



MARY BALDWIN UNIVERSITY

MASTER OF LETTERS, MASTER OF FINE ARTS IN  
SHAKESPEARE & PERFORMANCE

# STUDENT HANDBOOK

2017 – 2018



Mary Baldwin University  
Shakespeare & Performance

Student Handbook for 2017-18

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## **Mission of Mary Baldwin University**

Mary Baldwin empowers leaders to pursue lives of purpose in a changing world. As a distinctive small university committed to its rich heritage as an inclusive, women-centered liberal arts college, Mary Baldwin fulfills its mission by providing undergraduate, graduate, and professional education to a diverse population of women and men. It emphasizes high ethical standards and the development of critical, creative, and reflective reasoning as the foundation for fulfilling, engaged, and meaningful lives.

## **Graduate Studies in Shakespeare & Performance**

Mary Baldwin University offers Graduate Studies in Shakespeare and Performance (S&P) in a unique partnership with the American Shakespeare Center. Men and women in the S&P program pursue an interdisciplinary course of study thoroughly grounded in early modern England's theatrical culture. The possessor of a Master's degree from this program may go on to become a teacher, actor, director, dramaturg, producer, or enter a PhD program to pursue a scholarly career. Many class meetings and student performances take place in the American Shakespeare Center's Blackfriars Playhouse, the only modern reconstruction in the world of seventeenth-century London's Blackfriars. With the Blackfriars Playhouse as a resource, we pay special attention to early modern theatrical practices: What was it like to be an actor in the English Renaissance? What were the conditions under which Shakespeare worked? How does or does not this understanding inform our production of early modern English drama today? Internationally recognized visiting scholars and artists frequently augment regular faculty instruction in the S&P program.

**MLitt/MFA Faculty and Staff****2017-18****Dr. Paul D. Menzer**

Professor of English;  
Program Director  
Rose Terrace 112; Ext. 7058  
[pmenzer@marybaldwin.edu](mailto:pmenzer@marybaldwin.edu)

**Professor Ralph Alan Cohen**

Gonder Professor of English;  
Director of Mission, ASC  
ASC, 20 S. New St., 4<sup>th</sup> Fl.; 885-5588  
Rose Terrace 111; Ext. 7251  
[ralphalancohen@gmail.com](mailto:ralphalancohen@gmail.com)

**Dr. Julie D. Fox**

Assistant Director for Operations  
Rose Terrace 15A; Ext. 7237  
[jfox@marybaldwin.edu](mailto:jfox@marybaldwin.edu)

**Dr. Mary Hill Cole**

Professor of History  
Carpenter 404; Ext. 7273  
[mhcole@marybaldwin.edu](mailto:mhcole@marybaldwin.edu)

**Doreen Bechtol**

Faculty: MFA Company Manager  
and Director of Training  
[dbechtol@marybaldwin.edu](mailto:dbechtol@marybaldwin.edu)

**Professor Theresa Southerington**

Professor of Theatre  
Deming Hall 6; Ext. 7192  
[tsouther@marybaldwin.edu](mailto:tsouther@marybaldwin.edu)

**Professor Matthew Davies**

Assistant Professor of English  
Rose Terrace 220; Ext. 7248  
[mdavies@marybaldwin.edu](mailto:mdavies@marybaldwin.edu)

**John C. Harrell**

REN 660: Acting for the Early Modern Stage  
[johncharrell500@gmail.com](mailto:johncharrell500@gmail.com)

**J. P. Scheidler**

Combat and Movement Instructor  
[jmonkey@earthlink.net](mailto:jmonkey@earthlink.net)

**Allison Glenzer**

MFA Adjunct Faculty  
[mailto:allisonglenzer@gmail.com](mailto:mailto:allisonglenzer@gmail.com)

**Vanessa Morosco**

MFA Adjunct Faculty  
<mailto:vanessamorosco@gmail.com>

**Ben Lambert**

MFA/MLitt Adjunct Faculty  
[mailto:lambertbc@jmu.edu](mailto:mailto:lambertbc@jmu.edu)

## The Shakespeare & Performance Educational Policy Committee

The policy committee meets monthly throughout each academic year and is responsible for academic requirements and regulations, academic policies, regulations for program development, and for working with the director on all aspects of the program, including scheduling, staffing, and advising. Members of the S&P Admissions Committee make all admissions decisions for the program. Members of the committee for 2017-2018 are:

Paul Menzer, Chair; Ralph Alan Cohen, Mary Hill Cole, Terry Southerington, Doreen Bechtol, Lise Keiter, Julie Fox (non-voting), and Student Representative Victoria Buck (non-voting)

### Some Visiting Artists and Scholars (since 2001)

**Melissa Aaron**, English Department, California Polytechnic State University, Pomona. PhD in English, University of Wisconsin at Madison; specialist in teaching through long-distance technology

**Tom Berger**, Emeritus Professor of English, St. Lawrence University; analytical bibliographer, textual critic, and editorial theorist, Scholar-in-Residence, MBU MLitt/MFA program

**Giles Block**, formerly Master of the Word, the New Globe Theatre, London

**Mary Katherine Burke**, Associate Professor, Head of Voice Program for MFA in Acting, University of Virginia; BA, Notre Dame; MFA, Ohio University

**Rob Clare** has acted with the Royal Shakespeare Company and worked for numerous theatres in England, and has brought Shakespeare workshops into prisons around England and N Ireland. Currently he does freelance work as a Shakespearean verse and text specialist, for the RSC (London), Steppenwolf Theatre Company (Chicago), the Academy of Classical Acting (D.C.), and quite a few other well-known venues. He is the artistic director of Kestrel Theatre Company, working creatively through drama within the criminal justice system.

