

# **School of Theatre Graduate Student Handbook**

Member  
College of Fine Arts  
Florida State University

## **Foreword**

The School of Theatre is an accredited member of the National Association of Schools of Theatre. Its degree requirements are in accordance with the latest published guidelines of that association and with the rules and regulations of Florida State University.

It is the responsibility of each individual student to know the rules and regulations contained in the Florida State University *General Bulletin: Graduate Edition*, the School of Theatre handbooks, and applicable University handbooks.

The School of Theatre retains the right to refuse or terminate enrollment at any time if a student fails to maintain the standards of the program. Also, the School reserves the right to modify information contained in this handbook with appropriate notification to students.

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# **Academic Policies**

## **First Day Attendance Policy**

Attendance is mandatory for the first meeting of all university classes. Instructors are required to drop students who are absent on the first day unless they have made prior arrangements with the instructor. Instructors may add students on an official waiting list or those who are otherwise eligible to fill the vacated spaces. This policy applies to all courses at Florida state university. (Note: the student is responsible for ensuring that his/her course schedule is accurate. In other words, do not assume that a course has been dropped from your schedule because you did not attend.)

## **Student Files and Plan of Study**

The student academic file is a record of the student's complete course of study. This record includes the Plan of Study, practicum assignments, qualifying examination results, thesis materials, assistantship evaluations, and other materials related to the student's matriculation. Original materials remain in the student's permanent file in the Office of Academic and Student Services, but the student and the advisor may retain copies. Responsibility for keeping this file up-to-date rests with each individual student.

The Program Head and the student create the Plan of Study, which outlines the student's individual course of study. This plan includes projected courses, credit and non-credit production assignments, and the projected length of time to complete the degree. The plan is intended to guarantee the integrity of a student's matriculation, but it is not a binding agreement and may be changed with the consent of the Program Head and student. Plans of Study are generated during the first semester and should be updated every semester during the advising period. The original Plan of Study should be on file by the end of the first semester.

The work for the master's degree must be completed within seven years from the time the student first registers for graduate credit. All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination, or the student's supervisory committee will require that a new preliminary examination be passed.

## **Transfer Credit**

Transfer of courses counted toward a previous degree from another regionally accredited graduate school is limited to six (6) semester hours and transfer of courses not counted toward a previous degree within The Florida State University is limited to twelve (12) semester hours. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the master's degree. The applicability of course work toward a Plan of Study is determined by the appropriate Program Head in conjunction with the Executive Director.

The University does not accept experiential learning, or award credit for experiential learning; therefore, transfer credit based on experiential learning from another institution will not be accepted.

### **Full-Time Student Course Load**

Nine (9) credit hours is defined as a full-time load for residential graduate assistantship holders on a half-time appointment or larger. A student who wishes to register for fewer than nine (9) semester hours must have written approval from the Executive Director prior to registration.

### **Academic Standing**

Continuation in the School of Theatre depends on progress in completing requirements, academic performance, potential for success in the field, and general attitude and conduct as displayed in the ability to work with peers and faculty members or other production personnel. In order to remain in good standing in the School, a student must:

1. Maintain a minimum 3.0 grade point average.
2. Achieve a grade of "B-" or better in all required coursework.
3. Attend all scheduled progress reviews and receive passing assessments from reviewing committees.
4. Comply with all program and School of Theatre policies.
5. Make sufficient programmatic progress and growth in the program in which they are enrolled.

Students who fail to meet these minimum standards will be placed on probation for the subsequent semester. Steps necessary to remove the probation status will be discussed with the student at the time s/he is notified of probationary status. In extreme instances, students may be dismissed from the School of Theatre effective immediately.

