pedagogues support course objectives and student learning by:

- Providing more chances for individualized observation and critique
- Providing increased rehearsal time and feedback for performances
- Modeling strong leadership skills

Duties and Responsibilities of Acting Pedagogues

1. Acting Pedagogues may be used in THTR 110 (Fundamentals of Acting), THTR 210 (Characterization and Craft), or THTR 310 (The Actor and the Classical Repertoire).
2. Pedagogues attend class meetings on a regular basis throughout the semester (but do not need to attend every class session). They assist with setting up and restoring the space, observing and taking notes, critiquing individual and group scene work, leading vocal and physical warm ups, and demonstrating acting concepts in class and lab as requested by the instructor.
3. Pedagogues meet with the instructor outside of class on a regular basis to plan for class exercises or share observations of student rehearsals outside of class.
4. Pedagogues attend the performance of shows outside of class time with the class.
5. Pedagogues meet with individuals and groups of students outside of class to coach them for performance assignments.
6. Pedagogues complete the university's online tutorial regarding sexual harassment and sign a non-disclosure agreement.
7. Pedagogues stay in regular email contact with the instructor and respond to student questions over email.
8. Pedagogues alert the course instructor to any developing issues within student scenes and provide qualitative and quantitative information to the instructor about rehearsals and performances that factor into the grades for the class. In some cases, pedagogues will grade quizzes or exams from a key of answers. Pedagogues do not give subjective grades or enter grades on websites.

### Duties and Responsibilities of Faculty Using Pedagogues

1. Instructors inform the students enrolled in the course about the role and duties of the pedagogue.
2. Instructors communicate with pedagogues regularly and in advance about schedules.
3. Instructors keep tabs on the pedagogues' time contributions and provide flexibility to keep the workload manageable.
4. Instructors share teaching, discussion, and coaching strategies with pedagogues and provide feedback about how the pedagogues are developing their skills.
5. Instructors provide mentorship to pedagogues about their work in the major and future work in theatre and education.

### Selection of Pedagogues

Each spring, a scholarship application circulates in the Department of Theatre Arts. Students who wish to be considered for a scholarship in the next academic year submit an application and indicate their top three preferences for type of scholarship (as course assistants or for production support). The faculty meets across the spring to consider the scholarship applications, select recipients, and make awards. The criteria for placement includes past achievements in classes and department productions; collaborative history with peers and faculty; emerging or defined interests and talents; department need for leadership in particular areas; the student's past assignments and future goals; the balance of recipients. Scholarships may be awarded for one or two semesters of the next academic year and may be in different areas by semester, or the same are all year.

### Supervision, Grading, Hours, and Confidentiality

- Pedagogues are supervised during their work with students in class. As the semester goes on, they have unsupervised coaching sessions with students and debrief about those sessions with the faculty instructor.
- Pedagogues interact with students in the acting classes to a high degree in order to facilitate the deeply interactive practice of theatrical collaboration.
- Acting Pedagogues average 6-8 hours a week on their work for the class. Higher hour weeks come during the run-up to final performances; some weeks have fewer hours to offset that busy time.
- Acting Pedagogues do not have access to the course grade book or any other confidential material. They do not see the instructor's evaluations of students. Any sensitive material pedagogues report to the instructor based on their observations prompts a discussion of confidentiality so pedagogues know how to protect the information.

## **THEATRE ARTS**

### **COURSE ASSISTANT SCHOLARSHIPS: CORE PEDAGOGUES**

#### Philosophy:

Theatre Arts offers courses and creative activities in which students learn to make, understand and evaluate theatrical events. Each year the department awards scholarships to exceptional incoming and continuing students. Student scholars serve the department and its mission in a number of ways. Core Pedagogues in the core classes and first year seminars serve as course assistants in Theatrical Experience and the Seminars in Scholarly Inquiry.

#### Rationale:

Students who become pedagogues in core classes and seminars often demonstrate interest in teaching, ability in acting and directing, and a strong capacity to impart to their peers enthusiasm about theatre as a humanistic discipline. Core Pedagogues support the course objectives and student learning by:

- Providing more chances for individualized observation and critique
- Providing increased rehearsal time and feedback for performances and writing.
- Modeling strong leadership skills.

