

*Department of  
Drama and Dance*

**STUDENT**  
**HANDBOOK**

**Compiled and written  
by  
Melissa Van Wijk ('99)**

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## ACADEMIC

### ADVISORS

All majors and minors, who are registered with the department, are automatically given an advisor. At the beginning of the semester the lists of advisors and advisees are posted on the call boards. The advisor who is assigned to a student will be the advisor until graduation. Advisors must be seen every semester before registering for classes. A student can not register for his/her classes until the advisor has cleared the student for registration by computer, even if a student registers by phone.

If a student wishes to work with a different advisor, he/she should notify the head of the program. It is recommended that students keep the same advisor.

The advisor should be notified if a student is considering an independent study course, an honors thesis, or a senior practicum, an internship for credit, or (summer) classes at another university.

### ATTENDANCE POLICIES

Attendance policies are determined by the instructor of a course. The attendance policies are described in the syllabi which are handed out by professors during the first week of classes. In most courses class attendance determines an important part of the final grade.

#### **Dance:**

In all technique classes students are permitted only three unexcused absences. An excused absence is an absence in the case of a family or health emergency, or in rare cases an absence that has been discussed and approved by the instructor. All other absences are considered unexcused. Only one of these three unexcused absences may be from Lab. A student may either miss two regular classes and one Lab, or miss three regular classes. Students are advised to let their professors know if they will be missing a class. Students can leave a professor a note in his/her mail box in the Drama and Dance office, or they can call their professor (and leave a voice mail).

### AUDITING CLASSES

Auditing undergraduate courses is available to individuals not currently enrolled in any higher education institution. Individuals planning to audit a course must pay 50 percent of the regular part time undergraduate tuition. Classes may be audited in any area with the permission of the instructor.

Hofstra students are usually not eligible for class auditing. However, if permission is granted by the instructor of the proposed course, a course may be audited. Drama students may audit classes in practical areas (acting, directing, production, design, etc.). Dance students may audit technique classes.

Dance students may audit classes that are below the level of those classes in which they are already enrolled or which they have already taken. Students wishing to audit classes above their level of placement should talk to the individual instructor in order to receive permission to do so. Upperclassmen who have met all university requirements may audit courses without receiving college credit pending the permission of the instructor and department chairperson.

Auditing students must participate fully in the activities of the course and abide by the terms stated in the course's syllabus. They will be treated as full fledged members of the class. They may be excused from final (written) exams by permission of the instructor.

# DANCE B.A. REQUIREMENTS

These are the current requirements for a BA in Dance. Students should consult the bulletin of the year they entered the university for requirements, since requirements may change and the check sheet used by the advisors may not have been updated yet. If the checksheet and the bulletin differ, the bulletin should be followed over the checksheet.

MAJOR REQUIREMENTS: BA IN DANCE (131A-J)		NON-MAJOR REQUIREMENTS	
COURSE	TERM COMP	GRADE	CREDITS
Dance 011M (Modern I)*			2.5
Dance 012M (Modern II)*			2.5
Dance 013 (Modern III)*			2.0
Dance 014 (Modern IV)*			2.0
Dance 015M (Ballet I)*			2.5
Dance 016M (Ballet II)*			2.5
Dance 017 (Ballet III)*			2.0
Dance 018 (Ballet IV)*			2.0
Dance 022 (Production)			3.0
Dance 111M (Modern V)*			2.0
Dance 112M (Modern VI)*			2.5
Dance 113 (Modern VII)*			2.0
Dance 114 (Modern VIII)*			2.0
Dance 115M (Ballet V)*			2.5
Dance 116M (Ballet VI)*			2.5
Dance 121 (Choreography I)			3.0
Dance 127 (Dance Apprec.)			3.0
Dance 128 (Hist. of Dance)			3.0
Dance 130 (Repertory)			3.0
Dance 132 (Styles)			2.0
Dance 133 (Senior Practicum)			2.0
<b>TOTAL CREDITS</b>			<b>49.0</b>

\*Registration in Ballet or Modern Labs A, B or C required.

MAJOR REQUIREMENTS: BA IN DANCE (131A-J)		NON-MAJOR REQUIREMENTS	
COURSE	TERM COMP	GRADE	CREDITS
Phil. 160 (Phil. of Arts)			3.0
PESP 107 (Kinesthetics)			4.0
Drama 55 (Rich & Perf)*			0.5
Drama 55 (Rich & Perf)			0.5
<b>TOTAL CREDITS</b>			<b>8.0</b>

\*One semester of Drama 55 must be taken concurrently with Dance 025.

MAJOR AND NON-MAJOR ELECTIVES		NON-MAJOR ELECTIVE OR MINOR	
(At least 2 a.b. must be taken from the following.)		(23-24 required, 18-18.5 for minor)	
COURSE	TERM COMP	GRADE	CREDITS
Dance 048 (Jazz I)			2.0
Dance 049 (Jazz II)			2.0
Dance 050 (Jazz III)			2.0
Dance 122 (Chor. II)			2.0
Dance 123 (Ind. Study)			1.0-3.0
Dance 130 (Repertory)*			3.0
Dance 132 (Styles)*			3.0
PESP 108 (Meth of Teach)			3.0
Dance 137 (Chor for Theat)			3.0
<b>TOTAL CREDITS</b>			<b>3.0</b>

\*Student graduates with 131A if 3 a.b. elective taken

MAJOR REQUIREMENTS: BA IN DANCE (131A-J)		NON-MAJOR REQUIREMENTS	
COURSE	TERM COMP	GRADE	CREDITS
Dance 011M (Modern I)*			2.5
Dance 012M (Modern II)*			2.5
Dance 013 (Modern III)*			2.0
Dance 014 (Modern IV)*			2.0
Dance 015M (Ballet I)*			2.5
Dance 016M (Ballet II)*			2.5
Dance 017 (Ballet III)*			2.0
Dance 018 (Ballet IV)*			2.0
Dance 022 (Production)			3.0
Dance 111M (Modern V)*			2.0
Dance 112M (Modern VI)*			2.5
Dance 113 (Modern VII)*			2.0
Dance 114 (Modern VIII)*			2.0
Dance 115M (Ballet V)*			2.5
Dance 116M (Ballet VI)*			2.5
Dance 121 (Choreography I)			3.0
Dance 127 (Dance Apprec.)			3.0
Dance 128 (Hist. of Dance)			3.0
Dance 130 (Repertory)			3.0
Dance 132 (Styles)			2.0
Dance 133 (Senior Practicum)			2.0
<b>TOTAL CREDITS</b>			<b>49.0</b>

\*Registration in Ballet or Modern Labs A, B or C required.

DEPARTMENT OF DRAMA AND DANCE  
Advisement Sheet / Advisor: \_\_\_\_\_

Student Name: \_\_\_\_\_ S.S. # \_\_\_\_\_  
Major: \_\_\_\_\_  
Minor: \_\_\_\_\_

Date Advised: FR. \_\_\_\_\_ SR. \_\_\_\_\_  
SOPH. \_\_\_\_\_ JR. \_\_\_\_\_

General Educational Requirements

Course	Term	Completed	Grade	Credits
ENGLISH (6 Credit Hours)				3
English I				3
English II				3
Proficiency Exam Date: _____				Total Credits _____

LANGUAGE (12 Credits Hours)

1. 2. Lang. \_\_\_\_\_ Placement Exam Results \_\_\_\_\_  
Levels 1-4, completed N.B. Language \_\_\_\_\_  
New Language - Levels 1 & 2, plus 6 credit hours from GLT, LIT, LANG \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
Total Credits \_\_\_\_\_

CORE COURSES (30 Credit Hour)

A. Humanities - 9 credits  
1. A.A.A. I, II, III \_\_\_\_\_  
2. Cl. Pract. \_\_\_\_\_  
3. A.A.A. DANCE 121 \_\_\_\_\_  
Total Credits \_\_\_\_\_

B. Natural Sciences & Mathematics - 9 Credits  
1. Science (incl. B) \_\_\_\_\_  
2. MATH/GRG \_\_\_\_\_  
3. Choice \_\_\_\_\_  
Total Credits \_\_\_\_\_

C. Social Sciences - 9 Credits  
1. Contemp. \_\_\_\_\_  
2. Perspectives \_\_\_\_\_  
3. Choice \_\_\_\_\_  
Total Credits \_\_\_\_\_

D. Cross-Cultural \_\_\_\_\_  
1. \_\_\_\_\_  
Total Credits \_\_\_\_\_

### **DANCE MINOR REQUIREMENTS**

A dance minor is required to take a total of 18 credits in dance courses:

Dance 127 (Dance Appreciation), 3 credits,

Dance 128 (History of Dance), 3 credits,

Dance 121 (Choreography I), 3 credits,

The remaining 9 semester hours may be chosen from the dance curriculum with the permission of the instructors. Drama 157 and one semester of Drama 55 may also be elected as partial fulfilment of the minor requirement.

### **DECLARING MAJOR**

Students should declare their major as soon as possible. Failure to declare a major or to change one's major has an effect on one's DAR (Degree Audit Report; a transcript the student and the department receive summarizing the student's academic status). When the information on a student's DAR is incorrect, advisement and registration become more complicated.

As soon as a student has declared his/her major, he/she should register with the department. Under no circumstances should drama and dance students seek advisement from Academic Advisement, since that office is not familiar with the particular requirements of the Drama and Dance Department.

Drama BA students who have been accepted into the BFA program by the department faculty, should change their major immediately from a BA in Drama to a BFA in Theatre Arts (performance or production sequence).

# DRAMA BA REQUIREMENTS

This is an overview of the requirements for a BA in Drama. Students should always consult their bulletin of first enrollment for accurate requirements. If the checksheet and the bulletin differ, the bulletin should be followed.

## BA GRADUATION CHECKSHEET

Student \_\_\_\_\_ SS# \_\_\_\_\_

Advisor \_\_\_\_\_ Date of Entry \_\_\_\_\_

Course (General Education)	Term Completed	Grade	Credits
I. ENGLISH			
English I			3
English II			3
Total Credits			6
English Proficiency Test: Date Passed _____			
II LANGUAGE (12 credits of language or Proficiency Waiver)			
1.			3
2.			3
3.			3
4.			3
Total Credits			12
III CORE COURSES (30 Credit Hours Required)			
A. Humanities - 9 credits (6 s.h. approx. and analysis; 3 s.h creative participation)			
1. ENG 115 (Shakespeare)			3
2.			
3.			
Total Credits			9
B. Natural Sciences & Mathematics - 9 credits (at least 3 s.h. from each category)			
1.			3
2.			3
3.			3
Total Credits			9
C. Social Sciences - Persp. & Concl. 9 credits (at least 3 s.h. from each category)			
1.			3
2.			3
3.			3
Total Credits			9
D. Cross Cultural Course - 3 credits			
1.			3
TOTAL CORE CREDITS			

Course	Comments	Term	Grade	Credit
<b>DRAMA REQUIREMENTS</b>				
DR3 Intro to the Theatre	(TOTAL CREDITS REQUIRED - 124 s.h.)			3
DR3 Play Production				4
DR9 Play Analysis				3
DR15 or 16 Stage Makeup or Lighting				2
DR55 Rehearsal&Performance 1				5
DR55 Rehearsal&Performance 2				5
DR55 Rehearsal&Performance 3				5
DR55 Rehearsal&Performance 4				5
DR55 Rehearsal&Performance 5				5
DR55 Rehearsal&Performance 6				5
DR163 Styles I				3
DR164 Styles II				3
DR173 History of Drama I				3
DR174 History of Drama II				3
DR175 Modern Drama I				3
DR176 Modern Drama II				3
Total Major Credits				33
<b>NON-DRAMA REQUIREMENTS - 13 - 23 credits</b>				
ENG115 Shakespeare	(take as core)			3
ENG116 Shakespeare				3
Total non-Major Required Credits				6
<b>MAJOR ELECTIVES (Minimum of 6s.h. must be taken; maximum of 12s.h. are allowed)</b>				
1.				
2.				
3.				
4.				
5.				
6.				
Total Major Elective Credits				
<b>NON-MAJOR ELECTIVES (25 - 31 s.h. required; 18 required for minor)</b>				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

## DRAMA B.F.A. REQUIREMENTS (Performance)

This is an overview of the requirements for a BFA in Theatre Arts (Performance). Students should always consult the bulletin of first enrollment for accurate requirements. If the bulletin and the checksheet differ, the bulletin should be followed.