Except in cases of major violations of School of Theatre policy or the Florida State University *Student Code of Conduct*, students will be counseled regarding concerns related to academic/ programmatic standing. At the time a significant concern is identified, the Program Head will meet with the student to discuss the matter. A letter or Qualifying Exam (QE) outlining the concern is presented to the student and a copy placed in the student's files. The document will outline steps necessary to address the issue and a time line for completing any remediation. Students who successfully attend to the concerns will receive written acknowledgement of that fact with a copy of the correspondence also placed in the student's file. Students who fail to meet the established criteria may be placed on probation or terminated depending on the nature of the deficiency/incident.

In addition to these general standards, the academic programs may have additional evaluation procedures and guidelines. Students should discuss these with the appropriate program director.

### Probation

Students on probation have a specified period to return to good standing in the program. The length allowed to address the probation status will be determined by the Program Head and the Executive Director. Actions needed to remove probationary status may include retaking required courses (at the student's expense), raising the cumulative GPA, improving quality of work, growth in professionalism and/or successful completion of additional practical assignments. Steps necessary to remove the probation status will be discussed with the student at the time s/he is notified of probationary status.

Students on probation may be ineligible for assistantships and may be limited in their scope of production involvement at the discretion of the Executive Director. Failure to remove probationary status after one semester may result in dismissal.

### Termination

Students in the School of Theatre may be terminated and removed from a program on the grounds of overall unsuitability upon recommendation of the graduate faculty. A recommendation for termination based on unsuitability will normally be the result of a combination of factors indicating marginal overall performance within the program. A Program Head who believes that termination is necessary will convene a committee of three faculty members to review the recommendation and supporting documentation. The student will be notified of the review and offered the opportunity to submit a written statement. The faculty panel makes a recommendation to the Executive Director if termination is appropriate. Except in cases involving extenuating circumstances not presented to the graduate faculty panel, the Executive Director will follow the recommendation of the faculty committee.

The School of Theatre retains the right to refuse or terminate enrollment at any time if a student fails to maintain the standards of the program.

Beyond these policies, graduate students in the School of Theatre are accountable for academic and other policies outlined in the *General Bulletin: Graduate Edition* and the *Student Code of Conduct*.

### **Final Clearance for Graduation**

Upon completion of all course work, the student must check his or her file and confirm that the file is complete. After the student successfully completes the appropriate defense or exam, the Program Head will date and sign the Program Defense Form, and pass the form to the Executive Director for final signature. Students should confirm with the Office of Graduate Studies that they have completed all necessary and current University paperwork and requirements.

Question about Academic Policies in the School of Theatre should be directed to the Office of Academic and Student Services.

# **Master of Fine Arts Degree**

## **Degree Objectives**

The Master of Fine Arts is the terminal degree in many theatre arts fields. The objective of the program is to provide students with competencies appropriate to the needs of professional theatres in America. The goals of the program are to: ensure opportunities for mastering the application of theory and skills by practicing a professional specialization; encourage on-the-job training in actual working conditions; and provide a general background in theatre history and practice.

Practical assignments are a feature of the course of study towards the MFA degree. Such assignments acknowledge the legitimacy of unique artistic production-oriented work not normally equated with classroom coursework. The assignment program allows students and Program Heads to plan and execute an individualized track to meet the student's particular needs, interests, and career goals. The specific practical assignments should be entered on the student's Plan of Study.

## **General Program Requirements**

A minimum of 60 semester hours beyond the baccalaureate degree is required for completion of the MFA degree. Individual plans of study may involve more than the minimum and may include an internship. A minimum of nine credit hours per semester of graduate level courses for residential Graduate Assistants is considered full time enrollment.

## **MFA Qualifying Examination Policy**

One major objective of the MFA programs in the School of Theatre is to prepare professionals for work in the theatre. To achieve this objective, the MFA faculty review each student's progress toward professional development at the end of each semester. These reviews are the MFA Qualifying Examinations (QE). Students enrolled in MFA programs in the School of Theatre will register for the MFA QE each semester. The appropriate faculty will review each student at the end of each semester. The result of this examination will be a written evaluation presented to the student by her/his Program Head.

