

2012



ART OF THE THEATRE

GUIDELINES FOR INSTRUCTORS

The purpose of this handbook is to provide The Art of the Theatre instructors with university, school, and course policies and procedures. It also includes useful information and sample forms for your convenience.

Prepared by **Dr. Yuko Kurahashi**
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Contact Information: ykurahas@kent.edu
(330) 672-9483



<u>I. WHAT IS ART OF THE THEATRE?</u>	5
THE COURSE DESCRIPTION OF AOT	5
THE MAIN OBJECTIVES OF AOT	5
AOT AS PART OF KENT STATE’S DIVERSITY REQUIREMENT	7
<u>II.GUIDELINES FOR FAIR GRADING IN AOT</u>	9
1. ATTENDANCE	9
2. PARTICIPATION IN CLASS DISCUSSION	9
3. GRADING SYSTEM POLICIES AND PROCEDURES	9
<u>GRADING POLICIES AND PROCEDURES</u>	9
4. MANAGING STUDENTS’ GRADES	14
5.SCHEDULE ADJUSTMENTS	14
<u>III. FALL CALENDAR</u>	16
EXAMINATIONS	18
<u>IV. STUDENTS WITH DISABILITIES</u>	24
<u>V.ABOUT CHEATING AND PLAGIARISM</u>	25
<u>VI.OFFICE HOURS, STUDENT CONFERENCES AND TEACHING/LEARNNGING SERVICES</u>	28
1.OFFICE HOURS, GRADING, CANCELLATION, AND MAIN OFFICE POLICIES	28
2. CLASS CANCELLATION POLICY:	28
3. WRITING COMMONS	29
6. MEDIA SERVICES	29
7. LIBRARIES	30
8. POWERPOINT TIPS FOR MAC USERS	30
<u>VII. THEATRE TICKETS</u>	30
<u>SCHOOL OF THEATRE AND DANCE: 2012-13 SEASON</u>	30
<u>VIII.EVALUATIONS OF TEACHING</u>	32
<u>IX.HOW TO HANDLE DIFFICULTIES IN CLASS</u>	33
<hr/> AOT GUIDELINES 2012	3

X. TEACHING SCHEDULE FALL 2012	34
XII.AOT MODEL SYLLABUS AND SCHEDULE	35
THEA 11000: THE ART OF THE THEATRE	35
XII. GUIDELINES FOR WRITING A PERFORMANCE REVIEW	46
XIII.A SAMPLE REVIEW	48
XIV. PERSONAL MONOLOGUE INSTRUCTIONS	50

I. What is Art of the Theatre?

THE COURSE DESCRIPTION OF AOT

Using the life-centered nature of theatre as a medium of analysis, this course is designed to develop critically engaged audience members who are aware of the impact, significance and historical relevance of the interconnection between culture and theatre performance.

Prerequisite: none. This course may be used to satisfy the Kent Core and diversity requirement.

THE MAIN OBJECTIVES OF AOT

The main objectives of AOT are to provide students with: basic knowledge about the theatre; tools to develop their critical thinking through the study of dramatic literature and performance; and opportunities to appreciate live performances. These objectives should be carried out through both academic (reading and writing) and hands-on projects. The main areas include:

- (1) A survey of theatre history in relation to other forms of fine arts.
- (2) Reading of key dramatic literature works.
- (3) Understanding of the process of theatre production (i.e. performance spaces, aesthetic choices, and roles of contributing artists).
- (4) Examination of the interconnection between culture and theatre performance.

AOT as a CORE Course:

This course may be used to satisfy a Kent Core requirement. The Kent Core as a whole is intended to broaden intellectual perspectives, foster ethical and humanitarian values, and prepare students for responsible citizenship and productive careers. The Kent Core is the foundation of the university's mission to prepare students to live in today's complex, global society. It broadens intellectual perspectives, fosters ethical and humanitarian values and prepares students for responsible citizenship and productive careers. Through this learning experience, students develop the intellectual flexibility they need to adapt to an ever-changing world. Kent Core courses enable students to:

- Acquire critical-thinking and problem-solving skills
- Apply principles of effective written and oral communication
- Broaden their imagination and develop their creativity
- Cultivate their natural curiosity and begin a lifelong pursuit of knowledge
- Develop competencies and values vital to responsible uses of information and technology
- Engage in independent thinking, develop their own voice and vision and become informed, responsible citizens
- Improve their understanding of issues and behaviors concerning inclusion, community and tolerance
- Increase their awareness of ethical implications of their own and others' actions
- Integrate their major studies into the broader context of a liberal education
- Strengthen quantitative reasoning skills
- Understand basic concepts of the academic disciplines

Although not every Kent Core course will address all these goals, learning within the Kent Core as a whole enables students to acquire the tools for living rich and meaningful lives in a diverse society.

Guidelines

- As part of the requirements for any baccalaureate, all students must complete a minimum 36-37 semester credit hours of the Kent Core distributed as indicated with the specific categories.
- Colleges or degree programs may augment the university's minimum Kent Core, and they may specify for their students certain courses in fulfillment of the requirements. It is essential, therefore, that students consult that section of the catalog for their college and degree program.
- The Kent Core should normally be completed within the 60 semester hours that immediately follow the first date of enrollment in a baccalaureate program.
- Honors equivalents shall satisfy the Kent Core.

None of the courses on the Kent Core list may be taken pass/fail.

AOT AS PART OF KENT STATE'S DIVERSITY REQUIREMENT

THE DIVERSITY REQUIREMENT

- **OBJECTIVES**

The purpose of Kent State's diversity requirement is to help educate students to live in a world of diverse communities, many of which are becoming increasingly permeated with cultural and ideological differences. The study of diversity is intended to promote awareness of local and global differences to identify shared values, to improve understanding of one's own culture, and to encourage people to explore and respect differences.

- **DIVERVISTY COURSES IN THEATRE**

THEA 11000 The Art of the Theatre (LER)
THEA 41113 Theatre in a Multicultural America
THEA 41114 Gay and Lesbian Theatre

- **GUIDELINES**

1. As part of the requirement for any baccalaureate degree, all students must satisfy the Diversity Requirement. Normally a student must complete two courses chosen from the diversity courses listed below.
2. At least one course must be taken as part of the Liberal Education Requirements (LER) and thus cannot be in the student's major field.
3. Students may satisfy the second diversity course requirement in one of the three ways:
 - a. They may complete a second diversity course from the LER list. This course may also count toward the LER but in that case cannot be in the student's major field.
 - b. They may complete any non-LER diversity course. This course may also count toward major or minor program requirements or may be used as an elective.
 - c. They may, with approval from their dean, satisfy the second diversity course requirement by completing one semester of study in another country.
4. Students are required to take one course addressing domestic (U.S.) issues and one course addressing global issues.

II. GUIDELINES FOR FAIR GRADING IN AOT

Since we have multiple sections of AOT, we expect to have consistency in grading as a course. Grading is unfair if one instructor's grades, overall, are considerably higher or lower than those of other sections. The consistency should be maintained in:

The quantity of student work (reading, writing, discussions, attending performances, and other projects)

The quality of student work (i.e. quality of discussions, critical thinking, in-depth analysis of plays, and writing skills)

1. ATTENDANCE

Classes are conducted on the premise that regular attendance is expected. The individual instructor has both the responsibility and the prerogative for managing student attendance.

If students anticipate an absence, they should consult with the instructor individually. In the event the absence was due to illness or injury, verification from the medical professional treating the illness or injury should be presented to the instructor.

It is the instructor's responsibility to keep the effective attendance policy stated as in the model syllabus and to inform the students of the policy during the first week of class. Your students should know that just showing-up in class will not guarantee grades of D and above. Excessive tardiness may adversely affect students' grades.

2. PARTICIPATION IN CLASS DISCUSSION

It is very important for students to participate in class discussion. By demonstrating active participation in class discussion with discipline, critical thinking, and enthusiasm, students can earn the listed --% of the total score.

3. GRADING SYSTEM POLICIES AND PROCEDURES

Grading Policies and Procedures

[Kent State University 2012 Catalog](#) > [Policies](#) > Grading Policies and Procedures

The transcript is an accurate and complete historical record of work attempted at the university. Changes to transcript entries that alter the enrollment history of a student are not to be made.

Academic Grades and Administrative Marks: Student proficiency in coursework is recorded by the following letter grades:

A (4.000) Denotes "excellent scholarship" for undergraduate students and "superior scholarship" for graduate students

- A- (3.700)
- B+ (3.300)
- B (3.000) Denotes "good performance" for undergraduate students and "average performance" for graduate students
- B- (2.700)
- C+ (2.300)
- C (2.000) Denotes "fair or average performance" for undergraduate students and "below average performance" for graduate students
- C- (1.700)
- D+ (1.300)
- D (1.000) Denotes "poor (unsatisfactory but passing) performance" for undergraduate students and "far below average performance" for graduate students
- F (0.000) Denotes failure
- AU The mark AU denotes that students have registered to audit a course. Students may audit without credit any course subject to space availability and departmental approval. An audited course is not counted as part of the course load, but students must go through registration procedures and pay the normal registration fees. For graduate students, an audited course may not be counted as fulfilling the minimum course load requirements. An instructor may impose whatever attendance requirements deemed necessary upon the students registered for audit. The students must be informed of these requirements at the beginning of the semester. Failure to meet such attendance requirements subjects the students to being withdrawn from the course by the instructor. This will be accomplished by the instructor's insertion of the mark W for the students on the final grades list.
- IN The administrative mark of IN (Incomplete) may be given to students who are unable to complete the work due to extenuating circumstances. To be eligible, undergraduate students must be currently passing and have completed at least 12 weeks of the semester. Graduate students must be currently earning a C or better grade and are unable to complete the required work between the course withdrawal deadline and the end of classes. The timeline shall be adjusted appropriate for summer sessions and flexibly scheduled courses. Appropriate documentation is generally required to support the extenuating circumstance. The student must initiate the request for the Incomplete mark from the instructor, and it is the responsibility of the student to arrange to make up the incomplete work. Incomplete grades must be made up within one semester (not including summer sessions) for undergraduate students and one calendar year for graduate students. Instructors are required to complete and submit an Incomplete Mark Form to the department chair at the time grades are assigned. This form includes justification for awarding the Incomplete, describes the work to be completed for the course and specifies the grade to be assigned if the work is not completed (default grade). A copy of the Incomplete Mark Form is provided to the student. Incomplete grades will not be counted in the computation of grade point averages until the work is completed, at which time an appropriate grade will be assigned based on the instructor's evaluation of the work

submitted and a new grade point average computed. Unless the course is completed or an extension is granted, Incomplete grades will automatically lapse to the grade designated on the Incomplete Mark Form at the end of one semester for undergraduate students and at the end of one year for graduate students.