Course (BFA Requirements)	Comments	Term	Grade	Credits
<b>DRAMA REQUIREMENTS</b>				
DR3 Iniro to the Theatre				3
DR5 Play Production				4
DR9 Play Analysis				3
DR13 Speech for the Actor I				3
DR14 Speech for the Actor II				3
DR15 Basic Stage Makeup				2
DR15 Stage Lighting				2
DR23 Speech for the Actor III				2
DR24 Speech for the Actor IV				2
DR55 Rehearsal&Performance 1				.5
DR55 Rehearsal&Performance 2				.5
DR55 Rehearsal&Performance 3				.5
DR55 Rehearsal&Performance 4				.5
DR55 Rehearsal&Performance 5				.5
DR55 Rehearsal&Performance 6				.5
DR59 Fundamentals of Acting I				3
DR60 Fundamentals of Acting II				3
DR131 History of Theatre				3
DR163 Styles I				3
DR164 Styles II				3
DR165 Acting, Char.&Sc Study I				3
DR166 Acting, Char.&Sc StudyII				3
DR167 Repertory Theatre I				3
DR168 Repertory Theatre II				3
DR173 History of Drama I				3
DR174 History of Drama II				3
DR175 Modern Drama I				3
DR176 Modern Drama II				3
DR190 Stage Directing				3
<b>Total Major Credits</b>				<b>69</b>
<b>NON DRAMA REQUIREMENTS - 13 - 23 credits</b>				
DNCE 11A Modern Dance I	take as core			2
DNCE 12A Modern Dance II	take as core			2
DNCE 13A Modern Dance I				2
DNCE 14A Modern Dance I				2
AH3 Art History	take as core			3
AH4 Art History				3
ENG115 Shakespeare	take as core			3
ENG116 Shakespeare				3
AVP90 Acting for TV & Film				3
<b>Total non-Major Credits</b>				<b>13/23</b>

<b>BFA PERFORMANCE GRADUATION CHECKSHEET</b>			
Student _____	SS# _____	Date of Entry _____	
Advisor _____			
Course (General Education)	Term Completed	Grade	Credits
<b>I. ENGLISH</b>			
English I			3
English II			3
<b>Total Credits</b>			<b>6</b>
English Proficiency Test: Date Passed _____			
<b>II LANGUAGE (12 credits of language or Proficiency Waiver)</b>			
1.			3
2.			3
3.			3
4.			3
<b>Total Credits</b>			<b>12</b>
<b>III CORE COURSES (30 Credit Hours Required)</b>			
<b>A. Humanities - 9 credits (6 s.h. approx. and analysis; 3 s.h. creative participation)</b>			
1. ENG 115 (Shakespeare)			3
2. AH 3 or 4 (Art History)			3
3. DANCE 11A			2
4. DANCE 12A			2
<b>Total Credits</b>			<b>9/10</b>
<b>B. Natural Sciences &amp; Mathematics - 9 credits (at least 3 s.h. from each category)</b>			
1.			3
2.			3
3.			3
<b>Total Credits</b>			<b>9</b>
<b>C. Social Sciences - Persp. &amp; Cont. - 9 credits (at least 3 s.h. from each category)</b>			
1.			3
2.			3
3.			3
<b>Total Credits</b>			<b>9</b>
<b>D. Cross Cultural Course - 3 credits</b>			
1.			3
<b>TOTAL CORE CREDITS</b>			<b>3</b>

**DRAMA B.F.A. REQUIREMENTS (Production)**

This is an overview of the requirements for a BFA in Theatre Arts (Production). Students should always consult their bulletin of first registration for accurate requirements. If the checksheet and the bulletin should differ, the bulletin should be followed over the checksheet.

<u>Course</u>	<u>Comments</u>	<u>Term Completed</u>	<u>Grade</u>	<u>Credit</u>
<b>IV. DRAMA REQUIREMENTS (70 Credit Hours)</b>				
Drama 3				3
Drama 5				4
Drama 9				3
Drama 15				2
Drama 16				2
Drama 17				2
Drama 18				2
Drama 19				2
Drama 20				2
Drama 55				
Drama 55				
Drama 55				
Drama 55				
Drama 55				
Drama 55				
Drama 59				3
Drama 78				3
Drama 131				3
Drama 155				3
Drama 156				3
Drama 163				3
Drama 164				3
Drama 173				3
Drama 174				3
Drama 175				3
Drama 176				3
Drama 178				3
Drama 179				3
Drama 190				3
Drama 192				3
<b>Total Credits</b>				<b>70</b>
<b>V. NON-DRAMA REQUIREMENTS (15 Credit Hours)</b>				
Art History 3				3
Art History 4				3
English 115				3
English 116				3
<b>Total Credits</b>				<b>12</b>
<b>VI. ELECTIVE</b>				
				3
				3
<b>Total Credits</b>				<b>6</b>

## **DRAMA MINOR REQUIREMENTS**

Drama minors are required to take 18.5 credits of drama courses with at least 6 hours in residence:

Drama 3 (Introduction to Theater Arts), 3 credits,

Three semesters of Drama 55 (Rehearsal and Performance), 1.5 credits,

The remaining 14 semester hours may be chosen from the following: Dram 5, 9, 55, 59A & 60A, 131, 132, 140, 150, 151, 173, 174, 175, 176.

## **FACULTY BIOS**

### **Chairperson:**

**Peter Sander:** (Acting) Award-winning director, prize-winning translator, professional actor. Former Master Teacher of acting and director, Performance Training, University of Missouri-Kansas City; Head, Professional Actor Training, Ohio University. Dramaturg, The Cleveland Playhouse. Co-author (with Morris Carnousky) of *The Actor's Eye*.

### **Dance:**

**Robin Becker** (Modern, Ballet) was a principal dancer with the Eleo Pomare Dance Company and has performed with Martha Graham Dance Company, the Pearl Lang Dance Company and as a guest artist with the Denishawn Repertory Company. She is the artistic director of Robin Becker & Company, which performs nationally. She has taught at the High School for the Performing Arts in New York City, the American Ballet Theatre and the Princeton Ballet.

**Stormy Brandenberger** (Acting Head of the Dance Program, Modern, Choreography I and II, Dance Production and resident choreographer for drama productions) is a recipient of many choreography grants and fellowships: National Endowment for the Arts, New York State Council on the Arts, Meet the Composer and Creative Artist Project Choreographer's Grant. Her dance choreography and theater work have been performed throughout the United States and Europe.

**Anita Feldman** (Kinesiology, Choreography) is artistic director of Anita Feldman Tap, an innovative tap dance/new music company that has performed internationally. Her choreography has received numerous grants including National Endowment Choreography Fellowships, New York State Council on the Arts Grants, and Meet the Composer/Choreographer Commissions. Her Book, *Inside Tap: Technique and Improvisation for Today's Tap Dancer*, was recently published by Princeton Books. She has taught courses and workshops at colleges throughout the country.

**Liza Gennaro-Evans** (Choreography for the Theatre) co-choreographed the production of *Anything Goes* and was the assistant choreographer for several Broadway projects including *Singin' in the Rain*, *The Threepenny Opera* and *Annie*. She was the choreographer for the Broadway musicals *The Most Happy Fella* (revival), *Annie II* and the revival of *Once Upon a Mattress*.

**Dyane Harvey-Salaam** (Modern) is a principal and founding member of Forces of Nature Dance Theatre, has performed with the Eleo Pomare Dance Company, The Chuck Davis Dance Company, on and off-Broadway productions. Adjunct professor at Manhattan Community College and Lehman College. She has served as artist-in-residence in numerous academic and community settings. She has choreographed for theatre companies: Troupe N.Y., The Acting Company, N.Y.U. Graduate Acting Program, and Urban Youth Troupe of Henry Street Settlement.

**Diane Lichtenberger** (Ballet) was trained at the School of American Ballet. She has danced in the corps de ballet at Radio City Music Hall, the Eglevsky Ballet, the Jose Limon Company and the Louis Falco Company. She has choreographed and directed in regional theatre.

**JoLea Maffei** (Modern) has premiered work at Theater of the Riverside Church, the Clark Studio Theater, the ribeca Center for the Performing Arts, and the Cunningham Studio, and has participated in showcases at Abizaid Arts and STEPS Studio. She served as co-artistic director, resident choreographer, and performer for the East/West Repertory Dance Ensemble from 1990 until 1995, and was a guest choreographer for Steeledance Company. The Maffei Dance Company had its first New York season at the Theater of the Riverside Church in 1998.

**Cathy McCann-Buck** (Modern) was a principal dancer with the Paul Taylor Dance Company. She has staged his works for major ballet and modern dance companies. She has been featured in five PBS productions for *Dance in America*, including the 1995 Emmy-winning *Speaking in Tongues*. Mikhail Baryshnikov invited her to join the White Oak Project touring with the company in Europe and the United States.

**Amanda Smith** (Dance Appreciation) holds a masters degree in both Dance and English. Her articles about dance have appeared regularly in such publications as *Dance Magazine* and *The Village Voice*. At Hofstra, she also teaches Writing and Literature in the Freshman Division, School of University Studies.

**Lance Westergard** (Ballet) made his professional debut at the Metropolitan Opera House In Anton Tudor's *Concerning Oracles*. During his career, he has danced in works by Eliot Feld, Lotte Goslar, Jose Limon, Lar Lubovitch, Anna Sokolow, and others. He has been ballet master for both Ballet Hispanico of New York and the Joffrey II Dancers. The National Endowment for the Arts, New York Foundation on the Arts and the Jerome Foundation have awarded him choreographic grants. He has performed and taught throughout the world.

**Laurence Galian** (Senior Dance Accompanist) has played accompaniment for the ballet star Natalia Makarova, and accompanied for such ballet and modern dance companies as Jennifer Muller and the Works, The Eglevsky Ballet and The Joyce Trisler Danscompany. He has produced a double-length CD, *Ballet Music for Barre and Center Floor* and published the book, *Beyond Duality: the Art of Transcendence*.

Hofstra University's dance accompanists are **Freda Afonin**, **John T. Prestianni**, and **Bernard Weinstock**.

### **Drama:**

**Estelle Aden** (Voice and Speech) Professional Actress. Member, Voice and Speech Teachers Assoc. (VASTA). Corporate voice coach. Contributing author, *Handbook for Executive Communication*.

**Royston Coppenger** (Theater History, Dramatic Literature, Styles) D.F.A. in dramaturgy and dramatic criticism, Yale University. Writer, translator, director, dramaturg. Directed off-off Broadway, Switzerland. Dramaturgy, American Ibsen Theatre, Indiana Repertory Theatre, The Mark Taper Forum, L.A. Former Teacher, Playwrights Horizons, New York University, Harvard, Carnegie-Mellon.

**Rycharad Curtiss** (Lighting Design, Technical Direction) M.F.A. in theatre design and technology, Northern Illinois University. Technical direction for the Lighting Theatre Company, lighting design for the HERE Theatre, set and lighting design for the Festival of New Works, NYU Tisch School of the Arts Dramatic Writing Program, NYC.

**Meganne George** (Set and Costume Design) M.F.A. in design, Ohio University. Set and Costume Designer, Adobe, Aegean, American Globe, Bulldog, Chain Lightning Theatre Companies, Circle in the Square Acting Ensemble, NYC. The Cleveland Play House. Published in *Backstage* and *Theatre Crafts International*.

**Jean Dobie Giebel** (Acting) M.F.A. in directing, Indiana University. Former associate director, Mint Theater and Riverside Shakespeare Company. Acted off-off Broadway and regional theater.

**James J. Kolb**, Ph.D., NYU (Dramatic Literature, Theater History) Teacher of Excellence Award, New York State English Council, Theater and Chair, Drama Dept., Nazareth College. Participant Speaker in humanities, NY Council for the humanities.

**D.J. Markley** (Design, Technical Theater) Scenery and lighting design: Playwrights Horizons, the Quai Theatre, PA State Festival Theatre. Obie Nomination for *Carousel*. Scenery and lighting for more than fifty Hofstra productions.

**Deirdre McGuire** (Costumes and Set Design) Designer, Westchester Playhouse, Utah Shakespearian Festival, Westbury Music Fair. Technical director/senior designer, California State-San Bernardino. Set-Costume Designer, Hofstra Shakespeare Festival.

### **GRADING POLICIES**

All policies will be discussed the first day of each class and given out in a syllabus. The components which determine the student's grade are left to the instructor's discretion. All core courses (including performance core courses) include a graded written component.

#### **Dance:**

Dance students' grades in their technique classes are based on (but not limited to):

Participation

Individual improvement

Attendance

Timeliness of assigned work.

There will be private *evaluations* at the end of the fall semester at which time the faculty will discuss with the individual student what areas the student needs to work on and improve. The student is then expected to work on these weak(er) points during the Spring semester. *Final exams* are given in the form of a class taught by the instructor. The faculty will evaluate the student's progress, which will be an important part of the student's final grade.

### **HOFSTRA BULLETIN (4 year contract)**

Each academic year Hofstra University develops a new Bulletin. The Bulletin of the year in which a student enrolls at Hofstra University, becomes his/her four year contract with the university. This means that the student should follow the program of his/her choice as it is determined in the Bulletin of the year of enrollment. Students who have no record of attendance at Hofstra University for a period of 15 months or more must follow the requirements set forth in the Bulletin in effect when they are re-admitted.

If the program should change after the student's year of enrollment, the student (and advisor) should still follow what was in the Bulletin of the year of enrollment. Students may, however, elect to follow the new requirements. Students are expected to keep a personal copy of their bulletins until they have graduated.