**Antonio Fava**, third generation Actor, Director, Teacher, Librettist and world expert on Commedia dell'Arte; Director of the International School of the Comic Actor in Reggio Emilia, Italy

**Drew Fracher**, Artist-in-Residence, Fight Master, Master Teacher; BFA, Virginia Commonwealth University; MFA, Western Illinois University; Past President, Society of American Fight Directors; British Academy of Stage and Screen Combat; British Academy of Dramatic Combat; Nordic Stage Fight Society

**John Frick**, Professor of Drama, University of Virginia; BA, Colgate University; MA, University of Montana; PhD, New York University; Author; Theatre Historian

**Andrew Gurr**, Professor of English, Reading University, England; Academic Advisor to Shakespeare's Globe, London

**Roger Hall**, Professor of Theatre, James Madison University; AB, Princeton University; MA, PhD, Ohio State University; Playwright

**Frank Hildy**, Professor of Theatre and Director of Graduate Studies, University of Maryland

**Roslyn Knutson**, Professor Emerita, University of Arkansas, Fayetteville. Past President, Marlowe Society of America; Founder of the Shakespeare Scene Festival at UALR. BA & MA, UAF; PhD, University of Texas at Austin.

**James Loehlin**, Shakespeare at Winedale Regents Professor, and Director, Shakespeare at Winedale. BA, University of Texas at Austin; MA, St. Anne's College, Oxford; PhD, Stanford University

**Joseph Martinez**, Associate Professor and Chair, Theatre Department, Washington and Lee University; BA, Illinois Western University; Graduate Diploma, Royal Academy of Dramatic Art, London; Fight Master Emeritus, Examiner, and Past President, Society of American Fight Directors

**Sandra C. McClain**, Adjunct Associate Professor of Music, Mary Baldwin College; BA, Meredith College; MM, Manhattan School of Music; EdD, Teachers College, Columbia University

**Russ McDonald**, Historian, Critic, Lecturer, University of London; BA, Duke University; MA, PhD, University of Pennsylvania

**Thadd McQuade**, Actor-Combatant, Society of American Fight Directors. Trained in voice, mime, and stage movement in Europe and the US

**Fred Nelson**, Artistic Director and resident Voice Coach with ASC; Member, Actors Equity Association, Screen Actors Guild, American Federation of Television and Radio Artists, and Voice and Speech Trainers Association

**Kate Eastwood Norris**, Actor: ASC, Folger, Woolly Mammoth, etc.; Whole Actor Research Project: Approaching dramatic texts through organic movement and impulse; International School for the Comic Actor, Reggio Emilia, Italy; BA in theatre arts, Virginia Tech

**Tina Packer**, founder and artistic director of Shakespeare and Company; former Associate Actress, Royal Shakespeare Company, and companies in Glasgow, Edinburgh, Leicester, and Coventry

**Scott J. Parker**, Director, Institute of Outdoor Drama; BA, Guildford College, England; MA, University of North Carolina; MFA, University of Virginia

**Jan Powell**, Founding Artistic Director of the Tygre's Heart Shakespeare Company, Portland, Oregon; Past President, Shakespeare Association of America

**Todd Ristau**, Director of the MFA in playwriting, Hollins University; BA and MFA, University of Iowa

**John Paul Scheidler**, Actor/Fight Director for ASC. Member, Association of Theatre Movement Educators. Member, Actors Equity Association; Certified Teacher, Society of American Fight Directors; BA, Western Michigan University; MFA, University of Virginia

**Tiffany Stern**, Lecturer and Shakespearean scholar, University College, Oxford

**Patrick Spottiswood**, Director of Education, the New Globe, London

**Jennifer Tiramani**, formerly Director of Theatre Design at the New Globe, London; vast costuming career for theatre and opera; extensive research on early modern clothing construction/design

**Patrick Tucker**, Theatre Historian, Co-founder, the Original Shakespeare Company (now disbanded); Director for stage and screen; Teacher and Author

**James Volz**, Arts Consultant and Professor, California State University at Fullerton; PhD, University of Colorado at Boulder

**William Proctor Williams**, Senior Lecturer in English, University of Akron; Professor Emeritus, University of Northern Illinois; MA and PhD, Kansas State University

## **The Blackfriars Playhouse and the American Shakespeare Center**

The ASC's Blackfriars Playhouse, completed in 2001, is located at 10 N. Market Street. An authentic replication of the second Blackfriars Playhouse, which was leased for the King's Men in 1608 by Shakespeare, the Burbage Brothers, John Heminge, Henry Condell, William Sly, and Thomas Evans, it is the only such building in the world, and is a magnet for scholars and tourists alike.

The partnership between the S&P Program and ASC is an intimate one, the program owing its very existence to the foundation of the Blackfriars Playhouse. The playhouse is our major research space and the venue for many of our classes and performances as well as our annual thesis festival. All S&P students receive free admission to ASC productions and may attend ASC rehearsals with the permission of the show's director. ASC actors are entitled to enroll in MLitt/MFA classes, with the permission of the program director, and to receive Mary Baldwin graduate credit. Internships at the Blackfriars Playhouse are an excellent resource for our students and may be arranged through Sarah Enloe, Director of Education for the ASC. The ASC box office can be reached at (540) 851-1733, and additional information is available at <http://www.americanshakespearecenter.com/>.

The **Blackfriars Conference** is held every other October in odd-numbered years and plays host to an international array of Shakespeare scholars, critics, and practitioners. S&P students are required to attend the conference and serve as useful participants, their duties ranging from driving conference attendees and helping with conference logistics, to delivering their own papers before what may be the best-qualified audience in the world. Students at the conference should see and conduct themselves as ambassadors for the S&P program.