- IP The grade IP (In Progress) may be given to students to indicate that research, individual investigation or similar efforts are in progress and that a final grade will be given when the work is completed. The IP grade can be utilized only in designated courses and is not used in computing grade point averages. For graduate students, an IP grade is used for thesis (6xx99) or dissertation (8xx99) courses during those semesters in which a student is in the process of completing a thesis or dissertation. For courses required for the degree, a final grade must be given before a degree can be granted. The IP grade when given for thesis registration remains a terminal grade if the student changes from a thesis option in the master's degree to another degree option.
- M The M (Missing) grade was used until 1980. It is similar to the NF and SF grades and counts as an F (zero quality points) in computing grade point averages.
- NF The NF (Never Attended – F) grade denotes that students never attended one class session nor did the students formally withdraw from the course. The NF grade will count as an F (zero quality points) in computing grade point averages. In the case of undergraduate courses taken pass/fail, the NF grade will be changed to a Z grade.
- NR A mark of NR indicates the instructor did not submit a grade.
- S The grade S denotes satisfactory completion of a course in which a regular letter grade is inappropriate. Satisfactory work is interpreted as average or superior attainment. The credit hours are awarded but are not considered in computing grade point averages, but work earning an S grade may be applied toward meeting degree requirements. For graduate students, the S grade, along with the U grade (see below) are the only grades to be used for thesis (6xx99), dissertation (8xx99), workshops and courses involving internship/practicum. The instructor intending to use the S and U grades in a course other than these must do so exclusively and only where permitted. The instructor will announce this intent to the particular class at the beginning of the course and note it on the course syllabus.
- SF The SF (Stopped Attending – F) grade denotes that students stopped attending the course and did not formally withdraw. The SF grade will count as an F (zero quality points) in computing grade point averages and must be accompanied by a date of last attendance in the course. Faculty who cannot determine the exact date of last attendance may use the date of the last academic activity in which students participated. SF grades are not appropriate for students who stop attending after the course withdrawal deadline. After that time, grades should be based on student performance in the completion of course requirements. In the case of undergraduate courses taken pass/fail, the SF grade will be changed to a Z grade.
- U The grade U denotes unsatisfactory performance in a course for which a regular grade is inappropriate. Credit hours are recorded as credit hours attempted, and the grade will be counted as an F in computing grade point averages. For graduate students, the U grade, along with the S grade (see above) are the only grades to be used for thesis (6xx99),

dissertation (8xx99), workshops and courses involving internship/practicum. The instructor intending to use the S and U grades in a course other than these must do so exclusively and only where permitted. The instructor will announce this intent to the particular class at the beginning of the course and note it on the course syllabus.

W The mark W denotes that a student has withdrawn from the university or from any individual course without evaluation. The W mark is not used in computing grade point averages.

Y The grade Y denotes a passing grade in undergraduate pass/fail courses or in undergraduate courses in which students have elected the pass/fail grading option. The credit hours are not considered in computing grade point averages.

Z The grade Z denotes failing performance in undergraduate pass/fail courses or in undergraduate courses in which students have elected the pass/fail grading option. The credit hours are not considered in computing grade point averages.

Grade-to-Grade Change Policy: Once grades are submitted, they are final and will not be changed except in cases of administrative error. Grades will not be changed by allowing the students to do additional work (e.g., retaking exams; redoing papers; submitting extra credit papers, reports, etc.) or by using criteria other than those applied to all students in the class. In the event of a possible administrative error, the students must contact the instructor as soon as possible following the awarding of the grade. If the instructor is not available, the department/school chair/director should be contacted. Grade appeals for reasons other than administrative error must follow established procedures for student academic complaints. See the Student Academic Complaints (Kent Campus) procedure in the [Digest of Rules and Regulations published annually on the Office of Enrollment Management and Student Affairs website](#), or contact the Office of Enrollment Management and Student Affairs on the Kent Campus or the campus dean's office for the Regional Campuses.

Grade Point Average: Quality points are awarded on the following scale:

- Each hour of A equals 4.000 points
- Each hour of A- equals 3.700 points
- Each hour of B+ equals 3.300 points
- Each hour of B equals 3.000 points
- Each hour of B- equals 2.700 points
- Each hour of C+ equals 2.300 points
- Each hour of C equals 2.000 points
- Each hour of C- equals 1.700 points
- Each hour of D+ equals 1.300 points
- Each hour of D equals 1.000 point
- Each hour of F equals 0.000 points
- Each hour of NF equals 0.000 points

- Each hour of SF equals 0.000 points
- Each hour of U equals 0.000 points

A grade point average is determined by dividing the total number of points earned by the number of quality hours taken. Totals are extended to three decimal points and are not rounded up.

As an example, assume a student has completed 30 credit hours with a grade distribution of 3 hours of A, 3 hours of B, 3 hours of B-, 15 hours of C, 4 hours of D and 2 hours of F.

	<u>Points</u>
3 hours of A at 4 points per hour	12.000
3 hours of B at 3 points per hour	9.000
3 hours of B- at 2.7 points per hour	8.100
15 hours of C at 2 points per hour	30.000
4 hours of D at 1 point per hour	4.000
2 hours of F at 0 points per hour	0.000
Total	63.100

Dividing 63.100 by 30, a grade point average of 2.103 is obtained, which is slightly above a C average. Cumulative averages are computed by dividing the total quality points by the total quality hours. Grades of S, Y and Z are not included in grade point average.

Grade Reports: Final grades are reported at the close of each academic term and become a part of the students' permanent records. Grades are available on FlashFAST.

Midterm Evaluation: A midterm (seventh week) evaluation is completed for all undergraduate freshmen. Midterm results are available to advisors and college/school/campus deans and will be used for counseling purposes when achievement is considered unsatisfactory (i.e., D or F quality). This evaluation will not be included as part of the students' academic transcripts. The midterm evaluation is available to freshmen on FlashFAST.

Incompletes:

Incompletes may only be given to students who are unable to complete **the last three weeks of a semester** because of factors beyond their control such as illness or death in the family. Instructors are required to submit an **Incomplete Mark Form** to their School Director at the time grades are submitted, which has been signed by the student and the instructor. Forms are available in the School office.

Upon leaving the university, be sure to leave all information pertinent to students who have not completed our course, including grade books, with the Supervisor of AOT.

Freshman Course Repeat Policy:

Students may repeat, once, any course taken during the freshman year (first 30 completed hours) in which the letter grades of “D” or “F” was earned and use only the second grade in the calculation of the accumulative grade point average. The course must be repeated for a letter grade by the time the student reaches 60 hours. A form requesting this procedure must be completed in the Office of Academic Services by the end of the term in which the student is retaking the course. The student must bring a photo I.D. to room 202 C Taylor to formally apply for this option.

NA Grade

A “NA” grade means “never attended” and refers to students who have never attended your class or who have not attended since the first week. Students who have attended after the first week must be graded on the basis of their performance.

4. MANAGING STUDENTS’ GRADES

Faculty & Advisor Tools
(from your flashline)

Faculty and advisors need to use Faculty & Advisor Tools on “flashline” to view class roster, complete registration transactions, access student information for advising, and submit midterm and final grades.



5. Schedule Adjustments

In addition to the schedule adjustments during the registration periods, the following schedule adjustments may be permitted through the first two weeks of the semester.

1. Adding a course/section.
2. Dropping a course/section.
3. Changing a section (same course, different time or credit hours).
4. Changing from graded to pass/fail or audit status.
5. Changing from pass/fail or audit to graded status.

Schedule adjustments are permitted as outlined on the [University Registrar Web site](http://www.registrars.kent.edu/home) at www.registrars.kent.edu/home. There are no processing fees required for schedule adjustments.

1. Course adding is permitted through the second week of the semester, on a space-available basis, using FlashFast.

2. Withdrawal from any or all courses is permitted through the 10th week of the semester (or the prorated deadline for flexibly scheduled sections). After that time, students are considered to be committed to all remaining courses and must complete them. If students are unable to complete the semester because of extreme circumstances that first occur after the deadline, students should consult their college or campus dean's office. Any course withdrawal(s) processed after the second week of the semester will appear on the students' academic record with a grade of W.*
3. Any applicable refund (published on the Bursar's Web site, <http://www.kent.edu/bursar/>) is determined by the date the transaction is processed on FlashFast.
4. Registration Cancellation
To receive a full refund of tuition, students who register and decide not to attend the university must cancel their registration as early as possible and no later than the end of the first week of classes.*This may be accomplished by dropping all your courses via Flash-Fast during registration periods. Any paid registration not canceled by the end of the first week of classes will be subject to the refund schedule published on the Bursar's Web site. Any applicable refund is determined by the date the transaction is processed on FlashFast.