## **HONORS THESIS**

An Honors Thesis (also called an Honors Essay) is an independent three credit course offered to senior drama and dance students wishing to graduate with departmental honors. The requirements that determine eligibility are:

- senior dance, drama or theatre arts major
- minimum of 60 semester hours completed at Hofstra
- minimum of 15 semester hours in major field completed at Hofstra
- cumulative grade point average of at least 3.4
- grade point average in major of at least 3.5
- approval of chairperson of the department

Students will be informed of their eligibility by the departmental chairperson by the end of their sixth semester at Hofstra.

Students are required to obtain an advisor and to complete the appropriate forms by the end of the semester prior to undertaking the honors thesis. The course is offered in both the fall and spring semesters. Funds may be available for honors projects upon submission of a budget to the department chair.

The final part of any Honor Thesis includes an oral examination. This is the presentation and defense of the candidate's written thesis and/or project before the advisor and two additional members of the Hofstra administration or faculty. This constitutes the basis for the evaluation of the student and the determination of honors.

There are two degrees of honors: High Honors and Honors. The degree of honors bestowed upon a graduating student will be based on: 1) achievement in the honors thesis or in the honors seminar, and 2) grades in departmental courses. The major department will recommend the conferring of departmental honors.

### **Drama:**

The course is organized around a creative project (acting, directing, playwrighting, design, etc.) or an academic research project. In the case of the former, successful completion of the honors project includes practical realization of the effort, accompanied by written support of the process. This written component can be no less than 30-40 pages. This includes analysis of work, appropriate research, and a post project evaluation. Project evaluation entails a defense of the work before a committee comprised of the advisor and two members of the faculty.

In case of an academic research project, a topic must be presented and approved by the student's advisor. This topic can be composed of pure research or supported theory. The research paper can be no less than 70 pages.

### **Dance:**

An honors thesis in dance consists of a substantial honors essay or a performance project with a strong accompanying written component. If a performance project is chosen, DNCE 121 must have been completed. The performance project will consist of a choreography project and research paper of no less than 30 pages on a topic approved by the advisor. Weekly meetings with the advisor are required.

## **INCOMPLETES**

An incomplete (INC) may be given upon request, in the event that a student does not think he/she will be able to finish the required work for a class for the semester. A student is given an incomplete by the instructor on the understanding that he/she will finish the required work at a later date. The instructor will permit the student to complete and submit the missing work no later than the third week of the following semester. An incomplete has no effect on one's GPA until the course is completed.

All undergraduate students may accumulate up to nine credits of INC grades without penalty. Past this nine-credit limit, all subsequent INC grades, not made up, convert to F's at the end of the semester following the one in which they were assigned. INC's that are made up are not counted against the nine-credit limit.

Students with any kind of financial aid need to be very careful. Scholarships can be taken away and students with New York State money (TAP) need to take 12 credits or more in order to prevent their financial aid from being discontinued. If a student is only taking 12 credits, an incomplete can result in the loss of the TAP award, since the incomplete puts the student on part time status. Students should talk to their advisors and to a financial aid advisor (in Memorial Hall) before deciding to take an incomplete.

Drama and Theatre Arts students who hold two or more incompletes from the previous semester are ineligible for casting in departmental productions.

## **INDEPENDENT STUDIES**

An independent study is a project intended to allow a student to study and learn about a new area of theatre that is not offered as a course. An independent study can be worth one to three credit hours. This course is open only to juniors and seniors or by permission of the chairperson of the department.

An *Independent Study Form* must be filled out and approved in order to undertake one of these projects. This (typed) form must be completed and approved by the end of the semester before the semester of intended enrollment. The student and advisor decide upon one project, and the faculty advisor must give his/her written approval. The student may indicate whom he/she would like to be his/her faculty advisor. This is subject to faculty approval. The chairperson of the Drama and Dance Department must give his approval before the study can be undertaken.

Sometimes a new Course Code has to be set up for an independent study, which can take a few weeks. Students intending to take an independent study should take this into account when planning.

### **Dance:**

Independent Study in Dance (DANCE 123) is an individualized course designed to meet the special interests of a dance major or minor. An independent study can be a choreography project, an internship, a special class (in New York City or elsewhere), or a research paper.

### **Drama:**

Practical, or project work, should not consist of more than a lab presentation of scene work, rather than a fully-staged production.

**INTERNSHIPS**

Internships, study abroad or at other universities are not a requirement of the department. They can be arranged upon the student's initiative for credit as an elective or they can be taken not for credit. They must be arranged by the student with approval for a transfer of credit by the chairperson. Information on internships and study abroad are available to students in the drama and dance office. Students interested in studying abroad should be aware that the University requires students to take their last 30 semester hours in residence. Students can propose their own internships by presenting them to their advisor. It is recommended that students begin organizing their internships during the previous semester.

**Dance:** Internships can be done for credit either as a senior practicum or as an independent study of dance. They can range from 1 to 3 credits. The Dance program has records of all past internships and contact numbers for students available upon request to the head of the department. The list ranges from work in arts administration, health, education, journalism, legal administration, music, public relations, community work, business, fashion, film, TV and dance companies. The options are constantly growing and students are not limited to this list.

**JANUARY CLASSES (X-Term)**

The emphasis of this mini-semester (a three week session starting the first week in January) is on diversity. There are beginning, advanced and graduate courses and courses of general interest; courses earning up to three college credits; day, evening and weekend courses; on-campus and off-campus courses which involve travel.

Students attending this session may not earn more than three semester hours of credit or four semester hours of credit if offered on that basis. No core courses are offered during this session.

**Dance:**

Only Dance electives are offered during January session.

**Drama:**

During the January session the following courses are usually offered: Drama 277 (Theater Methods in Educational Dramatics, graduate course); Drama 151 (Theater Today).

**REGISTRATION WITH DEPARTMENT**

A white card stating that one is a dance or drama major or minor must be filled out at the beginning of every semester. These can be obtained in class during the first week of school or in the drama and dance office (in the Playhouse).

<b>NAME</b>			
<b>Last</b>	<b>first</b>		
<b>STUDENT ID#</b>		<b>CIRCLE APPROPRIATE #</b>	
		Freshman	1 2
		Sophomore	3 4
		Junior	5 6
<b>SCHOOL ADDRESS</b>		Senior	7 8
		Super Sr.	9 10
		<b>MAJOR</b>	<b>MINOR</b>
		Dr. Dance	Dr. Dance
<b>SCHOOL PHONE</b>		<b>MA</b>	<b>MAJOR</b>
		HFA Perf	
<b>PRINCIPAL INTEREST</b>		Prod	
<b>HOME ADDRESS</b>			

These cards are used to assign advisors, contact family in case of an emergency, mail important information over intersession and over the summer and as a way of contacting students during the semester.

## **SCHOLARSHIPS AND AWARDS**

### **Dance:**

- **Merit Awards**

This is a special scholarship that can be awarded to upperclassmen during the fall term. Information will be posted on the call board announcing the acceptance of applications for Merit Awards.

Students will be required to write a letter to the department expressing their current financial need and explaining their participation in the dance department. It is necessary that all dance activity within the department is discussed in the letter, to ensure that the faculty is made aware of all efforts.

Though all aspects of the letter will be considered, students should realize that financial need will play a major factor in awarding this scholarship.

A list of recipients of the Merit Award will be posted on the call board once the Faculty has discussed and decided who will receive an award. Merit awards must be used as partial payment towards the following spring semester. Merit awards, once received, are not automatically renewed. Awards may be granted, increased, decreased or discontinued.

- **Dance Scholarships**

The major dance scholarships are given to Freshmen as they enter the department. These are awarded based on individual financial need in conjunction with the student's performance at the annual "Grant-in-Aid" Scholarship Audition, held in the Spring semester. At this audition, prospective students participate in a ballet and modern technique class. They also have to present a short solo, which is reviewed by the dance faculty.

Once awarded, scholarship recipients are expected to demonstrate exceptional behavior and participation in all department functions, especially in class. Awards are renewed each year pending a favorable review from the dance faculty.

Recipients of the dance scholarships acknowledge an agreement with the dance program to take part in all departmental functions, participate in the departmental dance organization MoVoM, be available to all departmental dance auditions, rehearsals and concerts and to assist the faculty and dance program in special projects and guest workshops.

### **Drama:**

- **Activity Grants**

All full-time drama students with a G.P.A of 2.0 or higher may apply for an Activity Grant. A notice is posted on the Playhouse call board when applications may be submitted. Students must apply in writing, explaining their involvement in the department and the drama program, their grades and financial needs.

While grades and need are taken into consideration, the Activity Grants are awarded primarily on participation in the department.

- **Name Scholarships**

Donor scholarships have been created by the alumni and friends of Hofstra University. These scholarships are awarded annually according to various criteria established by the donor. Renewal of donor scholarships and awards may vary with the conditions established for particular awards. The following are theater-related scholarships.

**Donald Nelson Barnes Endowed Memorial Scholarship:** awarded to one or more deserving students upon the recommendation of the Chairman of the Drama and Dance Department to the Office of Financial and Academic Records.

**Ruth Liebson Endowed Memorial Scholarship in the Dramatic Arts:**

Awarded to a deserving student based on seriousness of commitment to an acting career, financial need and a demonstrated capability in the dramatic arts. Recommendation by the Chairperson of the Drama and Dance Department and a committee of his/her choice.

**Barry Andrew Kearsley Endowed Memorial Scholarship:**

Awarded to a qualified freshman majoring in drama based on the following criteria: the recipient is a stage management major or has a strong interest in stage management; or a design-tech student; or an acting major who has demonstrated an exceptional contribution in the area of design-tech. This award may be renewed for the same recipient for a period of four years. Recommendation by the Drama and Dance Department to the Office of Financial and Academic Records.

**SENIOR PRACTICUM****Dance:**

This is an independent course required of all senior dance majors and available to senior dance minors by approval of the head of the dance program. The course is taken for two credits. Students can take their Senior Practicum either in the first or second semester of their senior year. It usually consists of a project as well as a written assignment.

Students should start organizing their Senior Practicum the semester before they intend taking it. The student begins the process by choosing an advisor within the department. Every project is individually structured by each student and their advisor.

Once a student knows what his/her Senior Practicum will be, he/she will have to fill out a *senior practicum form* which is available in the Drama and Dance Office. This form then has to be approved by the advisor as well as by the chair person of the department.

There usually are a few different course codes for Senior Practica. The course code for which a student registers, depends on who his/her advisor is; the student should register for the course that is given by the advisor that he/she has chosen.

Previous projects include choreography, internships and regular class attendance at various dance schools in NYC.

**Drama:**

This is a project oriented course for senior BFA and BA drama majors or by special permission of the departmental chairperson. It is an individual project intended to allow a student to apply and test the use of skills already acquired; an acting project for a student who has taken acting classes but has had little or no opportunity to perform in departmental productions, or desires to explore a performance style or venue unavailable in the normal course of his/her program; or a directing project for a student who has taken directing classes and has done an independent study in directing and now wishes to direct a fully realized production; or a design project. The project may be practical in any area. Academic research papers and internships may also be used, pending approval. Directing practica should not be associated with productions presented by Masquerade or Spectrum Players.

Students must propose a creative project to a selected advisor (subject to approval by departmental faculty). The student has to fill out a *Senior Practicum Form* (available in the drama and dance office) at least one semester prior to the semester in which the senior practicum is taken. The course is offered in both the spring and fall and may be taken for 1-3 credits, upon the consultation and approval of the project advisor, academic advisor and faculty.

Funds may be available for drama and dance students working on a senior practicum, upon submission of a budget to the departmental chairperson. Senior practicums are graded by the advisor at the end of the semester.

## **SENIOR SHOWCASE**

The Senior Showcase is a yearly presentation of songs, monologues and scenes of an hour or less in New York City for an invited audience of agents, producers and casting directors. There is a short reception following the performance. The Senior Showcase occurs usually after spring graduation. It is not part of a class, nor is it a requirement.

The showcase is open to BFA performance students in good standing who have a desire to perform professionally. Senior BA performance majors may be eligible to participate by faculty invitation only. Students are expected to help with the performance arrangements and be prepared with appropriate material. Stage managers and crew positions are filled by volunteers. Student expenses involve at least \$400-500 for professionally photographed 8x10 headshots. Performers are required to obtain these prior to the performance.

## **STUDENT FACULTY ADVISORY BOARD (S.F.A.B.)**

The Student Faculty Advisory Board is a group of representatives elected by their fellow students, to work as the liaison between the students and the faculty. Its goal is to help solve problems and improve the dance and drama programs by discussing with the faculty and department chair concerns that students bring to the board's attention and to work towards practical solutions.

There is a Drama S.F.A.B. and a Dance S.F.A.B. board. During the fall semester each board has two sophomore, two junior and two senior representatives. At the end of the fall semester the current freshmen elect their two freshmen representatives for the spring semester. These freshmen representatives will stay on as the sophomore representatives for the following academic year. During the spring semester both boards each have eight representatives (two freshmen, two sophomore, two junior and two senior representatives). At the end of the year the sophomores elect the incoming junior representatives and the juniors elect the incoming senior representatives.

Both boards have internal elections for the President, Vice-President, Secretary and Faculty Representative. The Dance and Drama Faculty Representatives attend the monthly faculty meetings on behalf of S.F.A.B. and the students. On the Dance S.F.A.B. board only juniors and seniors are allowed to run for the position of President and Faculty representative.