The Blackfriars Conference will take place October 24–29 2017 at the Blackfriars Playhouse.

### Important Campus Contacts:

<b>Dr. Pamela Fox</b> , President.....	887-7026
<b>Dr. Oliver Evans</b> , Interim Provost.....	887-7030
<b>David B. Mowen</b> , Vice-President for Business and Finance.....	887-7370
<b>Dr. Lewis Askegaard</b> , Special Assistant to the President and Director of Accreditation .....	887-7071
<b>Kim Robinson</b> , Registrar.....	887-7033
<b>Ashley Buchanan</b> , Director of Graduate Admissions.....	887-7021
<b>Sarah Eggleston</b> , Financial Aid for MLitt/MFA students.....	887-7323
<b>Linda Fretwell</b> , Billing for tuition and fees.....	887-7364
<b>Carole Creager</b> , College Librarian.....	887-7310
<b>Computer Services HELP Desk</b> .....	887-7075

#### ... and a few other potentially useful numbers:

<b>Emergency</b> (campus).....	887-7000
<b>Switchboard/Security</b> (24 hrs).....	887-7000
<b>Rescue Squad</b> (emergency).....	911
<b>Fire Department</b> .....	911

#### ...and websites:

<b>MBC S&amp;P web page</b> .....	<a href="http://www.marybaldwin.edu/shakespeare/">http://www.marybaldwin.edu/shakespeare/</a>
<b>S&amp;P program calendar</b> .....	<a href="http://www.marybaldwin.edu/shakespeare/calendar/">http://www.marybaldwin.edu/shakespeare/calendar/</a>
<b>MBC Academic Policies:</b> .....	<a href="http://www.marybaldwin.edu/catalog/">http://www.marybaldwin.edu/catalog/</a>

### Overview of the Master of Letters Degree (37 semester hours)

The Master of Letters (MLitt) degree was formerly a European degree that originated in Oxford and some of the Scottish universities, where it is frequently a two-year, interdisciplinary degree culminating with a thesis. Mary Baldwin University's MLitt degree is the logical precursor to the MFA at Mary Baldwin or elsewhere, or to the PhD at another institution.

The MLitt requires completion of the course requirements outlined in the MBU *Catalog*, and includes a written research project of approximately 50-80 pages, varying according to the nature of the project, and a presentation of approximately 25 minutes, not including a brief public question-and-answer segment designed to illustrate the findings or questions outlined in the thesis. The presentation may include commentary or explanatory notes, which should be carefully balanced with presentational elements.

The written thesis and presentation are followed by a one-hour oral defense before an examining committee of at least two members selected by the student and including the faculty supervisor of the project. Thesis defenses are open to the public. The committee is normally selected from the MBU faculty, but another qualified person (a scholar and/or practitioner) from outside the college may be included with the approval of the thesis supervisor and the director of the S&P program. Usually, no more than one outside examiner may sit on any committee. The committee may approve the degree project outright, approve it subject to revisions or additions, or decline to accept it, giving their reasons for doing so. A student whose work is declined should consult with his/her advisor and the program director about the advisability of continuing work for a second attempt for the degree with a new topic. No more than two attempts are permitted. The project supervisor will assign a grade for the thesis course (REN 700); and the award of the degree itself is determined by the examining committee on the basis of the final project itself and the student's academic record. **All MLitt students must be present, in person, to attend their MLitt thesis defenses unless inhibited by health or medical exigencies.**

Before beginning the final project, the student should secure a supervisor, chosen from the program faculty or other qualified persons. A Directed Inquiry for preliminary work on the topic may precede the project. All degree projects require the approval of the thesis supervisor, the other committee member(s), and the program director. The final project registration form is available online on the S&P website.

Thesis projects are presented at the annual Thesis Project Festival early in the spring semester. Performances normally take place on the Blackfriars Playhouse stage. The student is responsible for casting and directing any scenes, and for presenting the thesis content in *no more than 25 minutes*. The 2017 Thesis Festival will be held February 19-20<sup>th</sup>, 2017.

For any staged readings or full-scale performances which may be necessary or desired for a student's thesis work, the S&P faculty and staff will assign a performance date based on the availability of the stage, the convenience of the examining committee, production needs for the specific performances, and the overall number and nature of other student projects to be scheduled.

## **Core Course Requirements for the MLitt Degree**

MLitt students *must complete 28 s.h. of core courses* (See MBU catalog for more details) plus 9 s.h. of elective credits to equal a minimum of **37 semester hours**, including:

- REN 500: Shakespeare (3 s.h.)
- REN 501: Research Methods (1 s.h.)
- REN 510: Shakespeare and Textual Culture (3 s.h.)
- REN 520: Tudor-Stuart History or REN 550: Social History of Early Modern England (3 s.h.)
- REN 530: The Language of Performance (3 s.h.)
- REN 531: Performance of the Language (3 s.h.)
- REN 551: Shakespeare Pedagogy (3 s.h.)
- REN 553: Directing I (3 s.h.)
- REN 670: Dramaturgy (3 s.h.)
- REN 700: Thesis Project for the MLitt (3 s.h.)

### **The MLitt Degree Project: REN 700 (3 s.h.)**

The Master of Letters degree project is a combination of research and presentation. The project may be preceded by a Directed Inquiry during the semester before the proposed term for project completion. The student must identify a thesis project supervisor and expect to meet for regular tutorials at the discretion of the supervisor. The thesis should focus on a scholarly investigation; the presentation should demonstrate or illustrate the principal argument of the thesis. For the MLitt, a production alone is not acceptable as a degree project although a project may be derived from the experience of participation in such a performance.