*Please refer to the summer term calendar at www.registrars.kent.edu for summer deadlines.

III. FALL CALENDAR

Registration transactions may be done by logging in to FlashLine at www.kent.edu and clicking on the Student Tools tab to access FlashFAST.

Aug. 27, 2012	DAY AND EVENING CLASSES BEGIN
Aug. 27- Sept. 2, 2012	<p>LATE REGISTRATION–SCHEDULE ADJUSTMENT</p> <p>Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online using the Online Payment System (See Quick Links). Visit the Bursar's Office website (See Quick Links) for tuition payment deadlines and any additional fee payment information.</p> <p>Click here for Late Registration policy.</p>
Aug. 31, 2012	Application Deadline for Fall 2012 December Graduation – Graduate students seeking a graduate degree or graduate certificate or Undergraduate students seeking an associate degree.
Aug. 31-Sept. 2, 2012	WEEKEND CLASSES BEGIN
Sept. 3, 2012	Labor Day (No Classes, Offices Closed.)
Sept. 3-9, 2012	<p>LATE REGISTRATION - \$100 NON-WAIVABLE LATE REGISTRATION FEE ASSESSED. There is a late registration fee of \$100 for new registrants. Please refer to the Bursar's Office website (See Quick Links) for payment due dates and any additional fee information.</p> <p>Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online using the Online Payment System (See Quick Links). Visit the Bursar's Office website (See Quick Links) for tuition payment deadlines and any additional fee payment information.</p> <p>Click here for Late Registration policy.</p>
Sept. 3-9, 2012	<p>SCHEDULE ADJUSTMENT–NO LATE REGISTRATION FEE ASSESSED. Courses may not be added, nor may credit/audit/pass-fail or credit hour options be changed after Sept. 9, 2012. Please refer to the Bursar's Office website (See Quick Links) for payment due dates and any additional fee information.</p> <p>Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online using the Online Payment System (See Quick Links). Visit the Bursar's Office website (See Quick Links) for tuition payment deadlines and any additional fee payment information.</p> <p>Click here for Schedule Adjustment policy.</p>
Sept. 9, 2012	Last day to elect credit/ audit/pass-fail or credit hour options.

Sept. 9, 2012	Last day to withdraw from any or all courses that meet the full semester before grade of "W" is assigned. Access the Detailed Class Search from the Schedule of Classes for deadlines for flexibly scheduled courses.
Sept. 10- Nov. 4, 2012	WITHDRAWAL FROM ANY OR ALL COURSES USING FLASHFAST. (Grade of "W" assigned.) Access the Detailed Class Search from the Schedule of Classes or your student printable schedule for deadlines for flexibly scheduled courses. See Bursar's Office website (See Quick Links) for Refund Schedule. Click here for the Withdrawal policy.
Sept. 15, 2012	Application Deadline for Spring 2013 May Graduation – Undergraduate students seeking a bachelor degree or undergraduate certificate.
Oct. 17, 2012	Midterm Grades Available for Viewing in FlashFAST (Freshmen only). Log into FlashLine and click on the Student Tools and Courses tab.
Nov. 12, 2012	Veterans Day Observance (No Classes, Offices Closed.)
Nov. 21 at noon - Nov. 25, 2012	Thanksgiving Recess (Classes recessed Wednesday noon through Sunday. Offices closed Thursday and Friday).
Dec. 9, 2012	Classes End
Dec. 10-16, 2012	Final Exam Week (" Exam Schedule " for dates and times.)
Dec. 15, 2012	Application Deadline for Summer 2013 August Graduation – Undergraduate students seeking a bachelor degree or undergraduate certificate.
	Kent Campus Commencements - See the Academic Calendar for dates
Dec. 20, 2012	Final grades available to students in FlashFAST. Log into FlashLine and click on the Student Tools and Courses tab.
Dec. 24, 2012 - Jan. 1, 2013	Holiday Schedule - During this time, all nonessential operations will be closed at all Kent State campuses. Normal business operations will resume on Wednesday, Jan. 2, 2013.
Jan. 14, 2013	Spring 2013 Classes Begin

EXAMINATIONS

Midterm:

A midterm examination should be given before the midterm-grade deadline (for the fall semester, October 17, 2012)

See [Office of the University Registrar - Kent State University](#)

We will follow this schedule for EXAM 1.

Final Examinations:

Final examinations are to be administered at the date and time specified in the University schedule of final examinations, unless prior to approval by the School Director and the College Dean is obtained for administering the examination at another time.

For AOT, Final presentations will take place in lieu of Final Exam.

For Final Exam Schedule, go to [Final Exam Schedule](#)

**Fall 2012
Kent Campus Final Exam Schedule**

Published 2-29-12

1. The final examination period for day and evening classes is Monday, Dec. 10, 2012 through Friday, Dec. 14, 2012. Weekend classes, including Friday after 5 p.m., will hold exams during the weekend of Dec. 14-16, 2012, at their regularly scheduled class meeting times. **Instructors for short term courses (courses that don't meet the full term) should be holding their exams during the last class meeting for the course.**
2. The time and date of final examinations are determined by the first class meeting of the week. (NOTE: If a course consists of several elements - lecture, recitation, lab, etc. - the first lecture meeting is considered the first class meeting.)
3. Class starting times are listed in the Exam Tables below. If a class starts at a time not listed in the following Exam Tables, then the starting time on the table that immediately precedes the regularly scheduled starting time that day should be used.
4. Examinations will be held in the room where the lecture section of the class regularly meets, unless otherwise announced.
5. The following courses may have a block final exam in which all sections of the course, except those in evening and weekend hours, meet simultaneously. Course syllabi should indicate whether or not a given class will be scheduled for a block examination. No courses, other than those listed, may use a block examination time. Evening sections of these courses use the regular final exam schedule on this page (not block times); weekend sections will have finals December 14-16, 2012 at scheduled class times.

Monday, Dec. 10, 3:15 to 5:30 p.m.
MATH 14001, MATH 14002, MATH 11022

Tuesday, Dec. 11, 3:15 to 5:30 p.m.
NURS 10050, SPAN 18201, SPAN 18202, SPAN 28201, SPAN 28202

Wednesday, Dec. 12, 3:15 to 5:30 p.m.
MATH 11009, MATH 11010

Thursday, Dec. 13, 3:15 to 5:30 p.m.
FR 13201, FR 13202, FR 23201, ITAL 15201, ITAL 15202

6. **PLEASE NOTE:** Examinations for courses meeting during the day, one day per week, should be scheduled for one of the following exam periods:
Saturday, Dec. 8, 8-10:15 a.m. or 10:30 a.m.-12:45 p.m.;
Monday, Dec. 10, 3:15 p.m. to 5:30 p.m.; or
Friday, Dec. 14, 3:15 p.m. to 5:30 p.m.
Courses that are taught partially online under the following conditions:
 - meeting times are not regularly scheduled for the duration of the full term
 - final exam is not scheduled onlineshould be scheduled for one of the following exam periods:

Saturday, Dec. 8, 8:00-10:15 a.m. or 10:30 a.m.-12:45 p.m. or
 Monday, Dec. 10 through Friday, Dec. 14, 3:15-5:30 p.m.

Requests for rooms should be e-mailed by the department scheduler to the Registrar's Office Academic Scheduling Center mailbox at AcadSchedCtr@kent.edu.

7. There is a possibility that a student may have a scheduled conflict, and instructors are expected to make suitable arrangements for those students. Students who have conflicts or more than three examinations on the same day should consult the dean of his/her college at the earliest possible time for assistance in making suitable alternative arrangements.
8. In some cases two different courses that begin at different times between 4:25 p.m. – 7 p.m. may both be scheduled for the same final exam time. In this case, the conflict is for the course, not the individual student. Instructors of courses that meet in that time period should take care to coordinate the day and/or room of the final examination. In cases where there are two meetings per week, one class could use the second meeting time. In cases where both classes have only one meeting time, conflicts may be resolved, with permission from the Registrar's Office, by using the block final examination time; by using another room for one of the conflicting courses; or by using a later time, if rooms are available.
9. Final examinations or class meetings during final examination week must be held at the time and place listed for each course in the Final Examination Schedule. All classes are expected to have some instructional or evaluative activity during the final examination time. If an examination is given, with the department chairperson or school director and dean's permission, at some time other than scheduled, then it must still be available to one or more students at the officially scheduled time.
10. **Final Examination Cancellation and Rescheduling**
 Should it become necessary to cancel classes and/or close the campus during final examination week (for instance, because of weather), the following will apply with regard to rescheduling of final examinations:
 - The cancelled final examinations will be rescheduled for the next available weekday following the end of the regularly scheduled final examination week.
 - **Final Examinations for Online Courses:** Final examinations for online courses shall continue as scheduled in the event of campus closures during final examination week. Should this present a problem for an individual student, the student should contact the online course instructor.
11. Kent State University reserves the right to make adjustments in the Final Exam Schedule.