Prior to the QE, the Program Head will consult with other faculty members in developing a preliminary review. Faculty will evaluate each student on a number of criteria regarding their progress within the program including, but not limited to, quality of work, communication skills, professionalism, problem-solving abilities, and cooperation with others. At the review, the faculty will discuss the preliminary report and, if necessary, suggest alterations. Following the review, the Program Head will present and discuss the final evaluation with the student. A copy of the QE, signed by both the Program Head and student, will be given to the Office of Academic and Student Services to be placed in the student's file. (Records for students enrolled in the FSU/Asolo Conservatory for Actor Training are housed at the Conservatory.) Written evaluation

should be presented to the student during finals week. (In those instances where the program faculty meets with students during finals week, the written comments should be presented to the student as soon as possible following that meeting.) Students have the right to provide a written response to an evaluation. This response will be filed with the Office of Academic and Student Services in the student's file.

In addition to written comments, the QE form will indicate the student's eligibility status at the end of each semester. Three status levels exist: continue, probation, and dismissed. The consequences for each category are as follows:

Continue - Student is progressing academically and programmatically. S/he is permitted to continue in the program.

Probation - The faculty has concerns about the student's academic and/or programmatic development. The Program Head should work with the student to develop a program for improving the areas numerated by the faculty. This action plan will be filed with the Office of Academic and Student Services and reviewed as part of subsequent QE. Consequences of the first probation may include: reduction in assistantship hours and removal of production assignments. If the student remains on probation the following term for the same concerns, his/her assistantship may be withdrawn depending upon the circumstances and the documented shortcomings. A student may be placed on probation for two consecutive terms. If there is not significant improvement after that time period, the student may be dismissed from the School of Theatre.

Dismissed - The student is dismissed from the School of Theatre. Typically, a student will be on probation for at least one term before being dismissed. However, in some circumstances, the MFA faculty may vote to dismiss a continuing student. Prior to such a vote, the student should have received considerable, verifiable counseling from his/her Program Head and/or the Executive Director. Students in the first semester may be dismissed if the MFA faculty does not believe s/he has the ability to succeed in the program. In this instance, the student should have received considerable counseling from his/her Program Head. The School of Theatre reserves the right to terminate a student at any point during his/her academic career at FSU.

### **Creative Thesis (THE 5973r, 3-6 hours S/U grade)**

Each Program Head defines the contents of this requirement. The creative thesis gives the student an opportunity to demonstrate his or her best work on a significant and challenging project over an extended period of time. Creative thesis typically occurs during the final year of enrollment.

### **Defense MFA Degree (The 8978, 0 Hours S/U Grade)**

All MFA students must register for Defense MFA Degree their final semester in residence. The form of the defense is cumulative and varies with each program. The

defense may focus on a portfolio review; a review of design, acting, directing, or technical work on a particular production; or a review of a written examination.

An MFA Defense Committee is responsible for the final review of a student's work. The committee is typically chaired by the Program Head, with other members selected by the chair and the student from individuals eligible for committee service as outlined by School of Theatre policy. Although the thesis project is important as a demonstration of competence, the Defense Committee considers the entire body of a student's work in its deliberations.

### **Advising**

Personal consultation with the faculty is an important part of each program. Students are encouraged to develop close professional relationships with one or more members of the faculty. Program Heads serve as faculty advisors for the students in their individual MFA programs. It is the student's responsibility to meet with his or her advisor before registration for each semester of matriculation. Students are responsible for meeting all university deadlines and requirements.

### **Professional Internships**

Internships can provide students with the opportunity to gain experience in their particular field by working under the supervision of recognized professionals. Resident internships must be arranged with and approved by the student's Program Head and the Executive Director. The student is responsible for providing progress reports and a full evaluation from the internship supervisor before grades can be assigned. Internships may be arranged to a maximum of eighteen (18) semester hours.

## **Master of Arts Degree**

The Theatre Studies faculty assumes that we are preparing students to work professionally. Primary placement objectives for MA and PhD students include research universities and top liberal arts colleges as well as dramaturgy and literary management positions in regional theatres and leading small theatre companies in urban centers.