Students may approach S.F.A.B. representatives at any time with questions or concerns. Drama S.F.A.B. holds open floor meetings regularly and they are announced on the call boards. Dance S.F.A.B. holds its open floors directly after the bi-weekly MoVoM meetings.

The Drama S.F.A.B. is in charge of the Drama Buddy Program; a program which teams upper-class members with incoming freshmen and transfer students to help new students adjust to life at Hofstra and in the department.

## **SUMMER COURSES**

The university offers a full program of day and evening undergraduate and graduate courses during two separate five-week academic sessions each summer. Day and evening courses usually meet Monday through Thursday. No undergraduate student may enroll for more than 6 semester hours, or, in the event of 3 and 4 semester hour courses, 7 semester hours. Exceptions to the above may be granted when special circumstances and the student's special capacities for the work permit. In that case written approval is required of the dean of the academic unit of the major or proposed major field of study. Students may obtain credit on their Hofstra records for courses taken in the summer session at another accredited institution if the courses have been approved in advance by the appropriate department and the Office of Financial and Academic Records.

**Dance:**

Only dance electives are offered during the summer.

**Drama:**

Usually Drama 59A (Acting Workshop for non drama majors, 3 semester hours) and Drama 277/278 (Theater Methods in Educational Dramatics for graduates, 3 semester hours) are offered.

**SYLLABI**

During the first week of classes all instructors hand out syllabi which outline the courses. They include information on what will be taught and discussed in class, assignments and due dates, (reading) materials students are required or recommended to buy and the grading policy. Students are responsible for knowing and following what is on the syllabus.

**TUTORIAL COURSES**

A tutorial class is a quasi-class offered on a one-on-one or small group basis as a substitute for a required course in the major that the student is otherwise unable to take. If a student has serious scheduling conflicts, he/she may be able to take a tutorial in order to fulfill the requirements. Tutorials may not be offered merely to suit the convenience of the student.

Students should plan a tutorial course the semester before they intend to take it. Once a tutorial is approved by the departmental faculty, the student(s) will meet with an advisor on a schedule determined by the student(s) and the advisor.

(Note: The difference between an independent study and a tutorial is that a tutorial is a regular class that is part of the required curriculum, whereas an independent study is a course specially designed to meet a student's interests and not offered in the curriculum).

## **DEPARTMENTAL PRODUCTIONS**

### **AUDITIONS**

#### **Dance:**

##### **Spring dance concert:**

Auditions are held in the fall semester for the Spring Dance Concert. Cast lists with tentative rehearsal schedules for the concert will be posted. It is at this time that one may discuss any conflicts he or she may have with the posted schedule. Dancers should be aware that rehearsals can and have been called for the last week of the January semester Christmas break). If one commits to a piece for which rehearsals are called at this time, it is mandatory that he or she be present at all of these early rehearsals. As a rule, Freshmen are only allowed to be cast in one of the Faculty choreographed pieces.

##### **Fall Dance Concert:**

Audition dates for those wishing to choreograph for the Fall Dance Concert will be set by the faculty for either the end of the Spring semester or the first week of the Fall semester.

Dance majors are encouraged to try out for any Drama department productions that interest them. Audition sign up sheets are posted on the call board just inside the backstage entrance of the Playhouse. Any requirements for these auditions (type of monologue, 16 bars of music, etc.) will also be posted. Unlike drama majors, dance majors are allowed to audition for Drama department productions their first semester at Hofstra.

Every other year the Drama, Dance, and Music departments work together to put on a major musical that is performed on the Playhouse stage. Dance majors and minors are encouraged to participate in this production as dancers and choreographers.

#### **Drama:**

Auditions for departmental productions are open to all students, except those who are first semester drama freshmen, those who are on university academic probation (a G.P.A. of 2.0 or lower), who have two or more incompletes from the previous semester, or who have a D/F in a major course.

Auditions are held traditionally in the first week of the fall semester for the fall productions and at the end of the fall semester for the spring productions. Audition requirements (what type of monologue, length, songs, etc.) and sign up sheets are posted on the call boards. Usually a mailing of the audition requirements for the fall productions is done over the summer.

Students are expected to dress appropriately for the auditions. Auditions are usually held in the West End Theatre, Calkins 139, Spiegel Theater and Emily Lowe 10. The director, stage manager and designers may be present at the auditions.

Lists are posted of those who are called back. At the discretion of the director call backs may be held individually or in groups. Casting results will be posted on the Playhouse call board.

### **CALL BOARDS**

There are four call boards where important information is posted. Information is posted on department events, Drama 55, departmental productions, auditions, casting, rehearsals, crew calls, strike assignments, activity grants, MoVoM, S.F.A.B. and student-run organization updates and announcements. Drama and dance students are required to check the call board daily before noon. It is the students' responsibility to know and follow the information posted by the department. The call boards are also used to announce rehearsal times and locations. Students who are cast should check their rehearsal schedules daily on the call boards.

Call boards are located back stage in the John Cranford Adams Playhouse, outside of the department office, directly outside of the Dempster dance studio and in the hall of the West End Theater. General information that concerns everyone in the department is posted on all three call boards. Specific information for drama students is posted on the Playhouse call board and for dance students on the Dempster call board. Academic information (advisors, office hours, dead lines etc.) is posted on the call board directly outside of the department office.

## **COSTUME USE**

### **• Danceworks**

Danceworks has a costume closet downstairs in the Student Center near the Ratskellar. Lists of costumes are available through the executive board members. Costumes must be signed out and returned when done. MoVoM may borrow these costumes as well. Costumes have to be returned in their original condition.

### **• MoVoM**

MoVoM has a storage of costumes. These may be borrowed by anyone in the department. MoVoM executive board members may be approached for costumes. Costumes must be signed out with permission from the head of the dance program. All costumes must be returned in their original condition.

### **• Costume shop**

The Costume shop is located downstairs in Emily Lowe Hall, Room 013. For departmental shows the Coordinator of Costumes and Design is in charge of the costumes. Students needing costumes for class work, or student organizations that have a faculty advisor in the Department of Drama and Dance, may request to borrow costumes. Limited use of costume stock is at the discretion of the Coordinator of Costumes and Design. Any student organization using department costumes is expected to adhere to the following rules:

- If the costume designer/coordinator is not running the show him/herself, a wardrobe mistress/master has to be assigned. The wardrobe mistress/master then carries responsibility for communicating with the Coordinator of Costumes and Design, and for taking care of all costumes.
- Any damages or loss are at the organization's own financial responsibility.
- Every item that is borrowed from the costume shop has to be checked for washing and dry clean instructions. The Coordinator of Costumes and Design should always be consulted before cleaning and/or altering any costumes.
- For the borrowing of period costumes, appointments have to be scheduled with the Coordinator of Costumes and Design at least two days in advance.
- Any instructions given by the Coordinator of Costumes and Design concerning use and limitations, alterations and cleaning are to be strictly followed.
- All costumes are to be returned to the costume shop on the Monday after strike except for those costumes that need dry cleaning.
- Organizations are recommended to use *Daisy Dry Cleaners*, Grand Avenue, Baldwin. They dry clean by the pound.
- The Costume Shop is not responsible for storing costumes that belong to student organizations. Student organizations may donate costumes to the Costume Shop. However, the Costume Shop may choose to discard of any costumes, including those that were donated.

## **DEPARTMENT SHOWS**

### **Fall Dance Concert**

The Fall Dance Concert is a recently added production of the dance program. Guidelines concerning the audition and casting process of this concert have yet to be finalized by the department. The desired purpose of this concert is to give students a chance to show their choreography in a formal concert setting. This concert is planned to give underclassmembers a chance to perform on the stage since they may not be cast in the Spring Dance Concert.

### **Spring Dance Concert**

The Spring Dance Concert takes place during the spring semester in the John Cranford Adams Playhouse. It features choreography by the Hofstra Dance Faculty and guest artists and occasionally showcases works by outstanding students.

Auditions for this concert are held annually in the fall semester. Every dance major and minor is required to attend this audition.

### **Playhouse Shows**

Every fall the drama program produces one Playhouse show that runs for four nights. It is usually the second show of the fall semester. Every other year this fall Playhouse show is usually a major musical.

In the spring the Shakespeare Festival productions are performed in the Playhouse. The festival consists of a Shakespeare play, which runs for ten performances, a Companion Piece which runs for three performances, and a musical collegium, which has two performances in conjunction with the Companion Piece.

### **West End Theatre Shows**

Each fall the drama program produces two West End Theatre shows. Both have a ten-day run. They are usually the first and third productions of the fall semester. In the fall there is one West End production, also with a ten-day run.

## **DRAMA 55 (Theatre Production)**

This course consists of student participation in the productions. Students may elect and/or be assigned to work in a variety of areas such as backstage, in the construction shops and on publicity.

**Purpose:** The crew system:

- trains and educates each student about different aspects of the theatre;
- helps involve each student fully in the functioning of the department;
- makes possible the departments production activity and its performance opportunities;
- provides the means for a student to receive academic credit for Drama 55, Theatre Production, a required course for majors.

### **Requirements:**

- Majors must successfully complete six crews for which they will receive three academic credits through Dr 55. One of these six crews must be completed in costumes, one in lighting and one in scenery. The remaining three crews may be completed in any discipline.
- Dance majors must successfully complete two crews for which they will receive one academic credit in Dr 55. The disciplines of costumes and lighting are recommended. Additional crew enrollment for academic credit is available and encouraged.
- Drama minors must successfully complete three crews for which they will receive a total of 1.5 credits in Dr 55. One of these must be in costumes, one in lighting and one in scenery. For those interested, more DR 55 experiences can be elected to partially fulfill the minor requirement.

- Transfer students must fulfill the requirements for the major or minor option as appropriate. Transfer students may be permitted to transfer crew work done at another school. Equivalency is decided upon in conference with the crew coordinator and with the approval of the hhairperson.

### **Responsibilities:**

Crews are composed of six disciplines. These are costumes, sets, lights, props, running crew, and publicity. Special assignments such as stage managing, designing, crew chief and assistant directing may be used to fulfill DR 55 assignments at the discretion of the crew coordinator.

An individual crew, once successfully completed, may not be repeated until the crew member has successfully completed other required crew assignments (costumes, set, lights) except at the discretion of the crew coordinator.

### **Crew responsibility and assessment, or work completed varies:**

- Some crews such as set or costume construction are defined by the number of hours completed. These hours are usually completed during the shop's regular daytime hours.
- Some crews, such as running crews, are defined by the fulfillment of a function. This type of crew is generally done in the evening. These crew members must work all required rehearsals and performances. No absences are allowed.
- Some crew assignments will be made for the entire semester. These assignments include construction crews, props, and publicity. Other crew assignments will need to be completed within a very specific time frame. These include running crew assignments.

### **Additional responsibilities include:**

- Checking in with the supervisor of ones crew.
- Learning what ones duties are.
- Learning when those duties are to be performed.
- Completing ones duties on a regular basis as scheduled.
- Checking the call-boards daily.
- Hourly Crew Requirements.

**Each student assigned to a crew (except running crews) must complete 50 hours per assignment. The hours must be completed to these specifications:**

- **No acting assignment (student is not cast in a department production):**

45 hours of preparatory work, 5 hours of strike.

A crew member must complete 15 hours during the construction of each show.

- **Acting assignment (student is cast in a department production):**

30 hours of preparatory work, 5 hours of strike, 15 hours of acting.

A crew member must complete 10 hours during the construction of each show.

- **Running Crew Requirements:**

Each student assigned to a running crew will be expected to run every performance of a show and all of the required technical rehearsals. In addition, each running crew member must complete 5 hours of construction in the appropriate shop. During the Shakespeare Festival running crews may rotate as specified by the stage manager with the approval of the crew coordinator and/or designer.

At the beginning of the semester, each student must make a schedule of the hours he/she will be working based on a master calendar posted in the appropriate shop. The crew member must have this schedule approved by his/her supervisor. A copy of this schedule must be turned into the shop as well as filed with the crew coordinator. It is also recommended that the crew member keep a copy of this schedule for him/herself. This schedule must be completed within one week of the posting of crew assignments or the first week of classes which ever date is later.

If a crew member must miss a scheduled work time. He/she must notify his/her supervisor at least 2 hours before that call so that appropriate provisions can be made. If a crew member misses a scheduled call without notifying his/her supervisor, he/she must complete 2 hours for every hour missed. Sudden illness and family emergency will be the only exceptions to the two-hour rule.

If a crew member comes to a call and is released for that call, he/she will receive the full credit for the hours he/she was scheduled to work.

### **Grading:**

The class may only be taken on a Pass/Fail basis. Students with 50+ hours and those successfully completing a running crew or special assignment (designing, stage management, etc.) will be given a passing grade. Students with 40-49 hours may be given an incomplete at their request. All other students will be failed and ineligible for casting and design assignments the following semester.

### **REHEARSAL AND TECH.REHEARSAL POLICIES**

Drama and Dance students should avoid scheduling any evening and Saturday classes, since rehearsals for department productions may be held from 6:00 until 11:00 weekdays and weekends.