#### Duties and Responsibilities of Core Pedagogues

1. Core Pedagogues may be used in THTR 275 (The Theatrical Experience) or SSIs 1 & 2 101 (Dionysus and the Art of the Theatre) or 190 (Translation on Stage or Sources and Adaptations).
2. Pedagogues attend class meetings on a regular basis throughout the semester (but do not need to attend every class session). They participate in discussion, help to lead acting exercises, and interact with students as a scene coach or writing respondent.
3. Pedagogues meet with the instructor outside of class on a regular basis to plan for class exercises or share observations of student rehearsals outside of class.
4. Pedagogues attend the performance of shows outside of class time with the class.
5. Pedagogues meet with groups of students outside of class to coach them for scene performances.
6. Pedagogues complete the university's online tutorial regarding sexual harassment and a nondisclosure statement.
7. Pedagogues stay in regular email contact with instructors and respond to student questions over email.
8. Pedagogues alert the course instructor to any developing issues within student project groups and provide qualitative and quantitative information to the instructor about rehearsals and performances that factor into the grades for the class. In some cases, pedagogues will grade quizzes or exams from a key of answers. Pedagogues do not give subjective grade or enter grades on websites.

### Duties and Responsibilities of Faculty Using Pedagogues

1. Instructors inform the students enrolled in the course about the role and duties of the pedagogue.
2. Instructors communicate with pedagogues regularly and in advance about schedules.
3. Instructors share teaching, discussion, and coaching strategies with pedagogues and provide feedback about how the pedagogues are developing their skills.
4. Instructors keep tabs on the pedagogues' time contributions and provide flexibility to keep the workload manageable
5. Instructors provide mentorship to pedagogues about their work in the major and future work in theatre and education.

### Selection of Pedagogues

Each spring, a scholarship application circulates in the Department of Theatre Arts. Students who wish to be considered for a scholarship in the next academic year submit an application and indicate their top three preferences for type of scholarship (as course assistants or for production support). The faculty meets regularly to consider the scholarship applications, select recipients, and make awards. The criteria for placement includes past achievements in classes and department productions; collaborative history with peers and faculty; emerging or defined interests and talents; department need for leadership in particular areas; the student's past assignments and future goals; the balance of recipients. Scholarships may be awarded for one or two semesters of the next academic year and may be in different areas by semester, or the same are all year.

### Supervision, Grading, Hours, and Confidentiality

- Pedagogues are supervised during their work with students in class. As the semester goes on, they have unsupervised coaching sessions with students and debrief about those sessions with the faculty instructor.
- Pedagogues interact with students in our classes to high degree in order to help facilitate the deeply interactive practice of theatrical collaboration.
- Core pedagogues average 4-8 hours a week on their work for class. Higher hour weeks come during the run-up to final performances; some weeks have many fewer hours to offset that busy time.
- Core pedagogues do not have access to the course grade book or any other confidential material. They do not see the instructor's evaluations of students. Any sensitive material pedagogues report to the instructor based on their observations prompts a discussion of confidentiality so pedagogues know how to protect the information.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

## **THEATRE ARTS PRODUCTION SCHOLARSHIPS**

### **DRAMATURGY**

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available for rehearsals all the way through opening night. Being a cast member in a faculty directed production does not relieve you of your responsibilities.

#### **Responsibilities:**

1. Meet with the director for preproduction conceptual work. Conduct research for this phase of work as needed.
2. Attend all production meetings.
3. Meet regularly with the director during the rehearsal process to brainstorm, reflect, and plan.
4. Attend rehearsals for the show on a schedule agreed upon with the director. Dramaturgs do not necessarily need to attend every rehearsal.
5. Support the cast of the show by providing inspiration, research materials, and engaging in creative problem-solving conversations.
6. Assist with or lead the planning of outreach events like: post-show talkbacks or panel discussions; class visits; campus event or conversations with student groups; the design and implementation of a lobby display.
7. Write notes for the program as agreed on with the director.
8. If needed, maintain the script if there is extensive cutting or rewriting of a script that is not under copyright or if original material is being generated by the company.
9. If needed, dramaturgs interact with the playwright of the show, if they are coming to campus or engaged in correspondence.
10. Liaise with the stage manager, house manager, and assistant director about any of the above items as needed.
11. Participate in postshow reflection and debriefing about the process and the product.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