The MA program offers students the opportunity to work with outstanding faculty in a flexible curriculum. Classes at the graduate level are small, enabling students to have direct contact with the professor, to contribute extensively in discussion, and to do significant projects and papers. The MA Program is designed for students 1) who desire a foundation for pursuing doctoral studies; 2) who are interested in teaching at the secondary school or community college level; 3) who want to strengthen their academic preparation for theatre-related professions such as literary management and dramaturgy.

### **Program Requirements**

The School of Theatre offers two plans for earning the MA degree. The “Thesis-Type” plan culminates in a scholarly document that reflects significant independent and original research. The “Course-Type” plan culminates in a written comprehensive examination. Students work with the Director of Theatre Studies Graduate Programs to determine which plan best suits their individual career goals. We advise those planning to pursue a Doctor of Philosophy (PhD) degree to follow the Thesis-Type plan. These plans share course work and the same rigorous academic standards apply to all Theatre Studies Master’s students.

### **Advising**

The Director of Graduate Programs in Theatre Studies serves as the primary advisor for students in the MA and PhD programs. It is the student’s responsibility to meet with the Director before registration for each semester of matriculation. Students are responsible for meeting all University deadlines and requirements. The Director consults with School of Theatre faculty in an ongoing process of shaping each student’s professional profile as they progress through the program. Each semester the student’s plan of study is reviewed, updated, approved by the program Director, and filed in the department. Students retain a copy for their records. The Director has responsibility for approving thesis, dissertation, and comprehensive exam committees. In consultation with the student, the Director identifies thesis and dissertation chairs and constitutes committees from relevant, eligible members of the FSU Faculty.

Professional development is a significant component of graduate programs in Theatre Studies. All students attend meetings devoted to professional issues sponsored by the Theatre Studies faculty throughout the academic year. As students take on professional activities, we encourage them to seek advice early and often; regular consultation with members of the faculty is an important part of graduate education and of our program.

### Annual Performance Reviews

At the end of each academic year, the program Director gathers and compiles written evaluative comments on each MA and PhD student from members of the Theatre Studies Area. (Other faculty members may be included at the Director's discretion.) The Director convenes the faculty for review sessions with each student. Each student receives a copy of his/her evaluation, which is also kept on file in the department.

### University Resources

We encourage students to acquaint themselves with resources, schedules and guidelines provided on The Graduate School website: <http://gradschool.fsu.edu/New-Current-Students/Graduate-Student-Handbook>

and in the Graduate Bulletin: [http://registrar.fsu.edu/bulletin/grad/info/grad\\_degree.htm](http://registrar.fsu.edu/bulletin/grad/info/grad_degree.htm)

### Credit Hours

The Master's "Thesis-Type" plan requires a minimum of 30 semester hours of course work including thesis credit. At least 18 hours must be taken on a letter grade basis. The minimum/maximum number of thesis hours for completion of a master's degree shall be six hours.

The Master's "Course-Type" plan requires a minimum of 32 semester hours of course work, of which at least 21 must be taken on a letter grade basis.

### Language Competency

Students in the Theatre Studies graduate programs must demonstrate fluency in written and spoken English, command of standard grammar and usage, and mastery of the *Chicago Manual of Style*. *Chicago* is the technical guide we use for citation, bibliographic form, and many questions regarding writing style and publication. Students holding assistantships that require them to advise and grade undergraduate student written work should also be thoroughly familiar with MLA guidelines.

Foreign Language Requirement. Students in the MA program must also demonstrate the ability to read one foreign language with a dictionary. Students should provide evidence of having satisfied this requirement no later than fall semester of their second year in the program. Foreign students may be exempted upon demonstrating proficiency in English in their coursework. Such students should apply in writing for exemption to the program Director after completing their first semester.