#### **Dance:**

##### Attendance Policy

- All rehearsal dates and times must be adhered to.
- If a student does not show up at rehearsal and does not have a legitimate excuse, he/she is dropped from the concert.
- If a student needs to miss a rehearsal for any reason, the choreographer should be called immediately.
- Technical and dress rehearsals are mandatory for all dancers in the concert. A student will not be excused from any technical or dress rehearsals.
- Understudies, although they may not be performing, are required to be at every rehearsal and performance.

##### Contracts

Some choreographers will require their dancers to sign a contract, defining what is expected of the dancers. This is to insure that both student and choreographer have an understanding about attendance of rehearsals. This is also to protect the students' rights when rehearsals are changed at the last minute and they are unable to attend.

To utilize all rehearsal times as efficiently as possible it is important that students come prepared with time to warm up. They should also remember what was covered in the last rehearsal.

Dance majors not performing in the concert, are expected to work behind the scenes; on a backstage crew, as an assistant to a choreographer, or promote the concert. During performance times it is important for students to set an example to others and exhibit appropriate backstage attitudes.

### **Drama:**

At the auditions students may submit conflicts for the rehearsal period. For some productions Stage Managers may ask for lists of all final conflicts before making up the rehearsal schedules. Students should not count on being able to add conflicts after auditions.

Students are not permitted to miss any rehearsals. Students may only be excused from a rehearsal in the case of a family or health-related emergency. Lateness at rehearsals is not acceptable. The Stage Managers of each production keep track of latenesses and students owe Drama 55 hours for being late to a rehearsal.

Rehearsals may run from 6:00 until 11:00 weekdays and weekends. During Tech.week rehearsals are allowed to go until midnight. Rehearsals may also be scheduled during Thanksgiving break, the January session or Spring Recess and Break. For performances actors and crew are called at least two hours before curtain.

### **REHEARSAL SPACE**

#### **□ Dempster Room 209**

- Studio phone number: X3-5207.
- Type of floor: marley on a sprung wooden floor.
- Equipment: mirrors, piano, CD and tape player, bathroom and lockers (located next door to studio).
- Procedure for reserving space: Write down the date and time of the request and put it in the mailbox of the dance office in Dempster 209. The appropriate person, usually a student assigned by the department, will schedule in the time and will write this in a book which is also located in the dance office of Dempster 209. Check the book weekly to find out if the request has been fulfilled.

#### **□ Calkins Room 139**

- Type of floor: marley on a sprung wooden floor.
- Equipment: mirrors, piano, bathroom and lockers (located downstairs).
- Procedure for reserving space: speak to D.J. Markley at X3-5451 or go to his office in 134 Calkins Hall (this is in the West End Theatre).

#### **□ Lowe Room 010**

- Size: 50x25 feet.
- Type of floor: wood overlaid with linoleum tiles.
- Equipment: mirrors, minimal props and scenery, chairs, tables, rehearsal blocks.
- Procedure for reserving space: There is a binder that hangs on the bulletin board outside the Drama and Dance office that keeps track of who is using this studio. Reservation of space is on a first-come first-serve basis. The space can not be signed out more than two weeks in advance.

❑ **Physical Fitness Center Room 122**

- Type of floor: wood.
- Equipment: mirrors, piano, bathroom (located upstairs).
- Procedure for reserving space: Fill out a reservation request form in the swim center office (X3-6670) at least 48 hours before and someone will notify you.

❑ **Recreation Center Room 203**

- Type of floor: rubber.
- Equipment: mirrors, VCR, television, bathroom, lockers (located downstairs).
- Procedure for reserving space: Fill out a reservation request form at the front desk of the Recreation Center (X3-6958).

❑ **West End Theatre**

A performance space (black box theater) reserved primarily for Drama Department productions and senior practica..

- Equipment: lights, lighting board, sound board, dressing rooms (located downstairs).
- Procedure for reserving space: speak to D.J. Markley at X3-5451 or go to his office in 134 Calkins Hall.

❑ **Spiegel Theater**

This smaller theater is available for student organizations, senior practica and independent studies.

- Stage Size: between 15 and 18 feet wide.
- Audience Seats: 98 .
- Equipment: lights, lighting board, sound board.
- Procedure for reserving space: There is a binder that hangs on the bulletin board outside the Drama and Dance office that keeps track of who is using this studio. The Spiegel is signed out on a first-come, first-serve basis. The space can not be signed out more than two weeks in advance. If a student does have to sign out the Spiegel further in advance (for tech.week and performances) he/she should speak with the chairperson of the department.

❑ **John Cranford Adams Playhouse**

This is the largest theater on campus. It is reserved for numerous Drama productions and the Dance Department's Spring Concert. It is an extremely difficult space to obtain considering that it is not only used for campus events but rented to the public as well.

- Stage Size: 40 feet wide.
- Audience Seats: 1,134.
- Equipment: fully equipped theater, dressing rooms (located under the stage), marley (can be put down upon request), lower lobby (available for intermission and after performance gatherings)
- Procedure for reserving space: speak to Al "Tank" Passuello at X3-5445 or see him in his office in 102B Playhouse. The theater is only signed out on a formal contract basis.

## **SIGNING OUT REHEARSAL SPACE**

- a) Reserve appropriately according to room.
- b) Reserve at least one week ahead of time (usually one hour to two hour slots are available).
- c) Start and stop rehearsals on time.
- d) Proper use of all equipment.
- e) Use of proper shoes (no street shoes or tap shoes in the dance studios).
- f) Be familiar with all emergency procedures.
- g) Restore space as it was found at the end of rehearsal; lock up equipment, clean up (food, drinks, papare etc.), turn off lights, close windows and lock all doors.

Students are responsible for anything that occurs in the rehearsal space during the time they have it signed out. If any doors are locked upon arrival, they can be opened by the building director or public safety, X3-6606. Space is very limited so the time should be used wisely. If a student decides not to use the space when he/she already has it signed out, he/she should notify the proper person or cross it out in the sign out books so that someone else can use it.

In the event a mistake has been made with the sign-out book and two people should have accidentally been assigned the Dempster dance studio for the same time, a compromise must be worked out. They can divide the rehearsal time or share the space in the room. Studios are signed out on a priority basis and it is possible to be bumped from your time slot.

Space is signed out on the following priority basis:

Department Productions, Honors Thesis/Senior Practica Productions, projects for class (e.g. choreography or directing classes), MoVoM, student organizations (e.g. Danceworks).

## **TICKETS**

The Box Office is located in the John Cranford Adams Playhouse. It is open Monday thru Friday from 11:00 AM until 3:45 PM. Hofstra students with a current Hofstra University Identification Card (HUID) with a current activity sticker can get free tickets or discounts on shows. Hofstra Cards, Student Center Room 104, gives enrolled Hofstra students with a validated bill activity stickers at the beginning of each semester. The activity stickers entitles students to one free ticket per Department of Drama and Dance production, Music Department production, Cultural Arts Center production and Hofstra USA production. Students can receive discounts on tickets for Gray Wig production and productions by Spectrum Players and Masquerade Musical Theatre Company.

### **Complimentary tickets:**

Students may receive complimentary tickets in addition to the free ticket they receive on their Hofstra Card. Those who are in the cast or crew of a Drama and Dance Department production receive one comp. ticket per production. The cast or crew of the Shakespeare play receive two comp. tickets each for the Shakespeare play and one comp. ticket for the Companion Piece. Students in the cast or crew of the Companion Piece receive two comp. tickets for the Companion Piece and one for the Shakespeare play.

The head of the dance program determines how many comp. tickets the cast and crew of the dance concerts may receive.

## **WEB SITE**

The Department of Drama and Dance has a website as part of Hofstra's website ([www.hofstra.edu](http://www.hofstra.edu)).

### **Electronic Callboard:**

This call board may duplicate messages appearing on the departmental call boards. It provides information on department events and productions, rehearsals, classes, auditions, student-run organizations etc.

Anyone can post material on the call board. The process of submitting material is as follows:

- 1) View or submit instant messages by following the INSTANT MESSAGE link.
- 2) Submit material by email to [drmrlc@hofstra.edu](mailto:drmrlc@hofstra.edu).
- 3) Submit material to Rych Curtiss' mail box in the Drama Office.

It is preferable that the material be in a computer ready format (ie. MSWord, Wordperfect, etc.) If a student is unsure of an appropriate program, the Department TD can be approached. Short items can be formatted or materials scanned, but it will prolong posting time.

### **Instant Message Board:**

The Drama & Dance Department Instant Message Board is designed to let members of the Hofstra Drama & Dance Department leave public messages for each other. The administrator of the Drama & Dance Department Message Board reserves the right to remove any message from this board that it deems is illegal or objectionable to the visitors of these pages.

## DANCE PROGRAM

### AMERICAN COLLEGE DANCE FESTIVAL (ACDF)

The mission of the American College Dance Festival Association is to encourage and recognize excellence in performance and choreography on the college level. The regional and national festivals provide college students with an opportunity to participate in master classes and workshops in a wide range of dance styles taught by master teachers from around the country. Every year there are eight regional festivals. Hofstra usually participates in the Northeast region (other regional festivals Hofstra has participated in, are the Mid-Atlantic and the New England festivals ). Every other year there is a national ACDF.

At ACDF works from participating universities are adjudicated. Three pieces are then chosen to perform at the Kennedy Center in Washington DC.

Usually a university that participates can send two pieces for the adjudication and one for the Informal. The Festivals all take place in the Spring and they last four days.

Any dance student can audition a work for participation in ACDF. The Faculty decides at the end of the Fall semester which pieces will be sent and which will be adjudicated. The number of students that Hofstra is able to send to the festival varies from year to year, depending on, among other things, the budget and the number of dancers in the different works. The Faculty chooses works that it feels best represent the department and the dance program.

Transportation, accommodations, etc. are provided for those students who are selected to participate in ACDF. Anyone who is not selected and who wants to participate, can pay their own way (\$85.- Spring '99).

### DANCE ATTIRE ALL DANCE STUDENTS SHOULD OWN

- **Men:** Black tights, Black and/or white T-shirt, dancebelt, ballet slippers, jazz pants, jazz shoes.
- **Women:** Skin-colored leotard with spaghetti or tank straps, skin-colored thong, skin-colored tights, sports bra if needed, character shoes, jazz shoes, ballet slippers, black tights, black leotard, rehearsal skirt. Recommended: point shoes.

### DRESS CODE FOR DANCE CLASSES

- Ballet shoes are required for ballet class.
- Women: Leotard and tights, or unitard. No layers.
- Men: Tights and T-shirt, or unitard, dance support.
- No jewelry may be worn in class.
- Hair must be up and tightly secured.

### INJURIES

University policy prohibits anyone on the faculty or staff of the Drama and Dance Department from treating any injuries. The only medical equipment available in the dance studio are ice packs. Ice packs are kept in a refrigerator in the office in the Dempster dance studio. When an ice pack is needed, it must be signed out and returned. Since there is no other medical equipment available, all students are advised to carry their own routine supplies such as Band-Aids, bandages, tape, etc.

The Health Center is available at anytime for medical treatment and can be reached at X3-6745 or X3-6746. If an emergency should occur in the dance studio, immediately phone **Public Safety** at **X3-6789**. Public safety can assist students to the Health Center or provide transportation to an emergency room. Also students must call and notify the Drama and Dance Department at X3-5444. Students will have to file an injury report sheet which can be found in the Drama and Dance office. Return one copy to the department and one to the infirmary. In case an emergency room visit should be required, it is recommended that students have their medical insurance card available. The local emergency rooms include:

**Hempstead General Hospital**

Island Medical Hospital  
800 Front St.  
Hempstead  
(516)-560-1305

**Nassau County Medical Center**

2201 Hempstead Turnpike,  
East Meadow  
(516)-572-5914

**Mercy Medical Center**

1000 North Village Ave,  
Rockville Center  
(516)-255-2223

Departmental policy on injuries requires students to notify the head of the dance program immediately. For a minor injury, that results in only a absences from class, a doctor's note and a discussion with the instructor should satisfy the attendance policy. For major injuries, it is necessary to go directly to the head of the dance program so that an appropriate resolution can be worked out.

**LOCKERS**

MoVoM is in charge of the locker policy. The lockers in the dressing room in Dempster Hall are given out to students on the basis of class seniority. During the first week of classes, the students put locks on lockers. The treasurer records the students' names along with their locker numbers. All other locks are cut off. At the end of each semester, each student must remove his/her lock. If the locks are not taken off, they will be cut off at the end of the year.

**MoVoM (Mind over Vision over Movement)**

MoVoM is the Departmental dance organization. The organization was developed to offer a venue for dance majors and minors to develop their own choreography and to have it performed. Membership is mandatory for all Dance majors and minors.

Each semester there are two Informal showings of choreography. At these showings students can display both completed works and works-in-progress to their peers and to the faculty. Costumes and lights are very rudimentary. An open discussion follows each Informal showing; choreographers are given constructive comments in order to deepen their creative process.

At the end of each semester MoVoM presents a Formal performance for completed works. These are full scale performances including lights and costumes and they are open to the public.