*As a program requirement, as an opportunity to learn, and as a matter of courtesy to fellow students, all students, whether directly involved in the degree project or not, are required to attend degree performances.*

### **Directed Inquiries (Usually 1 - 3 s.h.)**

Besides thesis preparation, another purpose for a DI is to allow a student to develop an interest in a topic not otherwise covered in the curriculum. The student must find a faculty member to supervise the inquiry, and should expect to meet for regularly scheduled tutorials, to complete any in-semester requirements, and to complete a final exercise, normally a paper of approximately 15 pages or more. The DI is primarily a scholarly exercise and is not designed to be a performance project, though a DI might well arise from a performance. Normally a student should not expect to enroll for more than one DI for the MLitt degree, excluding the DI

preparatory to the final project. *Registration for all DIs require a form (found on our website) with signed approval of the DI supervisor and the program director.*

### **Internships (Usually 1 – 3 s.h.)**

An internship is recommended but not required for MLitt degree completion. Internships are practical experiences in theatre, supported by a written record from the student outlining the objectives of the internship and the manner in which those expectations have been met. Internship registration requires submission of a form with approval signatures from the internship supervisor and the director of the S&P program. Students must also identify an on-site supervisor who will be responsible for assessing the student's performance and sending that evaluation to the S&P director, who will assign and report a "P" (passing) or "NC" (No Credit) grade to the Registrar. Internship registration must be complete before the end of the first week of classes in the term of the internship.

### **Overview of the Master of Fine Arts Degree**

**A minimum of 70 semester hours, including 37 s.h. earned for the MLitt degree OR**

**For Post-Baccalaureate Portfolio option, 54 s.h., including 15 – 18 pre-awarded semester hours and 36 s.h. (minimum) earned at the University.**

Most students proceed to the MFA degree at Mary Baldwin University by first successfully completing the MLitt degree (36 s.h.). Students will request permission to proceed to the MFA program in early October of the third MLitt semester, by participating in a Saturday audition event for acceptance into the next year's MFA Company. Acceptance into the MFA degree program will be based on the MLitt GPA (a minimum of 3.3) and satisfactory performance in the Fall interview/audition/workshop day with the program director and program faculty.

Notification of acceptance into the MFA program will occur as soon as possible thereafter.

Prospective students with prior masters degrees and/or significant professional experience may be invited to submit a Post-Baccalaureate Portfolio. If the student can make a case for the award of 15 to 18 s.h. of credit, by demonstrating mastery of S&P course content for five-to-six courses in the academic catalog, then the student may matriculate to earn the MFA degree without first completing the Master of Letters degree. A minimum of thirty-six (36) s.h. must be

completed at the Staunton campus. The MFA degree is the terminal professional degree for many tenure-track college/university teaching positions in the arts.

### **Rehearsal/Performance Spaces and Requests for ASC Actors, Costumes, and Props**

Requests for performance or rehearsal space in the Masonic Building for the use of Masonic Red may be made on the program's "Masonic Red" calendar (available through the suite of Google options accessible through a students' email account). Space may be booked no earlier than 6 weeks in advance and no later than 3 weeks in advance. *Dress rehearsal and performance dates are guaranteed*, but if circumstances or S&P projects warrant, permission may be withdrawn from other activities. Obviously, every attempt is made to avoid such a situation.

Space in the Masonic Building is allotted according to the following priorities:

1. S&P classes
2. S&P projects
3. Student productions
4. American Shakespeare Center needs

Other rehearsal and performance space on campus is limited and must be requested well in advance, and coordinated with the S&P office. Requests for (occasional) use of the Collins Theatre must be cleared with Terry Southerington.

Requests for use of the Blackfriars stage or Tyson Center room must begin with program ASC liaison Mary Finch (finchml6642@marybaldwin.edu). Finch will schedule blocks of rehearsal time for S&P projects with ASC and make a sign-up sheet available for thesis-presenting students. *Requests for the use of ASC actors, costumes or props requires submission of a request form downloadable from the MLitt/MFA student website.* For the 2017-2018 school year, completed ASC request forms *must be submitted to Mary Finch.* Please do ever directly contact Jay McClure at the ASC directly. You must go through Finch for all things ASC.

## Teacher Licensure

The S&P program does not offer teacher licensure. However, students may consult with the MBU Master of Arts in Teaching (MAT) office about requirements for obtaining licensure. A number of courses in the S&P curriculum meet the MAT requirements. Students who wish to consider this option should contact the MAT program director.

## S&P Academic Policies

The full statement of academic policies for the S&P program is available online in the Mary Baldwin *Catalog*. These policies are subject to change at the discretion of the S&P Educational Policy Committee; the director will inform students of any such changes. **A student is governed by the academic regulations in effect on date of first enrollment as a degree-seeking student.** Students may petition for exemption from academic policies. Any modification of or exemption from degree requirements is granted only for reasonable cause, with the recommendation of the student's advisor and approval by the program director.

Each student is assigned an individual advisor, whom the student may consult before registration each semester. Registration for each term should be completed before the first week of classes so that the Financial Aid office can capture the correct number of semester hours for each student before loan balance (after tuition is paid) checks are disbursed. Students should also feel free to meet regularly with her/his advisor to review academic progress and to express other program concerns. All advisors have taken a major part in developing the program and can be a valuable source of advice; however, it remains the student's responsibility to be aware of important deadlines and program requirements.