## HOUSE MANAGER/COMMUNITY OUTREACH

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available to see a performance during tech week. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

### Responsibilities:

1. Make sure that there is a safe work environment for everyone.
2. Serve as the House Manager for faculty directed productions.
3. Serve as House Manager for department sponsored productions in the Norton Clapp Theatre.
4. Recruit ushers for each performance.
5. Meet with the Director and the Director of Theatre Production prior to opening night to receive special instructions.
6. Remain in the lobby for every production to assist late comers.
7. Coordinate with the University box office for ticket sales.
8. Coordinate with stage management for starting times of productions.
9. Have a safety plan in case of an emergency.
10. Assist in the training of your replacement.
11. Complete other tasks as directed by the Director of Theatre Production.
12. You are not required to House Manage for RDG, the Directing One Acts, or Senior Festival.
13. As Community Outreach scholar you are responsible for meeting with the director to discuss groups to contact both on and off campus whom we might benefit from or better serve through the production.
14. If the director wishes, you are to attend all production meetings and share the contacts you are making or the promotion you are doing.
15. Help to promote auditions and productions through the distribution of posters, fliers, and bookmarks.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

## LIGHTING

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available Saturday and Sunday of both "work day" and "tech" weekends. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

### Responsibilities:

1. Make sure that there is a safe work environment for everyone.
2. Maintain all lighting equipment.
  - schedule and supervise cleaning and maintenance work call in fall
  - inform Director of Theatre Production of needed expenditures
3. Serve as production electrician for the faculty directed productions.
  - supervise electric crews
  - hang, circuit, and focus plot
4. Train light board operators.
5. Assist the Lighting Designer.
6. Supervise the electric strike.
7. Hang, circuit, and focus for Directing 313 One Acts.
8. Hang, circuit, and focus other events in the theatre as needed.
9. Oversee the use of lighting equipment during Senior Festival.
10. Oversee the use of lighting equipment during RDG.
11. Check out/in lighting equipment for student productions.
12. Recommend future lighting equipment expenditures.
13. Assist in the training of your replacement.
14. Complete other tasks as directed by the Director of Theatre Production.
15. You are not required to Design for RDG or Senior Festival.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

## PROPS

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available Saturday and Sunday of both “work day” and “tech” weekends. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

### Responsibilities:

1. Make sure that there is a safe work environment for everyone.
2. Maintain both hand prop and furniture storage.
  - a. schedule and supervise cleaning in early fall and late spring
  - b. inform Director of Theatre Production of needed expenditures
3. Serve as Prop Master for the faculty directed productions.
  - a. Compile and maintain comprehensive prop list with stage manager b. Supervise prop crews
  - c. Provide required rehearsal props to stage manager d. Acquire or build all props required
  - e. Work with Scenic Designer for desired effect f. Attend all production meetings
  - g. Coordinate all prop construction with Scene Shop Supervisor h. Coordinate all prop finishes with Scene Shop Supervisor
  - i. File all reimbursement paperwork prior to the production closing
  - j. Gas expenditures for your vehicle must be approved in advance by the Director of Theatre Production.
4. Supervise the properties strike.
5. Check out/in props required for Directing 313 One Acts.
6. Check out/in props required for Senior Festival.
7. Check out/in props for student productions.
8. Check in/out props for use by other theatres.
9. Assist in the training of your replacement.
10. Complete other tasks as directed by the Director of Theatre Production.
11. Provide an “end of year” report to the Director of Theatre Production reviewing the pros and cons of the position over the year.
12. You are not required to be Props Master for the Senior Festival.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.



## RESEARCH

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff.