MoVoM is also in charge of the "Big Sibling-Little Sibling" program which teams upper-class members up with incoming Freshmen/Transfer Students. This program is intended to help new students adjust to the department and to Hofstra. It is also organized so that incoming students have someone to turn to for help and who can answer questions. In the Fall MoVoM organizes a Pot-Luck dinner for Big Siblings and Little Siblings to get to know each other.

(Mandatory)meetings are held every other week on Wednesdays during Common Hour at noon in Dempster 209.

### **REPERTORY CLASS and DANCE STYLES**

This class (Dance 130 or Dance 132) is required of all dance majors and is usually taken the first semester of the junior year. A guest choreographer is brought in and students are taught a reconstructed or original work by that choreographer. As soon as students register for this class they are automatically cast in the Spring Dance Concert. This means the students in repertory class are responsible for attending all rehearsals that may occur for the piece in the spring semester. Attendance is mandatory.

Students receive an incomplete (INC) for the fall semester and are given their grades after the completion of the Spring Faculty Concert. The final grade is based on the overall participation and outcome of rehearsals and the final performance. As this class is only held once a week it is the students' responsibilities to attend each class and to keep current with what is taught from week to week.

### **TRAINERS**

A whirlpool, training equipment and personal trainer are available to students who are injured. The procedure for obtaining this medical assistance includes:

1. An examination by a nurse in the Health Center who provides a written prescription that such therapy is necessary.
2. Give this prescription to the head of the dance program who will give a written notification to the Physical Fitness Center.

If the injury is serious, it may be recommended by medical personnel, that students seek outside medical assistance. Some professionals with extensive training in treating dancers: (N.B. This list only identifies people and institutions with whom the dance faculty are familiar. It does not constitute an endorsement or recommendation for appropriate treatment.)

- **Chiropractors:**

Dr. Daniel White \_\_\_\_\_(212)877-5726

Dr. Eric Pearlman (acupressure and homeopathy)\_(212)645-0006

- **Deep Tissue Massage** (previously known as Rolfers):

Cynthia Babat \_\_\_\_\_(212)598-3070

Don Van Vleet \_\_\_\_\_(212)369-8038

- **Swedish Massage:**

Larry Clark \_\_\_\_\_(212)989-7490

- **Physical Therapist and Group Therapy:**

Irene Dowd \_\_\_\_\_(212)420-8782

West Side Dance Physical Therapy \_\_\_\_\_(212)245-9250

Harkness Center for Dance Injuries \_\_\_\_\_(212)598-6022

- **Orthopedic Surgeon:**

Dr. David Weiss \_\_\_\_\_(212)263-7743

## **DRAMA PROGRAM**

### **AMERICAN COLLEGE THEATER FESTIVAL (ACTF)**

Every year a festival is organized for theatre college students to participate in classes, workshops and competition. Each production the drama program produces may be adjudicated by someone assigned by the American College Theatre Association. The adjudicator watches a performances and gives a response afterwards to the actors, director and designers.

The adjudicator selects one actor to represent Hofstra at the festival and to participate in the Irene Ryan Acting Scholarship competition. The director also nominates someone for the Irene Ryan. For each production two actors will participate in ACTF. Both of them are allowed to choose one scene partner to accompany them to them festival. All four will participate in the festival at Hofstra's expense. The adjudicator may nominate designers or the cast for other competitions.

### **PRIVATE SINGING LESSONS**

Students wishing to take singing lessons must audition with a music instructor in the Music Department to qualify for private classes. Usually these classes are scheduled once a week for half an hour.

Students pay approximately \$400. Per semester. The classes can be taken as a non-major elective for 0.5 credits or for no credit. Students should be aware that their tuition will increase if they are taking 17 or more credits, since students are charged extra tuition by the university for any credits taken over 17.

### **192 PROJECTS**

Drama 192 is the advanced directing class required of BFA production majors. Depending on the number of students enrolled, the course may be taught as a regular class or as a tutorial. This course is only offered when needed.

## EXTRA CURRICULAR ACTIVITIES

### ALPHA PSI OMEGA

Alpha Psi Omega is an honorary fraternity created to recognize outstanding commitment and achievement in the field of theatre. The Mu Psi cast at Hofstra works as a service organization for the drama community. Alpha Psi Omega provides the following services:

- **Alpha Psi Omega Honorary Endowed Scholarship:**

The scholarships will be granted to four qualified drama majors or minors (to a freshman for their sophomore year, to a sophomore for their junior year, to a junior for their senior year, and to a student in the area of theatre production in honor of Dr. Swinney). Recommendations made by graduating seniors of Alpha Psi Omega, contingent on the approval of the faculty advisor. The scholarships are administered by the Office of Financial and Academic Records.

The recipients are traditionally announced at the annual T.A. Dinner.

- **Financial Assistance:**

Alpha Psi Omega provides funding to supplement student project budgets. In the past, Alpha Psi Omega has assisted Spectrum Players, Senior Practicums, Honors Theses and independent projects. If a student is in need of funding, he/she can contact a member of Alpha Psi Omega for information on the proposal process.

- **Workshops:**

Alpha Psi Omega brings in guest artists to host workshops for drama students. Past workshops include the Meisner technique, Acting Shakespeare and Stage Management. Students are welcome to submit suggestions for possible workshops to Alpha Psi members.

- **Cabaret:**

Alpha Psi Omega created Cabaret as a creative outlet for the dramatic community. It is a safe space for any Hofstra student to perform and experiment in any of the performing arts. Cabaret takes place Wednesday nights at 11:15 PM in the Spiegel Theatre. Students can sign up on the Drama & Dance Department Call Board located backstage at the John Cranford Adams Playhouse.

- **Reference Materials:**

Alpha Psi Omega provides Backstage, trade reports and information on educational programs at the "Kiosk" in the lower lounge of the John Cranford Adams Playhouse. Any student is free to use these materials, but they must stay in the lounge and be returned to the Kiosk. Students wishing to donate any reference materials should contact a member of Alpha Psi Omega.

- **Social events:**

Alpha Psi Omega hosts annual events such as the Freshman/Transfer Pizza Party, The Halloween Ball, Soirees, the T.A. Picnic, and the legendary Disco Globe.

A new member is inducted into this organization by the offering of a bid only. Alpha Psi Omega uses a grading process to determine bids. These grades are used as the criteria for a student's membership eligibility. All students who work on an appropriate production are graded. These grades are converted into points depending on the type of production, and the position held. When a student (by national rules a drama major or minor) has acquired enough points he/she becomes eligible for membership.

At the end of each semester Alpha Psi Omega holds a bids meeting, considering all those who have acquired enough points for membership. There is a discussion period during which the members evaluate any inconsistencies in grades and any outstanding experiences they may have had with the candidate which is not reflected by the grade. All bids are extended by a majority vote of the membership. Traditionally, the bids are extended at the Christmas/Hanukah Party and at the TA dinner.

### **CHRISTMAS/HANUKAH PARTY**

The Christmas/Hanukah party is a gathering of departmental faculty, students and staff and takes place in the front lobby of the John Cranford Adams Playhouse. It is a celebration of the holiday season and end of the fall semester. Food and drinks are served and the members of Alpha Psi Omega may take the opportunity of extending bids.

The Christmas/Hanukah party is always announced on the call boards a few weeks in advance. The cost and due date are announced on these posters. Instead of paying, students and faculty may choose to bring a dish or drinks. The departmental secretary is in charge of the arrangements for this event. Those wishing to bring food or drink, should contact her.

### **CULTURAL ARTS CENTER**

The Hofstra Cultural Center is an umbrella organization which includes a Conference and symposia program, a music program, and a theater program. The theater program produces and presents shows in conjunction with Hofstra USA Productions. These theatrical productions may be presented as part of the proceedings of a particular conference during each semester or may be presented separately as part of the Hofstra USA Productions season in January, and during the summer months. Productions include one person shows, original works and premieres, full scale musicals, musical revues, and specially designed presentations. Auditions are widely publicized and open to all. Production-related positions are also available and usually offer pay.

The Cultural Center is located in Room 107 in the Student Center. Phone: (516) 463-5042; Fax: (516) 463-4793; E-mail: culrts@hofstra.edu

### **DANCEWORKS PRODUCTIONS**

Danceworks is a student run organization, started in 1987, to promote the art of dance in the community. The organization provides students with the opportunity to perform and to participate in the teaching, learning and choreography of dance.

Each semester Danceworks presents a concert that is performed for two nights at the John Cranford Adams Playhouse. Choreography, performance, stage management, lights, costumes and other production work are all done by the members of Danceworks. At the beginning of each semester Danceworks holds separate choreographer and dancer auditions which are open to all Hofstra students. Each concert includes approximately ten works by student choreographers.

Danceworks volunteers for many charitable events and organizations such as Miss Hofstra USA to benefit diabetes, Night of a Thousand Stars which benefits A.L.S. and Meals on Wheels, The Bachelor Auction to benefit Multiple Sclerosis, the Special Olympics, the Breast Cancer Walk and the AIDS Dance-A-Thon.

Weekly meetings are held on Mondays at 5:30 PM in Room 142 of the Student Center.

### **DEPARTMENTAL ASSISTANTS**

Students may work part time in the office of the Drama and Dance Department. Students who are interested do not have to qualify for Federal Work Study. Students apply directly to the department. Students with a high Grade Point Average, who are in their junior or senior year may apply. The work includes clerical work and general assistance to the departmental secretary.

## **GRAY WIG**

The Gray Wig is the first alumni repertory theatre company in the country. It is dedicated to producing plays in January and a fall musical on a Broadway scale with full orchestra, costumes and elaborate sets. The Gray Wig provides alumni and friends with an outlet for their talents, both onstage and offstage while providing the community with quality entertainment. Auditions are open to the public. Those who are cast are required to become members of The Gray Wig (\$25 per year).

Through ticket sales and support from its members, The Gray Wig has endowed four scholarships for Hofstra students pursuing degrees in the performing arts.

### **The Gray Wig Jim Fellman Endowed Scholarship:**

Awarded to one or more qualified students who are graduates of Hempstead High School selected on the basis of demonstrated economic need as well as academic achievement or potential. Awarded by the Office of Financial and Academic Records.

### **Gray Wig Endowed Scholarship:**

Awarded to a qualified technical drama student selected on the basis of demonstrated economic need as well as scholastic achievement or potential. Awarded by the Office of Financial and Academic Records in consultation with Gray Wig.

### **The Gray Wig Albert L. "Tank" Passuello Endowed Scholarship:**

Awarded to a qualified student majoring in drama selected on the basis of demonstrated economic need as well as scholastic achievement or potential. Awarded by the Office of Financial and Academic Records in consultation with Gray Wig.

### **The Gray Wig Janet Fraser Rosano Endowed Scholarship:**

Awarded to a qualifying student majoring in drama or music selected on the basis of demonstrated economic need as well as scholastic achievement or potential. Awarded by the Office of Financial and Academic Records in consultation with Gray Wig.

## **HOFSTRA USA PRODUCTIONS**

(Producer) Hofstra University hosts an acting company that, for the last 30 years, has produced a wide variety of shows. Hofstra USA specializes in rarely seen plays performed by talent drawn from both campus, graduates and the community. Auditions are publicized and open to the public.

## **IMANI DANCE ENSEMBLE**

As the only African-American performing arts group on campus, Imani provides the Hofstra community with an outlet for cultural expression. Imani strives to raise the social and political consciousness of students by promoting peace, love and unity through the performing arts forums. Membership is open to all full-time Hofstra students.

## **MASQUERADE MUSICAL THEATRE COMPANY**

Masquerade is a student-run theatre company devoted to producing two musicals per academic year. The membership is comprised of drama majors and minors as well as non-majors. Masquerade sponsors such events as coffee houses, show choirs, previews to its shows, and formals.

Membership is open to any full-time Hofstra students. Members are permitted three unexcused absences. More than three unexcused absences constitutes loss of membership as well as the right to vote for upcoming productions and officers. The season as well as the executive board for the following academic year are elected at the end of each spring semester.

Meetings are held weekly on Wednesdays at 6:15 PM in the small clubs office in the basement of the Student Center.

## **NEW COLLEGE**

Since 1965, New College of Hofstra University has offered a liberal arts, Bachelor of Arts degree program which is flexible and personal. New College offers both the advantages of a small liberal arts college and the resources of a large university. New College enrollment rarely exceeds 500. The ratio of the full-time New College faculty and teaching staff to New College students is 1:13.

The New College calendar of two eight-week sessions in the traditional 16-week semester allows students to concentrate on two or three courses at a time rather than the traditional five or six.

The New College requirements for graduation are 120 credits - 40 in a major are (Creative Studies, Humanities, Interdisciplinary Studies, Natural Sciences and Social Sciences), 40 in General College Requirements and 40 in elective Studies.

Students wishing to study drama or dance through the New College program, major in "Creative Studies" in New College. Students are advised to have both a New College advisor as well as an advisor from the Drama and Dance Department to insure that all requirements are met. Courses in New College cannot be substituted for major requirements.