### Add/Drop Policies

A graduate student may drop a course without penalty prior to the third meeting of the class. For a one-week intensive course or classes that meet once weekly or less often, the deadline is prior to the second meeting of the class. The program director in consultation with the instructor will determine the student's final grade when a course is dropped after the official drop period. A course may be dropped for medical or providential cause at any time upon approval of the director. A student may add a course prior to the second meeting of the class, or at any time, with the permission of the instructor.

### Grading and Grade Reports

Official grades are posted online by the Registrar's office when grades for all courses in a given semester have been submitted. Grades are generally posted within three weeks after completion of courses.

### Academic Standing

The program director reviews grade reports after each semester, but students are also responsible for monitoring their own academic progress. All S&P students are required to remain in good academic standing by maintaining a cumulative GPA of 3.0 or above. A minimum GPA of 3.0 is required to graduate; a minimum of 3.3 is required to be considered for admission to MFA candidacy. The grading symbols used in the MLitt/MFA program are:

A distinguished	4.0	NC	no credit
A- excellent	3.7	CR	passing
B+ good	3.3	NR	no record: professor did not turn in a grade
B competent	3.0		
B- minimum passing	2.7		
C unacceptable work	2.0		
F failing	0		

A student not in good standing may be placed on probation or asked to withdraw from the program. A student failing any course may be asked to withdraw. For full information on grades and grading policies, including incomplete grades and procedures for probation and withdrawal, consult the S&P section of the *MBU Catalog*.

### **Student Evaluation of Teaching**

At the end of each course, students are given an opportunity to evaluate the course. These evaluations are sealed and returned to the program office. After grades have been turned in, the evaluations are read by the program director and distributed to the instructors. The evaluations are taken seriously and should be seriously undertaken by each student.

### **Participation Policy**

The plays taught and performed in the program may contain controversial themes and sexual content. Students are expected to engage with all the material and are encouraged to discuss with faculty any concerns they may have. Accepting a role in a program-sponsored performance event constitutes a *de facto* agreement to perform, direct, and/or dramaturg the play in its entirety.

### **Grievance Procedure**

Student grievances against faculty, staff, administrators, or other students should be brought to the program's director. If the complaint is against the program director, student grievances should be brought directly to the Interim Provost, Dr. Oliver Evans.

### **Financial Aid**

Questions and issues concerning aid should generally be directed to Sara Eggleston, Financial Aid Counselor (887-7323; [seggleston@marybaldwin.edu](mailto:seggleston@marybaldwin.edu)), who works directly with students.

### **Program Fees**

Each semester, students are required to pay a technology/library services fee. For 2015-16, this fee is \$55. Additionally, first and second year MLitt students are required to pay a \$50 program fee, in the Fall semester only. MFA students are required to pay a \$100 program fee, in the Fall semester of the third year. These fees come out of financial aid loans, along with tuition, before checks for the loan balance are disbursed to students. In semesters that students will graduate (for both the MLitt and MFA degrees), a \$100 commencement fee is assessed for ceremony and diploma expenses, and added to the student's list program fees.

## General Information

### IDs and Parking Stickers

Around Orientation incoming students are assigned an ID number and given a picture ID card that will admit students to the library, dining hall, and other uses. The ID is valid for the duration of the time you are enrolled at MBU. If you intend to park on campus an annual parking sticker is required, for a fee of \$20. IDs and parking permits are available from the MBU Security office located in Taylor House on Sycamore Street (campus map available in academic catalog).

### Security

Campus security is available around the clock. That office will provide escorts, if desired, from one area of the campus to another. They also unlock buildings for academic use. To reach security, press "0" on one of the campus phones, or call 887-7000. Mary Baldwin University is a safe campus, but students are expected to make good decisions regarding their possessions and personal safety.

### Textbooks

Texts for MLitt/MFA courses are available through MBU's new online bookstore, at the beginning of each semester. Books may be ordered from other sources, as well, such as Amazon or half.com.

### Privacy Act (from the MBU *Catalog*)

Mary Baldwin University complies strictly with the Family Educational Rights and Privacy Act of 1974, as amended, for access to and release of information contained in student records. The Act accords all students certain rights which are summarized as:

- 1) to be informed of rights under the Act;
- 2) to inspect and review education records;
- 3) to request a change in an education record which a student believes to be inaccurate, misleading, or in violation of privacy or other rights;
- 4) to exercise a limited control over disclosure of information contained in a student's education records; and
- 5) to file complaints.

The college has also adopted the following policies:

Mary Baldwin University considers the following to be directory information: name, class, local address and telephone number, home address and telephone number, date of birth, major fields of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received.

A student has the right to refuse to permit the release of any or all directory information without the student's prior written consent. Any refusal must be received in writing prior to the start of the fall term, and state specifically the information that is not to be released.

**Sexual Harassment Policy** (from Mary Baldwin University *Faculty Handbook*)

Mary Baldwin University reaffirms the principle that all members of the college community -- students, staff, employees, faculty, and administration -- have a right to be free from gender discrimination in the form of sexual harassment by any other member of the college community.

At Mary Baldwin University, we consider it our responsibility to promote a healthy learning and working environment, and we define sexual harassment as follows:

- sexual contact of any nature which is not freely and mutually agreeable to both parties,
- communications of a sexual nature, whether verbal, non-verbal, written, or pictorial, which intimidate or humiliate the person receiving such communications,
- imposes preferential or adverse treatment or to make threats concerning an individual's academic standing for the purpose of obtaining sexual contact of any nature.