Final Exam Table

For Monday Classes Beginning at:	The Final Examination Period is:		
7:45 a.m.	7:45 - 10:00 a.m.	Thur.	Dec. 13
8:00 a.m.	7:45 - 10:00 a.m.	Thur.	Dec. 13
8:50 a.m.	10:15 - 12:30 p.m.	Fri.	Dec. 14
9:15 a.m.	10:15 - 12:30 p.m.	Fri.	Dec. 14
9:55 a.m.	10:15 - 12:30 p.m.	Mon.	Dec. 10

11:00 a.m.	10:15 - 12:30 p.m.	Tues.	Dec. 11
12:05 p.m.	10:15 - 12:30 p.m.	Thur.	Dec. 13
12:30 p.m.	10:15 - 12:30 p.m.	Thur.	Dec. 13
1:10 p.m.	10:15 - 12:30 p.m.	Wed.	Dec. 12
2:15 p.m.	12:45 - 3:00 p.m.	Thur.	Dec. 13
3:20 p.m.	7:45 - 10:00 a.m.	Mon.	Dec. 10
3:45 p.m.	7:45 - 10:00 a.m.	Mon.	Dec. 10
4:25 p.m.	5:45 - 8:00 p.m.	Mon.	Dec. 10
6:00 p.m.	5:45 - 8:00 p.m.	Mon.	Dec. 10
7:00 p.m.	8:15 - 10:30 p.m.	Mon.	Dec. 10
8:00 p.m.	8:15 - 10:30 p.m.	Mon.	Dec. 10
For Tuesday Classes Beginning at:	The Final Examination Period is:		
7:45 a.m.	7:45 - 10:00 a.m.	Fri.	Dec. 14
8:00 a.m.	7:45 - 10:00 a.m.	Fri.	Dec. 14
8:50 a.m.	7:45 - 10:00 a.m.	Tues.	Dec. 11
9:15 a.m.	7:45 - 10:00 a.m.	Tues.	Dec. 11
9:55 a.m.	7:45 - 10:00 a.m.	Wed.	Dec. 12
11:00 a.m.	12:45 - 3:00 p.m.	Fri.	Dec. 14
12:05 p.m.	12:45 - 3:00 p.m.	Mon.	Dec. 10
12:30 p.m.	12:45 - 3:00 p.m.	Mon.	Dec. 10
1:10 p.m.	12:45 - 3:00 p.m.	Tues.	Dec. 11
2:15 p.m.	12:45 - 3:00 p.m.	Wed.	Dec. 12
3:20 p.m.	7:45 - 10:00 a.m.	Wed.	Dec. 12
3:45 p.m.	7:45 - 10:00 a.m.	Wed.	Dec. 12
4:25 p.m.	5:45 - 8:00 p.m.	Tues.	Dec. 11
6:00 p.m.	5:45 - 8:00 p.m.	Tues.	Dec. 11
7:00 p.m.	8:15 - 10:30 p.m.	Tues.	Dec. 11
8:00 p.m.	8:15 - 10:30 p.m.	Tues.	Dec. 11
For Wednesday Classes Beginning at:	The Final Examination Period is:		
7:45 a.m.	7:45 - 10:00 a.m.	Thur.	Dec. 13
8:00 a.m.	7:45 - 10:00 a.m.	Thur.	Dec. 13
8:50 a.m.	10:15 - 12:30 p.m.	Fri.	Dec. 14
9:15 a.m.	10:15 - 12:30 p.m.	Fri.	Dec. 14
9:55 a.m.	10:15 - 12:30 p.m.	Mon.	Dec. 10

11:00 a.m.	10:15 - 12:30 p.m.	Tues.	Dec. 11
12:05 p.m.	10:15 - 12:30 p.m.	Thur.	Dec. 13
12:30 p.m.	10:15 - 12:30 p.m.	Thur.	Dec. 13
1:10 p.m.	10:15 - 12:30 p.m.	Wed.	Dec. 12
2:15 p.m.	12:45 - 3:00 p.m.	Thur.	Dec. 13
3:20 p.m.	7:45 - 10:00 a.m.	Mon.	Dec. 10
3:45 p.m.	7:45 - 10:00 a.m.	Mon.	Dec. 10
4:25 p.m.	5:45 - 8:00 p.m.	Wed.	Dec. 12
6:00 p.m.	5:45 - 8:00 p.m.	Wed.	Dec. 12
7:00 p.m.	8:15 - 10:30 p.m.	Wed.	Dec. 12
8:00 p.m.	8:15 - 10:30 p.m.	Wed.	Dec. 12
For Thursday Classes Beginning at:	The Final Examination Period is:		
7:45 a.m.	7:45 - 10:00 a.m.	Fri.	Dec. 14
8:00 a.m.	7:45 - 10:00 a.m.	Fri.	Dec. 14
8:50 a.m.	7:45 - 10:00 a.m.	Tues.	Dec. 11
9:15 a.m.	7:45 - 10:00 a.m.	Tues.	Dec. 11
9:55 a.m.	7:45 - 10:00 a.m.	Wed.	Dec. 12
11:00 a.m.	12:45 - 3:00 p.m.	Fri.	Dec. 14
12:05 p.m.	12:45 - 3:00 p.m.	Mon.	Dec. 10
12:30 p.m.	12:45 - 3:00 p.m.	Mon.	Dec. 10
1:10 p.m.	12:45 - 3:00 p.m.	Tues.	Dec. 11
2:15 p.m.	12:45 - 3:00 p.m.	Wed.	Dec. 12
3:20 p.m.	12:45 - 3:00 p.m.	Tues.	Dec. 11
3:45 p.m.	12:45 - 3:00 p.m.	Tues.	Dec. 11
4:25 p.m.	5:45 - 8:00 p.m.	Thur.	Dec. 13
6:00 p.m.	5:45 - 8:00 p.m.	Thur.	Dec. 13
7:00 p.m.	8:15 - 10:30 p.m.	Thur.	Dec. 13
8:00 p.m.	8:15 - 10:30 p.m.	Thur.	Dec. 13
For Friday Classes Beginning at:	The Final Examination Period is:		
7:45 a.m.	7:45 - 10:00 a.m.	Thur.	Dec. 13
8:00 a.m.	7:45 - 10:00 a.m.	Thur.	Dec. 13
8:50 a.m.	10:15 - 12:30 p.m.	Fri.	Dec. 14
9:15 a.m.	10:15 - 12:30 p.m.	Fri.	Dec. 14
9:55 a.m.	10:15 - 12:30 p.m.	Mon.	Dec. 10

11:00 a.m.	10:15 - 12:30 p.m.	Tues.	Dec. 11
12:05 p.m.	10:15 - 12:30 p.m.	Thur.	Dec. 13
12:30 p.m.	10:15 - 12:30 p.m.	Thur.	Dec. 13
1:10 p.m.	10:15 - 12:30 p.m.	Wed.	Dec. 12
2:15 p.m.	12:45 - 3:00 p.m.	Thur.	Dec. 13
3:20 p.m.	7:45 - 10:00 a.m.	Mon.	Dec. 10
3:45 p.m.	7:45 - 10:00 a.m.	Mon.	Dec. 10

IV. Students with DISABILITIES

Make sure to include the following statements in your syllabi:

University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures).

Student Accessibility Services

Student Accessibility Services(SAS) provides assistance to students with varying degrees and types of disabilities in order to maximize educational opportunity and academic potential. Types of disabilities that students have who are served by Student Accessibility Services include mobility impairments, visual impairments, hearing impairments, speech impairments, specific learning disabilities, attention deficit disorder, chronic health disorders, psychological disabilities, and temporary disabilities. Students seeking services must provide documentation of their specific disability. Although a student may be eligible for services, specific accommodations are not extended by Student Accessibility Services unless they are requested. A student has the right to choose to use only a few of the accommodations available or to completely refuse special help.

V. ABOUT CHEATING AND PLAGIARISM

[Please visit the website](#)

This page was designed to assist faculty who suspect a student has plagiarized. While the university is making better efforts to educate students regarding plagiarism and how to avoid it (see the [Plagiarism Education](#) web page), it is possible that teaching faculty will encounter students who commit acts of plagiarism (whether it is done intentionally or through a lack of understanding of good research and writing skills). When a faculty member has suspicions, the following information should help guide him/her through the process and policy for dealing with student plagiarism at Kent State University. [Policy 3342-3-01.8](#) in the policy register addresses student cheating and plagiarism. Flowcharts are also available, diagramming the process for both [Kent Campus](#) and [Regional Campus](#) faculty.

If you suspect a student has plagiarized ...

It is always a good idea to have evidence to back up a claim of plagiarism. Blackboard Learn has a component available to KSU faculty called SafeAssign that can be used to detect elements of plagiarism in student writing. If you are interested in using this tool you can learn more about [how SafeAssign works](#) and [how to create SafeAssignments](#). Another way to check to see if a student has plagiarized something published on the internet is to copy and paste suspicious phrases or passages of student work into a simple Google search. Be sure to include those phrases or passages in quotation marks. This is often the most common method for catching plagiarizers. Still, faculty should know that there are fairly sophisticated methods for students to plagiarize that are not so easy to detect. If you do discover documented sources that have been plagiarized, be sure to copy and retain them in case you are asked to provide evidence that the student plagiarized (at a hearing, for instance).

If you are prepared to accuse the student of plagiarizing then you must inform the student of your suspicions and offer the student the chance to respond (either verbally or in writing). This can be difficult if the suspected assignment is handed in and graded after the course is no longer meeting (a term paper due at the end of the semester, for example). Still, an effort should be made to give the student an opportunity to respond before a sanction is applied. If the student's response to your accusation does not convince you that this is *not* an act of plagiarism (or the student confesses that it is an act of plagiarism), you need to consider which of the following three sanctions to apply:

1. Refuse to accept the work for credit. (The student would have to redo the work in its entirety in order for it to count as coursework for the class.)
2. Assign a grade of F or zero for the assignment.
3. Assign grade of F for the course.