## **SCHOOL OF COMMUNICATION**

The Department of Audio/Film/Video offers Bachelor of Arts programs in each of the three areas of the department and Bachelor of Science programs in video and video/film. All programs emphasize the liberal arts while providing students with the skills necessary for careers in all aspects of the communication and entertainment industries. Students can major in audio/radio, video/film, television studies and production, and combinations of the three. Students take courses in the history, theory and aesthetics of the media while learning the practical and technical components necessary to produce and create material for the media.

The Department of Speech Communication and Rhetorical Studies offers Bachelor of Arts programs in speech communication and in the teaching of speech communication. Students take course work in areas such as communication theory, public speaking, rhetorical theory and criticism, debate, performance studies, legal communication and gender and intercultural communication.

Students wishing to double major in drama or dance and a major in the School of Communications, or major in one of the programs and minor in the other, will need advisors in both programs to ensure that all requirements are met.

Students from the School of Communication often need actors for projects assigned in their classes. This provides actors/dancers the opportunity to act in front of a camera or to do voiceover work. Information about ongoing or upcoming projects can be found on the Playhouse and Dempster call boards as well as on the bulletin board located on the first floor of Dempster Hall.

In addition to class work, there are many extracurricular activities available to students interested in performing. Hofstra Television offers opportunities for those interested in broadcast journalism and other television activities. WRHU, the official radio station on Hofstra University, offers opportunities for those interested in voiceover and radio work. To find information about these activities, students should check the bulletin board on the first floor of Demster Hall.

## **SPECTRUM PLAYERS**

Spectrum Players is a student run theater organization dedicated to providing students a creative outlet for participating in all aspects of theater and theater production. All productions are completely student-run from beginning to end. Students are given the opportunity to participate in directing, producing, stage management, acting, design, technical work, and publicity.

Every semester Spectrum Players produces one main stage production which runs for four days and is publicized throughout Long Island, a children's shows which travels to local libraries and day care centers on Long Island as well as several Experimental Works (original plays, scene work, one acts, monologues, improvisation etc.).

Spectrum organizes several social and charity events each semester. Spectrum has participated in other campus events such as the Dutch Festival and the Circle K "send-a-kid-to-camp" can tab collection. The organization works with other performing arts organizations such as Danceworks and Masquerade, whenever possible, to provide drama and dance students, as well as students in other majors, with an opportunity to participate in shows that are not normally offered as part of the required curriculum in academic areas.

Membership is open to all full-time Hofstra students. Meetings are held weekly on Wednesdays at 11:15 AM in the Spiegel Theatre.

### **Francis Ford Coppola Award:**

Awarded to a current active member of Spectrum Players who has contributed to Spectrum Players in some capacity which embodies the qualities of leadership and dedication and hard work for the organization. The recipient must have contributed to both fall and spring productions from the previous year. A minimum aggregate grade point average of 2.0 is required. The six members of the Spectrum Board or alumnae will not be considered for the scholarship. Recommendation is made by the Spectrum Players Executive Board to the Office of Financial and Academic Records.

### **Hazel Award:**

The royalties acquired by the play *Censored on Final Approach* by Hazel Phylis Snee over the duration of an academic year are awarded to a student who has excelled in the areas of Playwrighting, Directing, and Acting during the current year. He/she must be considered outstanding and dedicated to all three listed aspects of theatre.

If no student fulfills these requirements, the committee is to consider any student who has excelled in three various areas of the theatre (including design, producing, stage management and technical work). The committee considers both the process and the product of the work done.

The selection committee for this award, are the six members of the executive board of Spectrum Players, the Spectrum Faculty Advisor and the department Chairperson.

## **STUDENT AIDES**

Students interested in becoming Student Aides must be eligible for University Work Study or on Federal Work Study. Students must apply to the Human Resources-Student Employment Office, located in Room 260 of the Student Center.

In the Department of Drama and Dance students are hired for positions in the Costume Shop, the West End Theatre (backstage work) and the John Cranford Playhouse (backstage work). Those who are interested in working in the Costume Shop or the West End Theatre apply directly to the Department of Drama and Dance. Students who would like to work in the Playhouse have to apply to the Director of Theatre Facilities (in the Playhouse).

### **THEATER ARTS DINNER**

At the end of each academic year the Department of Drama and Dance organizes a formal awards dinner. This dinner is meant to celebrate the year and season as well as honor those who have done outstanding work in the dance and/or drama programs. Awards are given out by the drama program, the dance program, MoVoM, Alpha Psi Omega, Spectrum Players and Danceworks. Alpha Psi Omega traditionally extends their bids for the fall semester at the TA Dinner.

This a formal event and dinner and drinks are served. The TA dinner is announced a few weeks in advance on the call boards. On these posters information can be found regarding cost, due dates, and if and when available transportation. Students wishing to attend the TA Dinner, but unable to afford the cost, may approach the departmental secretary regarding financial assistance. Financial assistance is only given in extreme cases.

### **UNIQUE EXPRESSIONS**

Unique Expressions is a multi-cultural student run dance organization. Its purpose is to expose Hofstra students to different cultures through dance. Unique expressions produces one large dance concert each spring and smaller concerts throughout the academic year. Membership is open to all full-time Hofstra students. Meetings are held weekly on Thursdays at 8:00 PM in Room 219 of the Student Center.

### **USHERING**

Students interested in working as ushers must apply first at Human Resources-Student Employment Office, located in Room 260 of the Student Center, in order to be eligible. Students do not have to qualify for University Work Study or for Federal Work Study; ushers are Undergraduate Assistants.

Students who are eligible should apply to the Manager of Theater Facilities in the Box Office in the John Cranford Adams Playhouse. Ushers work during performances in the West End Theatre, Monroe Theatre and the John Cranford Adams Playhouse.

## **GENERAL INFORMATION**

### **LIBRARY**

- Axinn Library

Hours - Circulation/Reserve Periodicals and Reference:

Monday-Thursday	8 AM to 11 PM
Friday	8 AM to 9 PM
Saturday	9 AM to 9 PM
Sunday	10 AM to 11 PM

Students are allowed to check out as many books as they need for up to one month. If certain materials are unavailable, the instructor of a course may put his/her own materials on reserve in the library. Items on reserve can be checked out for up to two hours and are not to leave the library. On rare occasions, instructors may lend students materials from their personal libraries. Instructors' material may also be available on the library's computers.

Reference Desk 463-5962  
Circulation Desk 463-5952  
Periodicals Desk 463-5002

- Media Center  
463-5989

Monday - Thursday	8:00 AM to 11:00 PM
Friday	8:00 AM to 5:00 PM
Saturday	9:00 AM to 5:00 PM

- Dance Instructors

Most instructors are willing to lend their books or videos by request. Some instructors may have a form to sign. Use of these materials is at the discretion of the instructor.

### **THEATER LOCATIONS**

All directions are from Pennsylvania Station, also the final Manhattan stop for the Long Island Railroad. For additional information on specific shows or directions, refer to [http://newyork.citysearch.com/New\\_York/Arts](http://newyork.citysearch.com/New_York/Arts) Entertainment/Dance/

#### 92<sup>nd</sup> Street Y

1395 Lexington Avenue NY, at 92<sup>nd</sup> Street  
(212) 996-1100

Open Monday-Thursday 9am-9pm; Friday 9am-4pm; Sunday 12pm-9pm  
Take 6 to 96<sup>th</sup> Street.

#### Alvin Ailey American Dance Theater (a dance school, not a theater)

211 W. 61<sup>st</sup> Street NY, between Amsterdam and West End Avenues.  
(212) 767-0940

Take A C B D 1 9 to 59<sup>th</sup> Street-Columbus Circle and walk to 61<sup>st</sup>.

Brooklyn Academy of Music-Majestic Theater

651 Fulton Street, Brooklyn

BAM- Opera House

30 Lafayette Avenue

Both locations: (718) 636-4111

Open Monday-Friday 10am-6pm; Saturday 12pm-6pm; Sunday 12pm-3pm (performance days only).

Take LIRR to Flatbush, Brooklyn. Once on street level, look for BAM signs.

City Center

131 W. 55<sup>th</sup> Street NY, between 6<sup>th</sup> and 7<sup>th</sup> Avenues

(212) 581-1212

Open 12pm-8pm. Phone sales from 11am

Take N, R to 49<sup>th</sup> Street; or D, F at 47<sup>th</sup>-50<sup>th</sup> Rockefeller Center

Merce Cunningham Studio

55 Bethune Street, NY

(212) 691-9751

Dance Space

(212) 777-8067

Dance Theater Workshop

219 W. 19<sup>th</sup> Street NY, between 7<sup>th</sup> and 8<sup>th</sup> Avenues

(212) 691-6500

Open Monday-Friday 10am-8pm; Saturday 1pm-8pm; Sunday 11am-6pm

Take 1, 9 to 18<sup>th</sup> Street

Students get 1/3 off

Joyce-Soho

155 Mercer Street NY, between Houston and Prince Streets

(212) 431-9233

Take N, R to Price Street

Joyce Theater

175 8<sup>th</sup> Avenue at 19<sup>th</sup> Street, NY

(212) 242-0800

1,9 to 18<sup>th</sup> Street

Juilliard Theater- part of Lincoln Center

155 W. 65<sup>th</sup> Street NY, between Broadway and Amsterdam Avenues

(212) 769-7406

Open Monday-Friday 11am-6pm

Cash only

Lincoln Center

62<sup>nd</sup> to 66<sup>th</sup> Streets NY, between Amsterdam and Columbia Avenues

(212) 875-5000

Take 1, 9 to 66<sup>th</sup> Street

Home of Metropolitan Opera House, Avery Fisher Hall (home of NY Philharmonic), New York State Theater (home of the NYC Opera and the NYC Ballet). Lincoln Center also houses the Vivian Beaumont Theater, the Julliard School, Alice Tully Hall and the New York Library for the Performing Arts.

New York Public Library for the Performing Arts

65<sup>th</sup> and Amsterdam Avenue, NY

(212) 870-1630

Open Monday and Thursday 12pm-8pm; Tuesday, Wednesday and Friday, Saturday 12pm-6pm

Take 1 9 to 66<sup>th</sup> Street

Free to public

New York University – Tisch School of the Arts

721 Broadway NY, at Waverly Place

(212) 998-1820

Take N, R to 8<sup>th</sup> Street, or 6 at Astor Place

P.S. 122

150 First Avenue NY, between 9<sup>th</sup> and 10<sup>th</sup> Streets

(212) 477-5288

Open 24 hours a day

Take 6 to Astor Place, or F to 2<sup>nd</sup>

Ticketmaster

General events (212) 307-7171

Broadway events (212) 307-4100

Tilles Center

Long Island University-C.W. Post Campus

(516) 299-2752

call for directions

**TKTS- Same day discount tickets to Broadway and Off-Broadway shows**

Duffy Square (in the middle of Times Square)

At 47<sup>th</sup> Street between Broadway and 7<sup>th</sup> Avenue

Open Monday-Saturday 3pm-8pm

For Wednesday and Saturday Matinees 10am-2pm

For Sunday Matinee and Evening performances 12pm-8pm

## **TRAVEL ROUTES TO HOFSTRA**

- **From Southern New Jersey, Southeast Pennsylvania, Maryland, Washington, D.C., and Virginia:**

Take the New Jersey Turnpike to Exit 13 ... Follow Route 278 to the Verrazano-Narrows Bridge (\$7 toll one way) ... Take the left exit off the bridge onto the Belt Parkway East ... Take that to Exit 25A (Southern State Parkway East-the Belt Parkway splits, stay left) ... Take that to Exit 22N (Meadowbrook Parkway North) ... Stay on the Meadowbrook Parkway until Exit M4 (sign says "Hempstead, Coliseum") ... From Exit M4 you will be on Route 24 West (also known as Hempstead Turnpike) ... Stay on 24W for about one mile ... Pass the Nassau Veterans Memorial Coliseum on the right ... Hofstra University is on both sides of Hempstead Turnpike (4th light) ... You will see an overhead walkway ... Make a left at the light just after the walkway ... The Admissions Center is the first building you will see on your left.

- **From Northwestern New Jersey, Northern Pennsylvania, and the Middle States:**

Take either Interstate 78, Interstate 80 US Route 22, New Jersey Route 4, or New Jersey Route 17 to the George Washington Bridge ... Proceed over the bridge to the Cross Bronx Expressway onto the Throgs Neck Bridge (\$3 toll) ... Follow directions from the Throgs Neck Bridge, below.

- **From Upstate New York:**

Take the New York State Thruway over the Tappan Zee Bridge to the Cross Westchester Expressway (Interstate 287)... Stay on the Expressway to the New England Thruway ... Proceed south on the Thruway to the Throgs Neck Bridge (\$3 toll) ... Follow directions from the Throgs Neck Bridge, below.

- **From New England:**

Proceed south to the New England Thruway (Interstate 95) and take this to the Throgs Neck Bridge (\$3 toll) ... Follow directions from the Throgs Neck Bridge, below.