Instructors or college employees who engage in sexual harassment of students violate college policy. Instructors or employees are guilty of an additional violation if they attempt reprisals against students who make informal or formal complaints of sexual harassment. If you feel you have been sexually harassed by anyone at MBU, either college employees or fellow students, you may file an informal or formal complaint. The informal complaint is made to college chaplain Katherine Low (107 Carpenter; 887-7044) who will make every attempt to mediate and resolve the situation as quickly as possible. A formal complaint is made in writing to the Dean of the College, and would be processed according to the guidelines in the Faculty Handbook. As a first step, you may want to discuss the matter with your faculty advisor, and then move to an informal complaint if your faculty advisor cannot suggest an appropriate resolution. The formal complaint is the next step if the chaplain is unable to resolve the problem. Please be assured that your confidentiality will be protected throughout the entire procedure.

**Drug Policy** (from the RCW *Student Handbook*)

Mary Baldwin University in no way condones the breaking of laws relating to drugs, but it is concerned with helping students achieve a realistic understanding of the consequences of the use of drugs for themselves and for society and, thus, the independence that results from informed, responsible decisions. The real basis for such decisions is each student's responsibility to self and to the community of which the student is a part. Literature concerning drugs is available from the library and from counseling services.

Mary Baldwin students and their guests are expected to comply with Virginia State Laws and Mary Baldwin University policies concerning possession and consumption of alcohol. The college upholds federal and state laws prohibiting possessing, dispensing, giving, or transferring narcotics (including marijuana) and will not offer protection from legal prosecution to members of the college. The college cannot protect an offender against the penalties of the law. Officers armed with proper documents have the right to search any campus buildings without prior notice.

## Martha Stackhouse Grafton Library Information

Normal library hours for the 2017-2018 academic year are as follows:

Monday-Thursday	8:00 a.m. - Midnight
Friday	8:00 a.m. - 6.00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	Noon - Midnight

Hours vary during exam periods, holidays, May Term, summers sessions, and semester breaks. All changes are posted on the library's web page: [marybaldwin.edu/grafton/](http://marybaldwin.edu/grafton/). A valid student ID must be presented to check out materials from the library.

Members of the MBU community have access to the library's web-based catalog and several full-text journal articles, indexing, and abstracting services using the Word Wide Web browser, as well as Early English Books Online (EEBO). Interlibrary loan and document delivery services provide expedited access to materials from other libraries. Request forms are available online.

The library building includes areas with individual study carrels, each of which is wired for network access for portable computers. Listening and viewing carrels also support individual use of audio and video resources. The library holdings include the BBC/Time-Life recordings of all of Shakespeare's plays. The Shakespeare collection has been expanded through grants from the Jesse Ball Dupont Fund and the Carpenter Foundation, and gifts to the S&P program. The Grafton library staff is readily available for consultation, and students and faculty are encouraged to schedule individual appointments for research assistance.

Increasingly, the library staff uses technology to facilitate access to print and digital resources that support teaching and learning in the liberal arts. The library participates in the Virtual Library of Virginia (VIVA) Project, the Shenandoah Valley Independent College Library Consortium, the Virginia Independent College and University Library Association, and the Southeastern Library Network.

## Email Information and Computer Help

The email accounts for all incoming MLitt students are activated one week prior to the first day of the fall term. Students' email addresses are usually comprised of (lower case): last name, first initial, middle initial, last 4 digits of student ID number, followed by: @marybaldwin.edu (example: [boyer4416@marybaldwin.edu](mailto:boyer4416@marybaldwin.edu)). Faculty and staff email addresses are usually first initial, last name, @mbc.edu (example: [jfox@marybaldwin.edu](mailto:jfox@marybaldwin.edu)). Incoming students receive their initial password and PIN # from the CIS office.

Much of the college's information is distributed via e-mail, and it is also the primary means of communication for the S&P program office. The [ags-mlit-mfa@marybaldwin.edu](mailto:ags-mlit-mfa@marybaldwin.edu) group email list is the official, administrative email list for program information, and the quickest way to distribute information to the full group of S&P students, faculty, staff and policy committee members. The [mlitt-students@marybaldwin.edu](mailto:mlitt-students@marybaldwin.edu) email list is the social email list received by and posted on only by current students and a few alums. S&P program students are responsible for

checking their e-mail on a regular basis (every day is recommended). Email addresses may be kept for life, and forwarded to other email accounts. Students are encouraged to continually update alumni contact information with the program office as the years pass.

**Computer Help:** The Computer and Information Services' (CIS) office is located on the lowest level of the Grafton Library Hall (door faces Frederick Street). Students may call the Help Desk at 887-7075.

## **Concerts and Lecture Series**

Throughout the year, Mary Baldwin offers students and members of the community extended learning opportunities through a variety of scholarly and cultural activities. A number of these events occur on an annual basis and are made possible through the generosity of benefactors of the college.

### **Carl Broman Concerts**

Outstanding musicians are brought to the campus and the community for a yearlong series of entertainment. The Broman series honors the memory of Dr. Carl Broman, head of the college's music department for many years.

### **Elizabeth Nottingham Day Lectures**

These annual lectures feature topics about professions in the visual and performing arts, in honor of Elizabeth Nottingham Day, for many years head of the college art department.

### **Elizabeth Kirkpatrick Doenges Visiting Artist/Scholar Program**

Named for "Liddy" Doenges, MBU '63, the program annually brings to campus distinguished professionals and scholars in the visual and literary arts. Doenges scholars are resident on campus for a week during the fall semester, and for the entire May Term.