The FSU Department of Modern Languages and Linguistics and the Department of Classics administer the required reading knowledge examinations. Language courses numbered 5060 are service courses designed to prepare the student for these proficiency examinations. The student may take these courses as many times as needed. Students will use the 5069 courses to register for the examination. **These courses do not count toward degree hour requirements and are not covered by tuition waivers funded by the College of Fine Arts.**

## Production Involvement

Dramaturgy is an important component of the MA program in the School of Theatre. In addition to undertaking specific course work in the topic, students must satisfactorily complete one production dramaturgy assignment for the School's regular season. In consultation with students and theatre faculty, the program Director selects and approves these assignments.

The Theatre Studies MA and PhD programs at Florida State value the interrelationship between academic and practical work. Most successful applicants to our graduate programs come well prepared to undertake production work. With that in mind, our degree programs focus on the academic side of the equation. They aim to strengthen students' knowledge in literature, theory, and history—the subjects that are essential components of contemporary theatre and performance studies—and to hone their skills in critical analysis, writing, and speaking. The production dramaturgy requirement provides an opportunity to put this expertise to work in support of faculty and student artists, and Theatre Studies courses frequently include assignments that join theory and practice.

During the academic year, additional, extracurricular, production activities in the School are subject to approval by the program Director. Factors she or he will consider include: progress through the program; excellence in both coursework and assistantships; professionalism; and exemplary end-of-year performance reviews. The proposed activity should have immediate and demonstrable relevance to the student's research/professional profile. As a rule, because the School's Theatre Studies graduate programs are academically demanding, students who seek additional production opportunities should schedule them during the summer months and take care that they do not interfere with their progress through the program.

Please note that major design and directing assignments in the Main stage, Act II, or New Horizons seasons are generally limited to faculty, staff, MFA students and professionals.

## Outside Activities

Activities outside the School of Theatre fall under specific departmental guidelines. In the section below on "Outside Activity" you will find the School of Theatre's policy regarding Outside Activities for Graduate Students

## **Other Requirements**

### Master's Thesis-Type Plan

#### The Thesis

The program Director, in consultation with the student, constitutes and approves the thesis committee, including the Chair.

The subject of the thesis must be within the major field of study and must reveal independent investigation and knowledge of the methods of scholarship. Under the

guidance of the thesis Chair, the student writes a prospectus that introduces the research question, explains the approach they will take to investigating that question, speaks to scholarship that has relevance to the project, specifies the chapters, and briefly states how each one contributes to the argument the research question sets in motion. (Ask the program Director or your Chair for a general list of elements in a prospectus. Consider whether you need Human Subjects approval for your project, and start that process at the earliest point possible.) The thinking you expend on formulating the prospectus will pay off as you write the body of the thesis. The prospectus guides the whole and, once the chapters are complete, you will revise it to reflect changes in the project. It then becomes your introductory chapter!

The Chair of the thesis committee must approve the prospectus before it is distributed to other members of the committee. The Chair and other members of the thesis committee must approve the prospectus before you begin to write the thesis in earnest.

Most theses go through *at least* three or four drafts before they reach an acceptable state. Until the last stages of the process, it is preferable to submit chapters one at a time. When submitting drafts, allow at least a two-week turnaround time for each chapter (fifteen to thirty pages, depending on the subject and thesis design). More time may be necessary at particularly busy periods in the academic year, and you should not assume that your advisor is available during the summer months.

The thesis Chair will guide the thesis writing process. Only after the advisor gives his/her approval may the student submit chapter drafts to the remainder of his or her thesis committee. A student must enroll in Thesis (THE 5971r) during each semester in which he or she intends to have any significant interaction with his/her committee. Students should retain a copy of any work submitted to committee members.

Once the Chair has approved the final draft of the thesis, the student may enroll in Thesis Defense (THE8976) and work with the thesis Chair to schedule the Oral Defense. The defense is open and all members of the committee are to be present physically or virtually.