In addition, if you feel that the sanctions above are not sufficient to address the severity of the act, you can recommend to your department chair or dean that additional academic sanctions be applied. If the chair or dean agrees, the dean of the college in which the student is enrolled (or the Associate Provost for Regional Campuses, for regional campus students) may invoke these additional academic sanctions:

1. Revocation or recommendation to decertify or not to certify; or
2. Rejection of the thesis, dissertation or work; or
3. Recommendation for revocation of a degree

Finally, if you, your chair or dean, or the dean of the college in which the student is enrolled (all limited to the academic sanction listed above) feel further sanctions should be considered, the matter can be referred to the [Academic Hearing Panel](#) for disciplinary actions (such as probation, suspension, or dismissal from the university).

Sanctioning a student ...

It is important that faculty report **all** cases of student plagiarism. Sometimes out of sympathy for a student or to avoid the official reporting and adherence to the process faculty choose to deal with cases of plagiarism outside the policy. This is strongly discouraged for several reasons:

- If, as President Lefton has stated, "Academic honesty is the academy's most cherished value," not reporting acts of plagiarism diminishes the accomplishments of student who not not commit such acts
- Students who plead to an instructor not to report them may well have committed acts of plagiarism in the past and could continue to plagiarize in the future
- Not reporting an act of plagiarism deprives other faculty and the institution in general of vital information relevant to the student's academic performance
- If there is concern that a student is simply a poor researcher or writer, [Plagiarism School](#) is an option that should be considered (see below)
- It could be argued that any faculty member who is convinced a student has plagiarized and chooses not to report it may him or herself be committing a form of academic dishonestly

Once you have decided on a sanction and whether or not to recommend additional degree sanctions to your chair or dean and/or disciplinary sanctions to the Academic Hearing Panel, you must complete the online Cheating/Plagiarism Sanction Form. The form is restricted for use **ONLY** by KSU faculty and requires FlashLine username/password authentication. Unauthorized use of the form by individuals who are not members of the Kent State faculty will be subject to disciplinary action. Click on the link below and use your FlashLine username and password to sanction a student for plagiarism:

[Cheating/Plagiarism Sanction Form](#)

After submitting the online form, The Office of Student Conduct will submit the information you entered on the form to the following individuals

1. You
2. The student you are accusing of plagiarism
3. Your chair or dean (for independent colleges and regional campuses)
4. The dean of the college in which the student is enrolled

If you are recommending disciplinary sanctions, the information will also be forwarded to the Academic Hearing Panel. If the student was sanctioned for plagiarism in the past and was not successful in appealing that sanction, whether or not you choose to recommend disciplinary action, the information will be forwarded to the Academic Hearing Panel and a hearing will be held where disciplinary sanctions could be applied. In other words, repeat plagiarizers are automatically subject to disciplinary sanctions. Degree-related sanctions are considered by the dean of the college in which the student is enrolled.

If the student appeals ...

Students who are sanctioned for plagiarism have the right to appeal. The Office of Student Affairs will provide the notice to students who are sanctioned of their right to appeal within 15 days and the process for filing an appeal. Appeals will be heard by the Academic Hearing Panel. It is important that you retain any documentation related to the act that resulted in the student being sanctioned. At an appeals hearing you will need to establish by a preponderance of evidence that the student plagiarized. Should the student win the appeal, you do have the right to appeal the decision of the Academic Hearing Board to the Provost. However, this level of appeal is restricted to the following reasons:

1. The decision was not in accordance with the evidence presented
2. The decision was reached through a procedure not in accordance with this rule
3. New information is available which may suggest modification of the decision
4. Sanctions(s) imposed were not appropriate for the conduct violation which the student was found responsible for

Plagiarism School ...

If you feel that the act of plagiarism committed by the student was more a result of poor research and/or writing skills and not a deliberate act of academic dishonesty, you should consider offering Plagiarism School as a way to mitigate the sanction you have applied. Plagiarism School is only offered to first time offenders. It is a way to create an positive educational moment out of something that usually has a negative impact on the student. Both you and the student would have to agree on Plagiarism School and fill out the [Plagiarism School Form](#). The form will indicate how you plan to mitigate the sanction. For example, if your original sanction was to fail the student for the assignment, you could offer allowing the student to revise the assignment, removing the plagiarized parts, for a better grade after completing Plagiarism School. Please consult the [Plagiarism School](#) web page for more information.

VI. OFFICE HOURS, STUDENT CONFERENCES AND TEACHING/LEARNING SERVICES

1. Office Hours, Grading, Cancellation, and Main Office Policies

All faculty at Kent State University are required to post and maintain at least one hour per assigned class per week of office hours (e.g. if you are teaching two sections of AOT, you must maintain at least two office hours per week). There is a **graduate office** (B208) with a phone (330 672 5971) shared desks and some computer and printing capacity. The department secretary will post your office hours outside this room. Shared facilities require consideration for other occupants, with respect to quiet, privacy, security, and hygiene, and consideration for the office as a professional space for meeting with students. The School also maintains a secure CAD Lab. for use by Theatre students doing class and school-related design work. Protocols for the CAD Lab. will be explained to graduate students by the School Director or the Coordinator of the Design and Technology area during orientation week.



The course syllabus for a class should explain [University plagiarism](#) and [disability policies](#). It should also make clear how classwork and behavior will be evaluated. **Grading** at Kent State University is done electronically through Flashline (www.kent.edu). Go to the flashline, then type your username and password. Click on Faculty & Advisor tools. From the site, you are able to retrieve course roster and submit grades. Those teaching Freshmen/women will also need to submit mid-semester grades.

2. Class Cancellation Policy:

Classes must be held every day that the University is in session. If you are ill and must miss class, it is your responsibility to find a colleague to cover your class. Faculty, as well as peers, may cover for you. **You must notify Dr. Yuko Kurahashi, Tiana Oden (Theatre Clerical Assistant) and School Director Cindy Stillings in writing (e-mail) when you cannot teach class.** The notification must be in advance and you must include a plan for covering the class. If it is an extreme emergency, then we will assist you in finding someone to cover.



3. [Writing Commons](#)

The Writing Commons provides tutoring services for students to improve their writing skills.

[Writing Commons](#)

writing@kent.edu
Library 4th Floor
(330)672-1787

4. The Course Reserve Services provide various reserve services to meet the instructor's curricular and educational needs with quality and efficiency, while complying with Copyright laws. Please visit [their website](#) for details.

5. Blackboard Learn 9:

The course will use the Blackboard Learn 9 **Online Learning System as a supplementary tool**. (To access the course, go to: <https://learn.kent.edu/> and log on to **Blackboard Learn 9** with your user name and Flashline password. For assistance with your user name, password or other problems logging into or using Blackboard Learn 9, please contact the Help Desk at 330-672-HELP or helpdesk@kent.edu. We strongly suggest you log in two days prior to the course start date so that any problems can be resolved prior to the first day of class. For the tutorials, please visit <http://www.kent.edu/blackboard/student/index.cfm>

6. [Media Services](#)

For ordering media equipments, please contact [the Audio Visual Services](#) located on the 3rd floor of the KSU main library and/or **Teleproductions** (teleproductions@kent.edu), located in the M&S building.

The Audio Visual Services desk is located towards the back of the Audio Visual department on the third floor of the Main Library. This desk is where you go to access the Main Library's collection of non-print materials, including videos, DVDS, and films.

To retrieve and check out audio visual materials, you'll need to visit the Audio Visual Services desk with the title and call number of the material. The Audio Visual Services staff will retrieve the materials for you. They also provide delivery services of media equipment including laptops, projectors, and VCRs. **Please reserve necessary equipment in advance by calling them at 672-3456.**

Teleproductions provides video operations/engineering and video production. If you teach in the M & S building and need to reserve a VCR, please contact Teleproductions (not the Audio Visual Services).

7. Libraries

In addition to main libraries, we have a number of specialized libraries including the [Performing Arts Library](#).

8. Powerpoint TIPS for MAC users

For those AOT instructors who are using Macs, the wmv (video) files may not play unless you download a wmv player. Please use Windows Media package that plays the clips in Quicktime. It's free: [http://](http://www.microsoft.com/windows/windowsmedia/player/wmcomponents.msp)

www.microsoft.com/windows/windowsmedia/player/wmcomponents.msp

VII. THEATRE TICKETS

School of Theatre and Dance: 2012-13 Season

Visit [KSU Theatre and Dance Website](#).

- *Big Love* Oct. 5-14 2012
- *Rocky Horror Show* Nov. 2-11 2012
- *Dance* 2012 Nov. 30-Dec. 2, 2013
- *Spring Awakening* Feb. 15-24, 2012 (Roe Green visiting director series)
- BFA senior dance concert/Student dance March 15-17, 2013
- Kent Dance Ensemble April 5-7, 2013
- Student Theatre Festival April 12-14, 2013
- *A Midsummer Night's Dream* April 19-28, 2013

OBSERVING PERFORMANCES FOR GRADUATE STUDENTS

As part of your graduate education, you will must attend performances in the School of Theatre and Dance. You may see these performances by obtaining a seat assignment. Please contact the Performing Arts Box Office during regular business hours to arrange for your seat assignment. You may also request a seat assignment by e-mailing Jennelizabeth Bice, Box Office Manager at jbice@kent.edu. Seat assignments can not be made the night of the performance. If you have received a seat assignment for a performance and will not be attending, please notify the box office or Jenna Bice. Performances are Tuesday through Saturday at 8:00 p.m. and Sunday at 2:00 p.m. The box office is usually open an hour before curtain, but only a half-hour after the curtain goes up.

Performances are Tuesday through Saturday at 8:00 p.m. and Sunday at 2:00 p.m. The box office is usually open an hour before curtain, but only a half-hour after the curtain goes up.