### **Heifetz International Music Institute**

For 16 years, the Heifetz International Music Institute has been dedicated to the artistic growth and career development of some of the world's most talented and promising classical musicians, and in 2012, the organization opened its doors at Mary Baldwin University. The partnership offers free, twice weekly "Stars of Tomorrow" concerts at the college's Francis Auditorium (Mondays at 7:30 p.m. and Saturdays at 3 p.m.) and "Celebrity Series" concerts at 7:30 p.m. each Thursday at the Blackfriars Playhouse, featuring performances by the Institute's world-renowned artists/faculty. Tickets are \$25 for adults, \$20 for students and seniors.

### **Phi Beta Kappa Lectures**

Representing a wide variety of academic fields, Phi Beta Kappa speakers present public lectures, offer special classes, and meet with students in a variety of informal settings.

For information about current Mary Baldwin University events, see at the university's website.

## Mary Baldwin University Theatre

Productions take place in the Fletcher Collins Theatre in the Bertie Murphy Deming Fine Arts Center. Show times are: Wednesdays – Saturdays, 7:30 pm and Sundays, at 2 pm. The MBU undergraduate theatre program's 2017-2018 productions are:

Oct. 4-8:	<i>Almost Maine</i> by John Cariani
Nov. 10-19:	<i>HMS Pinafore</i> by Gilbert and Sullivan
Feb. 14-18:	<i>Marie Antoinette</i> by David Adjmi
April 4-8:	<i>The Wolves</i> by Sarah DeLappe
May 9-13 :	<i>Machinal</i> by Sophie Treadwell

See: <http://www.marybaldwin.edu/academics/theatre/> for more details about plays.

Auditions for the MBU theatre program are open to all MBU students including MLitt students. For more information about the shows call the theatre at 887-7189. The student rate for individual performances is \$7; season tickets are \$25. Professor Terry Southerington offers S&P students comp tickets on Wed. and Thurs.

Three community theatres in the area also welcome auditions from MBU students: Oak Grove Theatre (5 summer productions), the Waynesboro Players (3 winter productions) and ShenanArts (irregular, year-round).

### Additional Websites

Mary Baldwin University website:	<a href="http://www.marybaldwin.edu/">http://www.marybaldwin.edu/</a>
The S&P homepage:	<a href="http://www.marybaldwin.edu/shakespeare/">http://www.marybaldwin.edu/shakespeare/</a>
Program course listings:	<a href="http://www.marybaldwin.edu/shakespeare/core-curriculum/">http://www.marybaldwin.edu/shakespeare/core-curriculum/</a>
Program forms:	<a href="http://www.marybaldwin.edu/shakespeare/current-students/">http://www.marybaldwin.edu/shakespeare/current-students/</a>
Grafton Library:	<a href="http://www.marybaldwin.edu/grafton/">http://www.marybaldwin.edu/grafton/</a>
Grafton Library research guide:	<a href="http://libguides.marybaldwin.edu/shakespeare">http://libguides.marybaldwin.edu/shakespeare</a>
American Shakespeare Center:	<a href="http://www.americanshakespearecenter.com/">http://www.americanshakespearecenter.com/</a>

Facebook pages: the program has a Facebook page open to all current and former students; there is a public page for alumni and friends of the program; the MFA Company has a public page to support their company model; and each incoming class usually has its own private page.

Program page:	<a href="https://www.facebook.com/mbusap/">https://www.facebook.com/mbusap/</a>
Alumni page:	<a href="https://www.facebook.com/groups/mbcmlittmfa/">https://www.facebook.com/groups/mbcmlittmfa/</a>
Compass Shakespeare:	<a href="https://www.facebook.com/MotleyShakes/">https://www.facebook.com/MotleyShakes/</a>

## **The MBU Honor System**

### **I. THE HONOR PLEDGE**

Believing in the principles of student government, I pledge myself to uphold the ideals and regulations of the Mary Baldwin University community. I recognize the principles of honor and cooperation as the basis of our life together. I shall endeavor faithfully to order my life accordingly. I will not lie, cheat, steal, plagiarize, or violate my pledge of confidentiality. I will encourage others to fulfill the ideals of the honor system and will meet my responsibility to the community by reporting incidents of honor offenses.

### **II. THE PRINCIPLES OF THE HONOR SYSTEM**

In becoming a member of the Mary Baldwin Student Government Association and in taking the honor pledge, each student enters into an agreement based on freedom and recognition of responsibility to this community, promising to uphold the ideals of the honor system. Personal integrity is one of the principles upon which the Honor System is founded. The ideals of the honor system include a mutual trust among all members of the community. Upon entering this trust a student assumes full responsibility for her own acts. Whenever a student signs her name to anything, she has acknowledged the ideals of the honor system, and her signature is her promise to uphold its pledge. A student's responsibility to the Honor System does not end when she leaves the campus.

The welfare of the individual and the community depends upon all sharing equally the responsibility of enforcement, including the encouragement of others to uphold their share. It is important that each student report any violation of the honor system. It is imperative that everyone recognizes her duty of protecting the honor system and the student body. Only through the cooperation of each student will the Mary Baldwin Honor System continue to be effective.

### **III. DEFINITION OF AN HONOR OFFENSE**

An honor offense is an infraction of the college's stated rules of honor by a student enrolled in Mary Baldwin University. Honor offenses include plagiarism, lying, cheating, stealing, and breach of a pledge of confidentiality. An infraction may occur on or off campus.

#### **A. PLAGIARISM**

Plagiarism is the use of someone else's idea or work without acknowledging the source of the idea or work. All quotations, paraphrases, copying, and adaptation from published or unpublished sources must be acknowledged as explained below. Sources may include but are not limited to papers, written or spoken statements, and works of art. If a student discovers she has made some mistake in acknowledging sources in a paper already submitted, she must make this fact known to her instructor immediately. The Honor Council will not accept a plea of ignorance.