- **FROM THE THROGS NECK BRIDGE:**

Take Cross Island Parkway to the Grand Central Parkway East ... The Grand Central Parkway will turn into the Northern State Parkway/Meadowbrook Parkway ... Take the Meadowbrook Parkway to Exit M4 (sign says "Hempstead, Coliseum") ... From Exit M4 you will be on Route 24 West (also known as Hempstead Turnpike) ... Stay on 24W for about one mile ... Pass the Nassau Veterans Coliseum on the right ... Hofstra University is on both sides of Hempstead Turnpike (4th light) ... You will see an overhead walkway ... Make a left at the light just after the walkway ... The Admissions Center is the first building you will see on your left.

- **RAILROAD TO HOFSTRA UNIVERSITY:**

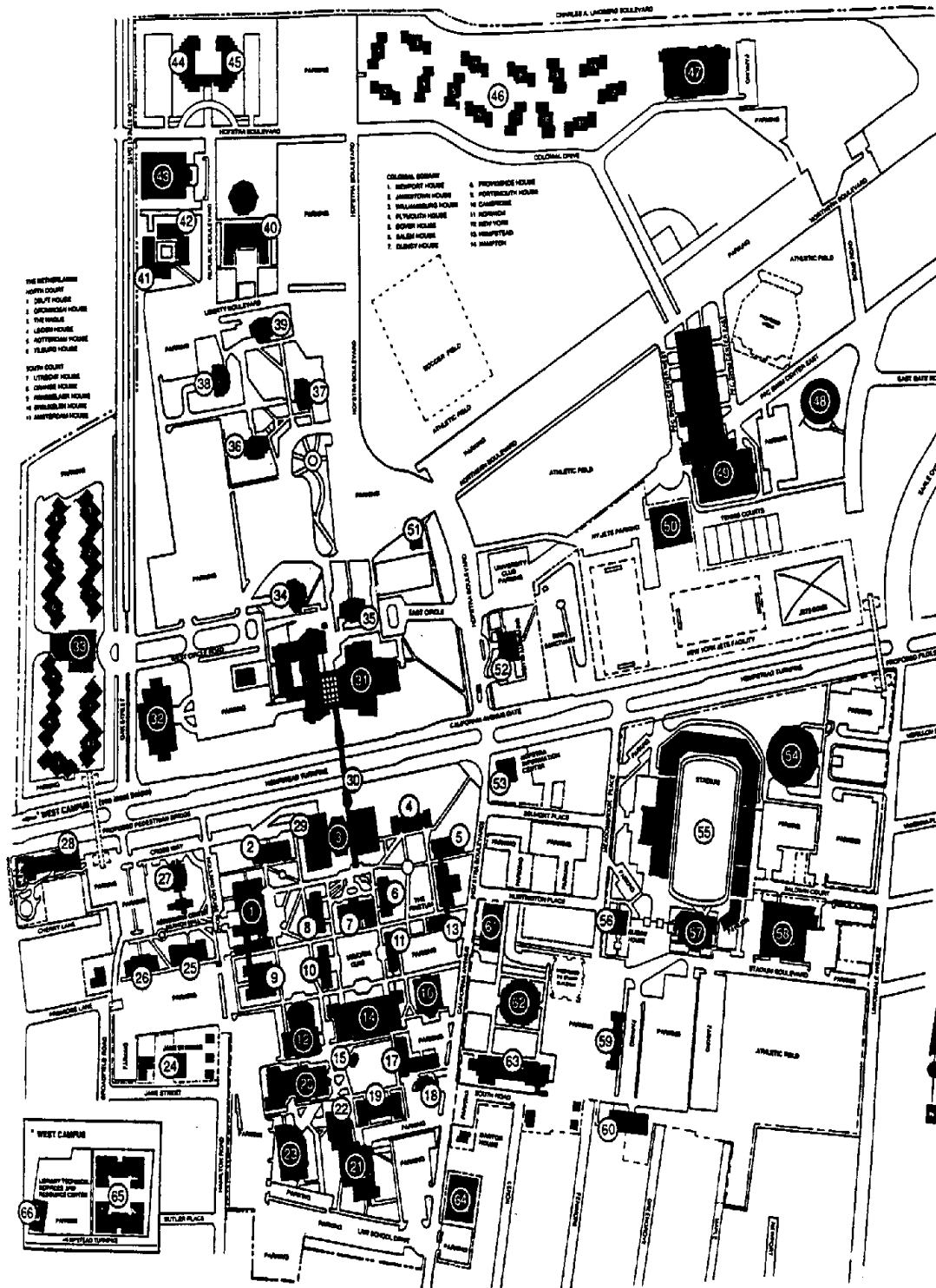
The Long Island Railroad provides regular commuter service from Penn Station in New York City to the Hempstead station, which is less than 2 miles from Hofstra University's campus ... Penn Station is located at 34th Street and 8th Avenue in Manhattan, underneath Madison Square Garden ... The Hofstra Courtesy Bus transports visitors and students from the Hempstead train station to Hofstra's campus on a regular schedule ... There is also taxi service available from the station; the fare is approximately \$3.

- **AIRPORTS TO HOFSTRA UNIVERSITY:**

**From John F. Kennedy Airport:** Take the Belt Parkway to Exit 25A (Southern State Parkway East-the Belt Parkway splits, stay left) ... Take that to Exit 22N (Meadowbrook Parkway North) ... Stay on the Meadowbrook Parkway until Exit M4 (sign says "Hempstead, Coliseum") ... From Exit M4 you will be on Route 24 West (also known as Hempstead Turnpike) ... Stay on 24W br about one mile ... Pass the Nassau Veterans Memorial Coliseum on the right ... Hofstra University is on both sides of Hempstead Turnpike (4th light) ... You will see an overhead walkway ... Make a left at the light just after the walkway ... The Admissions Center is the first building you will see on your left.

**From La Guardia Airport:** Take the Grand Central Parkway East ... This will turn into the Northern State Parkway East ... Follow this to Exit 31A (Meadowbrook Parkway South) ... Take the Meadowbrook Parkway to Exit M4 (sign says "Hempstead, Coliseum") ... From Exit M4 you will be on Route 24 (also known as Hempstead Turnpike) ... Stay on 24W for about one mile ... Pass the Nassau Veterans Memorial Coliseum on the right ... Hofstra University is on both sides of Hempstead Turnpike ... You will see an overhead walkway ... Make a left at the light just after the walkway ... The Admissions Center will be the first building you will see on your left.

# UNIVERSITY MAP





**APPENDIX A; HONORS ESSAY FORM**

**Honors Essay or Honors Project**—PER University bulletin: “Research and writing of a substantial honors essay, the writing of a full-length play or a performance project with strong accompanying written component. If a directing project is chosen DRAM 190 must have been completed and the student must have taken or be concurrently enrolled in dram 192. **Open to qualified senior majors who desire to graduate with departmental honors.**”

Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Class \_\_\_\_\_

**DRAMA 100 Honors Essay** Semester \_\_\_\_\_ 3 Semester Hours

**DESCRIBE THE PROJECT** that you wish to pursue. Include how you propose to make your final presentation of the project:

**EXPLAIN YOUR REASONS FOR WISHING TO PURSUE THIS PROJECT:**

**LIST ALL OF THE COURSES ALREADY TAKEN THAT HAVE PREPARED YOU FOR THIS HONORS ESSAY:**

**OVER**

**DESCRIBE THE NATURE OF THE WRITTEN COMPONENT OF THIS PROJECT:**

What is your current GPA? \_\_\_\_\_ Departmental GPA? \_\_\_\_\_

Name of Faculty Consultant \_\_\_\_\_

**Faculty Consultant's Comments:**

Name of Requested Faculty Advisor\*\* \_\_\_\_\_

**\*\*Subject to Approval by Departmental Faculty**

Signature of student making request \_\_\_\_\_ Date \_\_\_\_\_

**Chair's Comments:**

DEPARTMENTAL FACULTY ACTION:    \_\_\_ APPROVED    \_\_\_ NOT APPROVED    Date \_\_\_\_\_

If approved, Faculty Advisor assigned: \_\_\_\_\_

Members of faculty assigned to Honors Committee \_\_\_\_\_

Date(s) on which project is to be presented or completed \_\_\_\_\_

**APPENDIX B; INDEPENDENT STUDY FORM**

**Independent Study**—an individual study project intended to allow a student to study and learn about some new area of theatre that is not ordinarily offered as a course. Practical, or project work, should not consist of more than a lab presentation of scene work, rather than a fully-staged production.

Date\_\_\_\_\_

Student's Name\_\_\_\_\_ Class\_\_\_\_\_

**DRAMA 115 Independent Studies** Semester\_\_\_\_\_ # of Semester Hours requested\_\_\_\_\_

**DESCRIBE THE PROJECT** that you wish to pursue. Include how you propose to make your final presentation of the project:

**EXPLAIN YOUR REASONS FOR WISHING TO PURSUE THIS PROJECT:**

**DESCRIBE THE NATURE OF THE WRITTEN COMPONENT OF THIS PROJECT:**

**EXPLAIN WHY THIS PROJECT WARRANTS THE NUMBER OF SEMESTER HOURS REQUESTED:**

What is your current GPA? \_\_\_\_\_ Departmental GPA? \_\_\_\_\_

Name of Faculty Consultant \_\_\_\_\_

**Faculty Consultant's Comments:**

Name of **Requested** Faculty Advisor\*\* \_\_\_\_\_

**\*\*Subject to Approval by Departmental Faculty**

Signature of student making request \_\_\_\_\_ Date \_\_\_\_\_

**Chair's Comments:**

DEPARTMENTAL FACULTY ACTION: \_\_\_APPROVED \_\_\_NOT APPROVED Date \_\_\_\_\_

If approved, Faculty Advisor assigned: \_\_\_\_\_

**Date(s) on which project is to be presented or completed** \_\_\_\_\_

APPENDIX C; INJURY REPORT FORM

HOFSTRA UNIVERSITY

DRAMA AND DANCE DEPARTMENT

REPORT OF INJURY

Name \_\_\_\_\_ Graduation Date 19\_\_ Age\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Hour \_\_\_\_\_ Place \_\_\_\_\_

Nature Of Injury \_\_\_\_\_

Description of Accident \_\_\_\_\_

\_\_\_\_\_

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Witnesses                      Age                      Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Instructor making report 50

**APPENDIX D; SENIOR PRACTICUM FORM**

**Senior Practicum**—an individual project intended to allow a student to apply and test the use of skills already acquired; an acting project for a student who has taken acting classes but has had little or no opportunity to perform in departmental productions, or desires to explore a performance style or venue unavailable in the normal course of his/her program; or a directing project for a student who has taken directing classes and has done an independent study in directing and now wishes to direct a fully realized production; or a design project ???

[PER University bulletin: "Open only to senior theatre arts majors or by special permission of the departmental chairperson."] Directing practica should not be associated with productions presented by Masquerade or Spectrum.

Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Class \_\_\_\_\_

**DRAMA 103 Senior Practicum** Semester \_\_\_\_\_ # of Semester Hours requested \_\_\_\_\_

**DESCRIBE THE PROJECT** that you wish to pursue. Include how you propose to make your final presentation of the project:

**EXPLAIN YOUR REASONS FOR WISHING TO PURSUE THIS PROJECT:**

**LIST ALL OF THE COURSES ALREADY TAKEN THAT HAVE PREPARED YOU FOR THIS PRACTICUM:**

OVER

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**DESCRIBE THE NATURE OF THE WRITTEN COMPONENT OF THIS PROJECT:**

**EXPLAIN WHY THIS PROJECT WARRANTS THE NUMBER OF SEMESTER HOURS REQUESTED:**

What is your current GPA? \_\_\_\_\_ Departmental GPA? \_\_\_\_\_

Name of Faculty Consultant \_\_\_\_\_

**Faculty Consultant's Comments:**

Name of Requested Faculty Advisor\*\* \_\_\_\_\_

**\*\*Subject to Approval by Departmental Faculty**

Signature of student making request \_\_\_\_\_ Date \_\_\_\_\_

**Chair's Comments:**

DEPARTMENTAL FACULTY ACTION:    \_\_\_ APPROVED    \_\_\_ NOT APPROVED    Date \_\_\_\_\_

If approved, Faculty Advisor assigned: \_\_\_\_\_

Date(s) on which project is to be presented or completed \_\_\_\_\_

**APPENDIX E; TUTORIAL COURSE FORM**

A **Tutorial** is a quasi-class offered on a one-on-one or small group basis as a substitute for a required course in the major that the student is otherwise unable to take.

Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Class \_\_\_\_\_

**DRAM** \_\_\_\_\_ Semester \_\_\_\_\_  
(list course number and name for which you request tutorial)

State **REASONS** why student is unable to take course at time or in semester in which it is ordinarily given (reasons have to be extraordinary—tutorials may not be offered merely to suit the convenience of the student):

Name of Proposed Faculty Tutor \_\_\_\_\_

Faculty Member's Comments:

Signature of student making request \_\_\_\_\_ Date \_\_\_\_\_

Chair's Comments:

DEPARTMENTAL FACULTY ACTION:    \_\_\_ APPROVED    \_\_\_ NOT APPROVED    Date \_\_\_\_\_

If approved, Faculty Member assigned: \_\_\_\_\_