“FEE FOR FREE” POLICY

Kent State University full-time undergraduate students who have paid the arts fee are entitled to one ticket for designated arts events. The student must reserve their ticket in advance by visiting the Performing Arts Box Office, located in the main lobby of the Roe Green Center in the Music and Speech Building, or by calling 330.672.2497. We recommend students reserve a ticket in advance to guarantee a seat; however tickets can be obtained at the Box Office before the performance **if seating is available**. Please note for performance nights: Performances in Wright-Curtis will use the Box Office in the B-Wing by Wright-Curtis Theatre, performances in E. Turner Stump and the Erdmann-Zuccherro Blackbox will use the Box Office in the main lobby, performances in Ludwig Recital Hall will use the Box Office in the Music Wing by Ludwig Recital Hall, and performances in Cartwright Auditorium will use the Box Office in Cartwright Hall near the auditorium.

Other Admissions

\$16.00 adults; \$12.00 seniors and K.S.U. faculty, staff, and alumni; \$8.00 part-time students (K.S.U. students must present their FlashCard; under 18, a valid school ID); **free for KSU full time students but they need to reserve your seat in advance through the box office**. If your students are to have their tickets or programs signed to verify their attendance, they should see the house manager at the end of the performance.

VIII. EVALUATIONS OF TEACHING

Being evaluated by the students and peers (supervisors) is very important for your professional development in teaching and learning. The School of Theatre and Dance may use it when deciding reappointments and assigning summer teaching.

1. All instructors need to submit the following to the Supervisor, before the end of the 2nd week:

- Syllabus.
- A brief reflection on the first week of teaching.

2. All instructors need to submit the following to the Supervisor, prior to midterm exam:

A draft of midterm and Final exam

3. All instructors are required to conduct midterm evaluation just after midterm. After conducting midterm evaluation, all instructors need to have a half-an-hour conversation with the Supervisor. Bring your own assessment of your teaching and midterm evaluation.

4. The AOT Supervisor will conduct class observation once/twice a semester/year. After her visitation, the instructor is required to make an appointment with her.

5. All instructors must administer the University's Student Evaluation of Instruction (SEI) in each class taught sometime during the last two weeks. You may ask your peers to proctor your students during the period of evaluations.

IX.HOW TO HANDLE DIFFICULTIES IN CLASS

- 1. Never try to solve it immediately in class. For example, if a student challenges you in class, you may want to say, “Let’s talk after class.”**
- 2. Investigate the main cause of the problem. List your tentative solutions. Provide a conference for the student.**
- 3. Consult your supervisor.**

X. Teaching Schedule Fall 2012

Section Number	CRN	Date	Time	Room	Instructor	Email	Secondary Email
1	18377	TRF	2:15-3:05	D303	Tracee Patterson	tpatters@kent.edu	tracee.patterson@gmail.com
2	18378	TRF	1:10-2	D305	Bevin Anne Bell-Hall	bbellhal@kent.edu	\
3	18379	MW	12:30-1:45	D306	Katherine Burke	kburke11@kent.edu	
4	18380	TR	2:15-3:30	D305	William Koeth	wkoeth@kent.edu	jamiekoeth@hotmail.com
5	18381	TR	9:15-10:30	D304	Nathan Wood	nwood8@kent.edu	
6	18382	MW	2:15-3:30	D304	Ron Jarvis	rjarvis@kent.edu	
7	18383	MWF	11-11:50	MACC Annex 00286	Katherine Burke	kburke11@kent.edu	-
9	18384	TRF	8:50-9:40	D305	Bevin Anne Bell-Hall	bbellhal@kent.edu	bevinbellhall@gmail.com
10	18385	Web	N/R	N/R	Patricia Bestic	pbestic@kent.edu	
11	18386	Web	N/R	N/R	Patricia Bestic	pbestic@kent.edu	
12	18387	TRF	1:10-2	D306	Greg Violand	gvioland@kent.edu	
13	18388	MW	9:15-10:30	D305	Darryl Lewis	dlewis43@kent.edu	
14	18389	TR	2:15-3:30	D306	Robert Russell	rrussel4@kent.edu	bobrussell0019@hotmail.com
15	18390	TR	5:30-6:45	D305	Robert Russell	rrussel4@kent.edu	
16	18391	TR	11:00-12:15	D304	Robert Russell	rrussel4@kent.edu	
20	18393	TRF	1:10-2	Nixson 206	Nathan Wood	nwood8@kent.edu	
21	18394	MTR	9:55-10:45	D206	Patricia Bestic	pbestic@kent.edu	Honors
22	18395	Web	N/R	N/R	Patricia Bestic	pbestic@kent.edu	

XII.AOT MODEL SYLLABUS and SCHEDULE

THEA 11000: The Art of the Theatre Syllabus

*I do still like television very much, but the theatre does really have something special about it. ~
Sarah Sutton, British Actor*

Fall 2012

THEA 11000-

CRN: ---

Days: ---

Time: ---

Room: ---

Instructor: ---

Phone: (330) 672-5971

Email: ---

Office Hours: ---

and by appointment

AOT as a CORE Course:

This course may be used to satisfy a Kent Core requirement. The Kent Core as a whole is intended to broaden intellectual perspectives, foster ethical and humanitarian values, and prepare students for responsible citizenship and productive careers.

AOT as a Diversity Course:

This course may be used to satisfy the University Diversity requirement. Diversity courses provide opportunities for students to learn about such matters as the history, culture, values and notable achievements of people other than those of their own national origin, ethnicity, religion, sexual orientation, age, gender, physical and mental ability, and social class. Diversity courses also provide opportunities to examine problems and issues that may arise from differences, and opportunities to learn how to deal constructively with them.

Course Goals and Description: Using the life-centered nature of theatre as a medium of analysis, this course is designed to develop critically engaged audience members who are aware of the impact, significance and historical relevance of the interconnection between culture and theatre performance. Through reading and viewing play(s) and participating in creative projects, students will learn cultural, sociopolitical and aesthetic meanings embedded in theatre performance, performance practices, and texts. This course will give a broad overview of the ingredients that “make” theatre.

Course Requirements:

General Requirements: Students are expected to read the assigned readings (as stated on your class schedule) before class and come prepared to participate, discuss, share ideas, and ask questions.

- **Attendance and Tardiness** -- You are allowed **TWO (2)** unexcused absences from class. More than 2 unexcused absences will be penalized by taking **10-30** points per absence from your final grade. Excused absences will be dealt with on a case-by-case basis. You are required to submit a written excuse from a doctor or other instructor to have your absence excused. You may be tardy **TWO (2)** times with no penalty. After 2, 15 points will be taken off each time. In other words, do not skip or be late for class! It is the responsibility of the student to obtain any missed notes or handouts. Please do not ask the instructor for the missed class notes; contact a classmate for any missed notes. If any handouts are

missed, the instructor will provide a copy. Please make an effort to let me know by e-mail if you are going to be absent.

- **Grading Scale:** Your work will be graded by the number of points earned during the semester. The maximum number of points possible is 1000. This course uses a weighted grading scale, so please keep track of your grades. This will help you along the way in figuring out how you are doing in class. Of course, I do encourage you to come and see me at any point if you are concerned about how you are doing so far. Please note that only *Freshman* Midterm grades will be posted. If you wish to know your Mid-term grade, please see me during my office hours.

Requirements and Points:

1. **In Class Participation** (5 points/day) - This category is one of the most important in the class. Please come to class alert, prepared and ready to participate, including having read the assignment that corresponds to any lecture or activity. We will be reading plays and having many open-discussions about theatre, and I expect all of you to contribute your thoughts and ideas to the rest of the class. Theatre is a collaborative art, and it is important that we all work together. (Note – you cannot receive these points if you are absent, sleeping, talking, texting, doing homework for another class or reading a newspaper).
2. **Exams** (200 total, 100 points each) – The date of your first exam will be the week of --- The second exam for this class will be the **week of ---**
3. **Final Design Project and Presentation** (100 points). – You will choose one area of design (set or costumes) and create your own design for one of the multicultural texts we will read. This will be further discussed in class. The Final Design Projects will be presented during Final Exam week. You cannot miss this day.
4. **Review** (100 points) - You will be required to attend the production of *Big Love* this semester. For the online script, [click here](#). *Big Love* opens October 5th, 2012. After attending one of the performances, you will be responsible for writing and handing in a 3-4 page typed review/critique of the production. The review will be due on ---. As students of the university, you may obtain tickets at a reduced rate. The School of Theatre & Dance Box Office is open Mon - Fri from 12:00 – 5:00PM and Saturdays during the run from 3:00 until curtain. Call (330) 672-2497 to get tickets. You can also see the play at no charge by ushering (there is extra credit for ushering). To usher, sign up with the house manager of the production. Sign-up sheets are posted on the Managing Director's office door (MSP - B149). You can sign up a week before opening night.
5. **Additional Shows to View:** In addition to *Big Love*, you are also expected to attend performances:
 - *Rocky Horror Show*, Nov. 2-11 2012
 - *Dance 2012*, Nov. 30-Dec 2 2012You may have quizzes on these performances.
6. **Monologue** (100 points) – During the acting portion of the class, each student is to give a short (1 minute) monologue about him or herself. The monologue is to be well prepared and memorized. This will be further discussed in class.
7. **Concept Board** (100 points). – Each student will design a concept board for *Antigone* (e-reserve reading) which illustrates some of the main themes and motifs of the play. It is to be creative and informative, demonstrating the student's knowledge of the play and his/her ability to convey that knowledge to others.

8. **Quizzes/Additional mini projects** (100points total) - I may give quizzes, some of which may be unannounced, but as long as you stay on-track and keep up with your reading assignments, you will have nothing to worry about. You may be required to complete mini project assignments. They are meant to help further the understanding of specific lectures.
9. **Extra Credit** - There are several opportunities to earn extra credit and I give numerous ways to earn it throughout the semester. The instructor will announce them in advance. You are able to obtain extra credit on the condition that you complete all of the required assignments.