Two general principles apply to documentation of sources in written work. They are presented here, quoted from Watkins, Hoyd C.; Dillingham, William B.; and Martin, Edwin T., *Practical English Handbook*, Boston: Houghton Mifflin Company, 1971, pp. 244–345:

All direct quotations must be placed in quotation marks and acknowledged in your text. Even when you take only a phrase or a single unusual word from a passage, you should enclose it in quotation marks.

All paraphrases and citations must be acknowledged. Credit a source when you cite ideas or information from it, even when you do not quote directly. Altering the wording does not make the substance yours.

## B. LYING

A lie is any misrepresentation of facts as a student knows them, whether made vocally, in writing, or by a nonverbal indicator (such as, but not limited to, a head motion). Any lie that affects the Mary Baldwin University community will be dealt with by the Honor Council, whether or not the misrepresentation is made to a member of the college community, and whether or not the misrepresentation was made on or off campus. The Council hears cases including, but not limited to, those involving lying to a member of the faculty or of the administration or staff, to a student, or to a committee or organization. Examples include, but are not limited to, possession or use of a false I.D., stating a false name or age, and altering documents or official papers.

Although any lie is a serious offense, the Honor Council views particularly serious any lie to an investigation committee or to the Council. If an investigating committee or the Honor Council suspects that an accused student may be lying, the committee or Council will ask the student to clarify her statements. If the committee or Council continues to believe that the student may be lying, it will notify the student that she is also accused of the offense of lying. The investigation or hearing will proceed, and it will include the additional charge of lying. If an investigating committee or the Honor Council suspects that a witness may be lying, the interview or hearing will proceed to a conclusion. The separate suspected offense of lying shall be investigated following the procedures applicable to other honor offenses.

## C. CHEATING

Each student is expected to do her own work in all academic endeavors. Giving or receiving help on academic work unless allowed by the instructor is cheating and must be reported. It is the student's responsibility not to discuss a test or exam with a student who has not taken it. To avoid the possible appearance of committing honor violations, students are advised not to

possess or take any materials other than writing instruments and blank paper into any room where a closed book test or examination is being given or possess or take any materials not specifically permitted by the instructor into any room where an open book test or examination is being given. Books and study materials should be left in the student's room or outside the room where the test or examination is to take place.

#### D. STEALING

Respect for the personal property of every individual is an essential principle upon which the Mary Baldwin Community is based. Taking or use of others' belongings without permission and unauthorized use of school property (includes, but is not limited to, library books and magazines, laboratory equipment, dining room utensils, and refrigerators) and copyrighted property (RIAA and MPAA copyrighted property) are breaches of the honor system and will be dealt with by the Honor Council. A student's responsibility to the honor system does not end when she leaves the campus. Whenever a student signs her name to anything, she has acknowledged the ideals of the Honor System and her promise is to uphold its pledge.

The Honor Council takes the position that anyone who has had the proper explanation about the mechanical and legal aspects of maintaining a checkbook, and then continues to write bad checks is stealing and therefore, committing an honor offense.

For your information, the Virginia State Law 18.2fil 81. Issuing bad checks, etc., larceny, (states) "Any person who, within intent to defraud, shall make or draw or utter or deliver any check, draft, or order for the payment of money, upon any bank, banking institution, trust company, or other depository, knowing, at the time of such making, drawing, uttering or delivery, that the maker or drawer has not sufficient funds in or credit with such bank, banking institution, trust company, or other depository, for the payment of such check, draft or order, although no express representation is made in reference there too, shall be found in violation of the codes related to larceny; and, if this check, draft, or order has a represented value of \$200 dollars or more, such person shall be in violation of the codes related to a Class I misdemeanor."

#### E. CONFIDENTIALITY

All members of the Honor Council, students reporting offenses, members of an investigating committee, witnesses at a hearing and/or investigating committee, advisors and members of the Board of Appeals shall strictly maintain the confidence of proceedings. Those involved in the case may acknowledge that a case is in progress, but they must keep all names and facts pertaining to the case in complete confidence. An accused student may discuss her case while an investigation is proceeding with the following individuals: her parents, her advisor to the Honor process, the chairwoman to the Honor Council, the advisors to the Honor Council, and faculty,

administration and staff of the college. An accused student may not discuss her case with any other individual, especially those involved with an investigation. If an accused student is found responsible and given a sanction, the student may tell others her sanction. She may not discuss any other aspect of the case with anyone except those persons listed above. Failure to maintain confidentiality will result in an action by the Honor Council.

Witnesses must observe complete confidentiality about a case, but if a witness believes she must discuss aspects of the case, she should contact the chairwoman. Faculty and staff should maintain professional standards of confidentiality, especially as it pertains to the identity of students, but they may discuss their involvement with any faculty advisor to the Honor Council.

Members of the Honor Council, Student Advocates, or Student Investigators who are found in violation of breaches of confidentiality shall be dismissed from their respective organizations. The Honor Council shall post the results of cases in which a student has been found in violation, without names, once each semester. At the same time, the same information will be sent to faculty and staff in the form of e-mail attachments. If there is a breach of confidentiality, the Honor Council reserves the right to post a statement without names of the facts of the case for one and a half to two days at four places on campus.

#### IV. THE HONOR COUNCIL

The Honor Council strives to promote the spirit of honor throughout all aspects of campus life. The Council assumes responsibility for the orientation of all students to the honor system. The Honor Council deals with infractions of the honor system, which include lying, cheating, stealing, plagiarism, violation of a pledge of confidentiality.