### Responsibilities:

1. Develop with a research supervisor a research project in the area of theatre of your own choosing; projects often support production or curriculum in some way, however indirectly. With your application, include a brief (250 word max.) description of your interests.
2. Or, assist a faculty member with one or more research projects on which he or she is working.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

## SCENIC

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available Saturday and Sunday of both “work day” and “tech” weekends. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

### Responsibilities:

1. Make sure that there is a safe work environment for everyone.
2. Maintain and organize the paint area and paint equipment.
  - i. -inform Director of Theatre Production of needed expenditures
3. Oversee all painting for the faculty directed productions to the satisfaction of the Scenic Designer
  - i. -supervise paint crews
4. Train painters with desired techniques.
5. Assist the Scene Designer with all finishes.
6. Touch up stage and theatre for Directing 313 – One Acts.
7. Touch up stage and theatre for other events in the theatre as needed.
8. Touch up stage and theatre for Senior Festival.
9. Oversee the paint area for Senior Festival.
10. Assist in the training of your replacement.
11. Complete other tasks as directed by the Director of Theatre Production.
12. You are not required to Design or Paint for RDG or Senior Festival.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

## SOUND

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available Saturday and Sunday of both "work day" and "tech" weekends. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

### Responsibilities:

1. Make sure that there is a safe work environment for everyone.
2. You are encouraged but not required to be the Sound Designer for the faculty directed productions.
3. Maintain and organize all sound and clearcom equipment.
  - a. -inform Director of Theatre Production of needed expenditures
4. Oversee the sound production for the faculty directed productions.
  - a. -supervise sound crews
  - b. -set up equipment, place speakers, and patch
  - c. -Clearcom set up for production staff
5. Train sound board operators.
6. Assist the Sound Designer.
7. Supervise the sound strike.
8. Set up equipment for Directing 313 One Acts.
9. Set up equipment for other events in the theatre as needed.
10. Oversee the use of sound equipment during Senior Festival.
11. Oversee the use of sound equipment during RDG.
12. Check out/in sound equipment for student productions.
13. Recommend future sound equipment expenditures.
14. Assist in the training of your replacement.
15. Complete other tasks as directed by the Director of Theatre Production.
16. You are not required to Design for RDG or Senior Festival.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

## STAGE MANAGEMENT

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. Being a cast member in the faculty directed production is not possible with your stage management responsibilities.

### Responsibilities:

1. Make sure that there is a safe work environment for everyone
2. Serve as the Stage Manager for a faculty directed production, or as an assistant stage manager
3. Coordinate and disperse all communication between design and production staff and actors  
(including rehearsal and performance reports)
4. Facilitate all production meetings
5. Coordinate all rehearsals and auditions with the director
6. Make sure the rehearsal space is prepared for each rehearsal
7. Ensure that the director and actors receive proper breaks during rehearsal
8. Oversee actors and technical crew during rehearsal and performances
9. Record all blocking
10. Call all cues during the production
11. Gather information and expedite the production program
12. Create a safety plan in case of an emergency
13. Assist in the training of your assistant(s) and future stage managers
14. Complete other tasks as directed by the Director of Theatre Production
15. You are **not** required to Stage Manage the Directing One Acts, or Senior Festival

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

## WARDROBE

Prior to accepting this scholarship you must read, understand and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available Saturday and Sunday of both “work day” and “tech” weekends. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

### Responsibilities:

1. Make sure that there is a safe work environment for everyone.
2. Serve as wardrobe crew for one faculty directed production per academic year. If you are cast in the faculty directed production for which you are slated to be wardrobe crew, it is your responsibility to obtain and train a replacement.
3. Train any additional wardrobe crew necessary for faculty directed productions.
4. Supervise costume strike of faculty directed productions, Senior Festival and Directing 313 One Acts.
5. You should complete a minimum of 45 hours per semester specifically dedicated to the Wardrobe Scholarship outside of work-study shop hours (roughly 5 hours per week, average).
6. Assist in maintenance of costume shop and costume storage.
7. Assist in cleaning and maintenance work-call in early fall/ late spring for shop and storage facilities.
8. Check out/in costumes for on campus student productions.
9. Clean and restock costumes post-production.
10. Assist Costume Designer for one faculty directed/designed production per academic year.
11. Assist in costume construction for faculty directed productions and Senior Festival.
12. Assist in the training of your replacement.
13. Complete other tasks as directed by Director of Theatre Production and/or Costume Shop Manager.
14. You are not required to design for Senior Festival.

Failure to fulfill this position best of your ability may jeopardize your future scholarships and recommendations.