Points Breakdown

Exams	200
Final Design Project	100
Review: <i>Big Love</i>	100
Monologue	100
Concept Board	100
Participation	300
Quizzes/Homework	100
Total	1000 points

Grade Breakdown

930- 1000	A	770-799
900-929	A-	730-769
870-899	B+	700-729
830-869	B	670-699
800-829	B-	600-669
		0-599

Required Textbooks:

For this class, **you have a choice of purchasing a soft-bound copy of the text book or purchasing an electronic version of the textbook.** If you prefer a **soft-bound text**, go to this site and follow instructions below. KSU Bookstore (<http://www.bkstr.com/>)

THEA 11000 Theatre Experience Custom Chapters (ISBN 9780390296344 **Please note:Bookstore site does not give you this number**)

Soft Bound Copy – Estimated Price \$ 31.25 (Used \$23.75)

1. US Colleges and Universities, Choose Ohio, Kent State University, Main Campus and click on submit.
2. Click on Textbooks and Course Materials
3. Select “Main Campus”
4. Select Your Term: Fall 2012
5. Select “THEA” as your department.
6. Select “11000” for your course.
7. Select your section “---”
8. Verify ISBN and add selection to Cart.

If you choose to purchase **the electronic version of the textbook (or eBook)** you will have two viewing options. One option allows you to download the text to one computer only and view it as many times as you like. The other option is web-based and allows you to view the text from any computer. If you prefer an eBook, go to this site and follow instructions below. www.mcgrawhillcreate.com/shop

- THEA 11000 The Art of the Theatre (ISBN 9780390298737)
eBook – Estimated Price \$ 20.62
 - (1) Search for book by Title, ISBN (9780390298737). Students can also filter by State/School.
 - (2) Select "Add to Cart."
 - (3) After adding the book(s) to your cart, click "Check Out" (upper right) and then again on the shopping cart review page.
 - (4) Create an account or sign in.
 - (5) Enter billing information and click "Next."
 - (6) Verify information and click "Place Order."

- (7) Your receipt and bookshelf will appear. Access your eBook here.
- (8) You'll receive your VitalSource password via email.

August Wilson's *Fences* Plume (June 1, 1986) **ISBN-13:** 978-0452264014 (available at university bookstore or Amazon.com)

Electronic Reserves:

In addition to the textbook, we will be reading some plays found in KSU library's Ereserves.

1. Follow this link to the Ereserves website: [KSU Ereserves](#)
2. Type Password **art12**.
3. You will find a number of materials there. We will be using:

Sophocles: <i>Antigone</i> Ibsen: <i>A Doll's House</i> Lim: <i>Paper Angels</i> Glancy: <i>Woman Who Was a Red Deer Dressed for the Deer Dance</i>
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Additional Scripts:

Additional Reading Materials will be posted on Blackboard Learn 9

Important Rules, Policies, and Information:

Missing and late assignments are not acceptable. There will be no make-ups, except in cases of extreme emergency, for which we will need written documentation. The same policy applies to written assignments– they must be turned in on time or they will not be accepted unless you can verify an emergency with written documentation, at which time we will discuss your due date.

There will be no cell phone usage in this class. This includes text messaging. Please turn your cell phone off (NOT TO VIBRATE) when you enter the classroom.

Students with disabilities: University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through **Student Accessibility Services** (contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures).

Cheating and Plagiarism Policies: It is the policy of the University that students enrolled in the University are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the University. Cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which **appropriate sanctions are warranted and will be applied.** This policy applies to all students of the University. University policies concerning student cheating and plagiarism are available through [Plagiarism](#).

Registration Requirement: Students who are not officially registered for a course by published University deadlines should not be attending classes and will not receive credit or a grade for the course. Each student must confirm enrollment by checking his/her official class schedules (using Student tools in FlashFast) prior to the deadline indicated. Registration errors must be corrected prior to the deadline.

Course Withdrawals:

- To drop or withdraw from a course, access <http://flashline.kent.edu/>
- Withdrawals are subject to deadlines stated in the University's semester schedule and available at the University Registrar's web site:

http://www.kent.edu/registrar/calendars/stu_important_fall.cfm

Blackboard Learn 9:

The course will use the Blackboard Learn 9 **Online Learning System as a supplementary tool.** (To access the course, go to: <https://learn.kent.edu/> and log on to **Blackboard Learn 9** with your user name and Flashline password. For assistance with your user name, password or other problems logging into or using Blackboard Learn 9, please contact the Help Desk at 330-672-HELP or helpdesk@kent.edu . We strongly suggest you log in two days prior to the course start date so that any problems can be resolved prior to the first day of class. For the tutorials, please visit <http://www.kent.edu/blackboard/student/index.cfm>

Email: The University has given you a kent.edu email address. This free email address is yours to be used for life. It will be used for all school and university related communications. If you have another account you prefer to access for your email, IT IS YOUR RESPONSIBILITY to arrange to have your Kent email forwarded to that account. You can receive help with this by calling the Kent Helpdesk (330) 672-HELP.

Missing tests, quizzes, or presentations is not acceptable. There will be no make-ups, except in cases of extreme emergency, for which I will need written documentation. The same policy applies to written assignments – they must be turned in on time or they will not be accepted unless you have an emergency which can be verified with written documentation, at which time we will discuss your due date.

There will be no laptop usage in this class. If you need to use your laptop for special reasons, please see me to discuss the circumstances.

There will be no cell phone usage in this class. This includes text messaging. Please turn your cell phone off (NOT TO VIBRATE) when you enter the classroom.

24-Hour Rule: I understand that there are times you may wish to discuss a grade on a particular assignment, exam, or quiz, whether via e-mail, phone, or face-to-face. However, any student wishing to discuss a grade must wait a period of twenty-four (24) hours before contacting me. This allows you ample time to think about your work rather than simply reacting to the grade. Please take time to reflect before bringing grade disputes to my attention. If you still feel you need to discuss your grade, please make an appointment to see me during my office hours after the 24 hour period has passed.

Student Success Program & Writing Commons: Many of you will wonder why there is so much writing in a Theatre course, but that is because it is an essential part of the theatrical world. Your review and exam essays will be partly graded on mechanics and organization, so I suggest that you take advantage of the help offered by the **Writing Commons** here on campus to help guide your work. I will also be glad to look over your work, time permitting. You can set up an appointment with them via their website. Also if you need any help or questions with regard to your progress and performance in class in general, please contact the **Student Success Program**.

<p><u>Student Success Programs:</u> Undergraduate Studies Olson Hall Kent State University P.O. Box 5190 Kent, OH 44242-0001 Phone: (330) 672-9292 Fax: (330) 672-9296 NEWATKSU@kent.edu</p>	<p><u>Writing Commons</u> writing@kent.edu Library 4th Floor (330)672-1787</p>
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For more resources, [Click Here.](#)

Aug. 27, 2012	DAY AND EVENING CLASSES BEGIN
Aug. 27- Sept. 2, 2012	<p>LATE REGISTRATION–SCHEDULE ADJUSTMENT</p> <p>Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online using the Online Payment System (See Quick Links). Visit the Bursar's Office website (See Quick Links) for tuition payment deadlines and any additional fee payment information.</p> <p>Click here for Late Registration policy.</p>
Aug. 31, 2012	Application Deadline for Fall 2012 December Graduation – Graduate students seeking a graduate degree or graduate certificate or Undergraduate students seeking an associate degree.
Aug. 31-Sept. 2, 2012	WEEKEND CLASSES BEGIN
Sept. 3, 2012	Labor Day (No Classes, Offices Closed.)
Sept. 3-9, 2012	<p>LATE REGISTRATION - \$100 NON-WAIVABLE LATE REGISTRATION FEE ASSESSED. There is a late registration fee of \$100 for new registrants. Please refer to the Bursar's Office website (See Quick Links) for payment due dates and any additional fee information.</p> <p>Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online using the Online Payment System (See Quick Links). Visit the Bursar's Office website (See Quick Links) for tuition payment deadlines and any additional fee payment information.</p> <p>Click here for Late Registration policy.</p>
Sept. 3-9, 2012	<p>SCHEDULE ADJUSTMENT–NO LATE REGISTRATION FEE ASSESSED. Courses may not be added, nor may credit/audit/pass-fail or credit hour options be changed after Sept. 9, 2012. Please refer to the Bursar's Office website (See Quick Links) for payment due dates and any additional fee information.</p> <p>Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online using the Online Payment System (See Quick Links). Visit the Bursar's Office website (See Quick Links) for tuition payment deadlines and any additional fee payment information.</p> <p>Click here for Schedule Adjustment policy.</p>
Sept. 9, 2012	Last day to elect credit/ audit/pass-fail or credit hour options.
Sept. 9, 2012	Last day to withdraw from any or all courses that meet the full semester before grade

	of "W" is assigned. Access the Detailed Class Search from the Schedule of Classes for deadlines for flexibly scheduled courses.
Sept. 10- Nov. 4, 2012	WITHDRAWAL FROM ANY OR ALL COURSES USING FLASHFAST. (Grade of "W" assigned.) Access the Detailed Class Search from the Schedule of Classes or your student printable schedule for deadlines for flexibly scheduled courses. See Bursar's Office website (See Quick Links) for Refund Schedule. Click here for the Withdrawal policy.
Sept. 15, 2012	Application Deadline for Spring 2013 May Graduation – Undergraduate students seeking a bachelor degree or undergraduate certificate.
Oct. 17, 2012	Midterm Grades Available for Viewing in FlashFAST (Freshmen only). Log into FlashLine and click on the Student Tools and Courses tab.
Nov. 12, 2012	Veterans Day Observance (No Classes, Offices Closed.)
Nov. 21 at noon - Nov. 25, 2012	Thanksgiving Recess (Classes recessed Wednesday noon through Sunday. Offices closed Thursday and Friday).
Dec. 9, 2012	Classes End
Dec. 10-16, 2012	Final Exam Week (" Exam Schedule " for dates and times.)
Dec. 15, 2012	Application Deadline for Summer 2013 August Graduation – Undergraduate students seeking a bachelor degree or undergraduate certificate.
	Kent Campus Commencements - See the Academic Calendar for dates
Dec. 20, 2012	Final grades available to students in FlashFAST. Log into FlashLine and click on the Student Tools and Courses tab.
Dec. 24, 2012 - Jan. 1, 2013	Holiday Schedule - During this time, all nonessential operations will be closed at all Kent State campuses. Normal business operations will resume on Wednesday, Jan. 2, 2013.
Jan. 14, 2013	Spring 2013 Classes Begin

XII. Guidelines for Writing a Performance Review

You need to see the review assignment as an opportunity for you to intellectually present your perceptions and evaluations of various components in a production. Don't simply write a synopsis of the play. It is important to describe, in detail, what happens in the play and on the stage, but it is also very important to analyze themes, issues, and various production elements. Please analyze effectiveness of production elements as well. It is important to include specific examples from the production to support your opinion and reinforce your argument.

Times Roman 12
Double Spaced
Number all pages.
Italicize titles of plays, books, and films.
No title page.

I. Basic Information:

You need to include basic information in your review:

Who: What organization is presenting this production?

What: Name of the play and the author.

When: When did you see it?

Where: Where did the performance take place?

Title: Review of _____

Example:

Your name
Anna in the Tropics
By Nilo Cruz
Director: Lucia Colombi
Theatre Company: Ensemble Theatre at Cleveland Play House
Date of Performance: September 25, 2012

Review of *Anna in the Tropics*

Then the First paragraph starts:

II. Critical Analysis:

Examples of specific issues you may want to examine:

What do you think the playwright was trying to say (THEME). What is your response to it? It is very important that you discuss the author's message in the beginning of your review and later you should discuss how artistic elements visualize it.

Can you identify a perceptible CONCEPT or METAPHOR that the director may have chosen as a unifying element in the production? What was being attempted? Was it effective?

What elements of production (lighting, set design, costume, and acting) were intriguing to you?

You always need to include your analysis of “acting” and at least one of the design elements in your review. Explain why you felt that way. And in what way the elements you choose to discuss enhanced what the playwright and director were attempting to convey.

Any other useful information: audience response, program note, etc.

Writing Tips

- Assume well educated adults as your readers.
- Provide ample and detailed examples to substantiate your criticism.
- Be direct. Avoid “I think” “I assume,” “It seems that”
- Use others and other objects as nouns (S).
- Avoid passive voice.
- Utilize the S & V combination as much as possible.
- Identify the names of the actors and designers.
- Clarity.
- Detailed information including the actors and director’s names. So avoid “the person who played the role of Juliet...”
- Avoid simple-minded and general phrases like “good job” and “awesome.”
- Don’t get lazy when you write the last paragraph (conclusion). You have to say something innovative, exciting, and new (not new argument).
- Include lines from the play if it is appropriate.
- Do not recount the entire plot.
- Read the program and dramaturgical notes. If necessary, obtain the script.
- “---- is important because---” phrase always helps you to build and develop an argument.

XIII.A Sample Review

Giovanni Student

Macbeth

By William Shakespeare

Director: Charles Fee

Theatre Company: Great Lakes Theater Festival

Date of Performance: October 22, 2008

Review of *Macbeth*

For their inaugural season in the Hanna Theatre at Playhouse Square, the Great Lakes Theater Festival presented a thrilling production of William Shakespeare's *Macbeth* that captured the action, seduction and power of this popular play. I have read and studied *Macbeth* many times and have seen it on video, but this live performance was like nothing I could have imagined. The set, costumes, sound, lighting and the even the acting came together in a fusion of classic text and modern vision that illustrated the themes of power, corruption and the need for glory.

As the director explained in his program notes, this is an extremely focused play. Shakespeare created a deeply flawed character that spirals into a power mad bloodbath of murder and destruction. His belief in the prophetic words of the witches propels his actions. The constant cajoling of Lady Macbeth cements their objective into a murderous plan from which there can be no return. This particular production took that ambitious objective and created a visual and auditory feast that the audience was surely digesting long after the play ended.

The most striking feature of this unique production was the use of live, Japanese style drumming to underscore the action onstage. The drummers, who were positioned far stage left and right, used drums, large metal sheets and their own voices to create sounds that enhanced the action onstage. Scenes of battle were punctuated with a driving beat that turned the fight choreography into an elegant dance of death. The metal sheets were used as cymbals, crashing into waves of thunder, rolling into a crescendo of emotion or scratching in a spooky effect that made your hair stand on end. There was no way for the actor's intensity to decrease; the drums kept a constant rhythm that forced the actors to rise and fall to their penetrating beat. I have seen productions of Shakespeare that become so mired in forcing the language that the actors sacrifice the vigor of the scene. That never happened in this production.

For the most part, the cast was very strong. Macbeth, played by Dougfred Miller brought a great deal of strength to the role, although I would have liked to have seen more of the uncertainty. Part of what makes Macbeth such a fascinating character is that he is so deeply human; alternating between deadly confidence and crushing uncertainty. The confidence was there in Mr. Miller's performance, but the more subtle colors of Macbeth's personality were somewhat lacking. Laura Perotta's performance as Lady Macbeth was outstanding. She was able to capture all the nuances of Lady Macbeth's persona: the blind ambition, the stealthy sexuality and the pathetic madness.

The roles of Banquo and Macduff, played by Lynn Robert Berg and David Anthony Smith respectively, were also very well-rounded. They both created characters that demonstrated strength and pathos as their individual relationships with Macbeth were tested. The director chose to create a chorus of men to play the many supporting roles of soldiers, thanes and murderers. For the most part this proved effective, although at first I was confused by the convention. Tim Try, who was a member of

this chorus and also played Donalbain was effective in his stage presence, but his voice was glaringly effeminate. He really represented the only obvious weakness in the cast.

Special mention must be made of the witches played by Sara M. Bruner, Laura Welsh Berg and Cathy Prince. They were not portrayed as the craggy crones so often depicted on stage and screen, but rather as organic elements of nature. Their costumes were superhuman and allowed the actors to present a frightening, yet natural presence that at times blended into the scenery. Their movements, like the drummers, seemed to be influenced by Japanese forms which obscured their individuality, but created an essence of the supernatural. The day I attended the production, one of the witches was slightly off in her timing, but I believe a stand in was required for that performance and she performed admirably with little rehearsal.

The set also reflected the Japanese influence. A central, circular platform, painted blood red, dominated the stage. There was a production of *Macbeth* in 2002 done by the Oregon Shakespeare Festival that used a pool of blood in the middle of the stage as its central metaphor, so when I first saw the red circle I was reminded of that. But the use of the red circle in this production was much more complex. The new hydraulic capabilities of the theatre allowed the designer to “float” the disc in the middle of the stage creating a central acting space that implied isolation and also fundamental importance. The Japanese influence was also highlighted by the disc in its representation of the Japanese flag. The rest of the set consisted of a simple platform that was used for entrances, exits and interiors. The stark but effective design was completed by three large metal sheets, two of which were used by the drummers.

The costumes were simple, yet convincing. The men’s costumes were almost Celtic in their shape and symbols, strikingly depicting military garb. The women’s costumes were rather nondescript, but efficient in their timelessness. The witches by far had the most interesting costumes. Their flowing robes, attached to long sticks at their arms, created movement that was totally unique and otherworldly. Additional fabric attached to the sides allowed the witches to raise their arms and appear as ubiquitous trees, at times visible only to Macbeth. The costumes were also used to symbolically convey injuries suffered by the actors. As each sword blow and knife plunge was acted, a long red ribbon of material would swirl around the actor. This convention was particularly effective when the action happened offstage. As Lady Macduff and her son are killed, the ribbons of fabric flew on stage as the actors’ screams pierced the space.

The lighting was functional and also elegant. Lighting is most effective when it’s barely noticed, illuminating the actors and seamlessly creating focus. The designer achieved that goal. The effects created by gobos were particularly interesting. During a hunting scene there were deer projected on the back scrim. The knife scene was accentuated by lighting that appeared only on the red disc. A lighting design that is barely noticed by the audience is the most effective and without a doubt the most complex.

This production of *Macbeth* was a tremendous achievement for the Great Lakes Theater Festival. I saw this production with 500 high school students and even they were mesmerized. It was truly a complete package of entertainment, visual imagery and striking Shakespearean dialogue.

XIV. Personal Monologue Instructions

A monologue is a piece of text in which one actor speaks for a considerable length of time without being interrupted by another character. In this monologue you are playing the character of yourself. The person you are talking to is someone you know or knew. You should use “I” and “you” statements in the monologue. The monologue should be memorized. The monologue should have an objective. To determine your objective fill in the blanks below:

I am telling _____ (specific person) this because I want
him/her to _____.

Then, as you rehearse the monologue, try to identify what action you are using to obtain your objective. On the typed copy of the monologue that you hand in, you should type or write in 1) who you’re talking to; 2) what your objective is, as stated above; 3) what your action(s) is/are. You will be graded as follows for a total of 50 points:

Typed copy of monologue turned in	10 pts
Memorized Monologue	10 pts
Talking to one specific person	10 pts
Clear objective	10 pts
Action Identified	10 pts