Students are responsible for downloading and following the University's *Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations*. You will find the newest edition on The Graduate School Blackboard® sites, under the "Manuscript Clearance" submenu. The Graduate School gives formatting workshops each semester and you should attend a workshop no later than the fall of your second year. Acquaint yourself with the guidelines early in your process and write all your drafts using the required format. Check that you are following the guidelines correctly with the manuscript clearance advisor in the Graduate School very early in your writing. Another issue to consider is whether you will seek to embargo your manuscript or agree to its immediate release. This decision requires forethought, and you will want to discuss the options and procedures with your thesis Chair and the appropriate person in the Graduate School. The University requirement is as follows: "As a condition of undertaking a thesis master's program, the student agrees that the completed thesis will be archived in the University Libraries system. The student will make the electronic

thesis available for review by other scholars and the general public by selecting an access condition provided by The Graduate School. The electronic thesis also will be archived by UMI/PQIL (ProQuest); the student will select an access condition that concurs with the access condition in the University Libraries system.” (Source: FSU Graduate Bulletin.)

All theses must be submitted electronically in accordance with University regulations. The student is responsible for meeting the regulations and deadlines set by the Graduate School for the mechanical matters related to the thesis and graduation.

The student must apply for graduation through the Graduation Section of the Registrar's Office by the date specified in the University Academic Calendar.

### Master's Course-Type Plan

#### Comprehensive Examination

The final requirement for the course-type MA degree is a written examination taken during the student's final semester of matriculation. The examination must be taken no later than four weeks before the end of the final semester.

The program Director, in consultation with the student, constitutes and approves the comprehensive exam committee and supervises the process. If appropriate, the Director may designate another member of the faculty as exam Chair.

The examination will contain six questions from the Master's candidate's committee, gathered and reviewed by the program Director (and the exam Chair, if relevant). The exams are proctored and will require no more than six hours writing time. The questions will be comprehensive in coverage and synthetic in philosophy, rather than specifically course-oriented. They will reflect the balance of the student's program of study.

Evaluation of the questions will be by each member of the committee on a Satisfactory/Unsatisfactory basis. To receive a Pass on the exam, the student must receive a majority vote of Satisfactory on all six questions. A Conditional evaluation of the exam is given when less than six, but more than three questions receive a majority evaluation of Satisfactory. In that case the student must repeat the areas covered by the questions not receiving a Satisfactory. A Fail is given when three or more questions receive a majority vote of Unsatisfactory. In the case of a Fail, the student must retake the entire examination. In the case of both Fail and Conditional, the student has one additional chance to remedy the deficiencies, no earlier than the semester following the first attempt.

The student must apply for graduation through the Graduation Section of the Registrar's Office by the date specified in the University Academic Calendar.

## Doctoral Degree

The Theatre Studies faculty assumes that we are preparing students to work professionally. Primary placement objectives for MA and PhD students include research universities and top liberal arts colleges as well as dramaturgy and literary management positions in regional theatres and leading small theatre companies in urban centers.

The PhD prepares students for careers in teaching and research at the college and university levels and a variety of careers in the arts and related professions. The program offers students the opportunity to work with outstanding faculty in a flexible curriculum. Classes at the graduate level are small, enabling students to have direct contact with the professor, to contribute extensively in discussion, and to do significant projects and papers.

### Program Requirements

#### Summary

After successfully completing their coursework, students must pass comprehensive examinations (written and oral) to advance to candidacy and write the dissertation. This final step includes the writing and defending of a prospectus for the research project, and the writing and oral defense of the dissertation.

In addition to meeting all University requirements, the doctoral program in Theatre Studies requires that students demonstrate reading knowledge of at least one foreign language, complete an assignment in production dramaturgy, and complete at least one term of student teaching in a course with a web-assisted component.

#### Advising

The Director of Graduate Programs in Theatre Studies serves as the primary advisor for students in the MA and PhD programs. It is the student's responsibility to meet with the Director before registration for each semester of matriculation. Students are responsible for meeting all University deadlines and requirements. The Director consults with School of Theatre faculty in an ongoing process of shaping each student's professional profile as they progress through the program. Each semester the student's plan of study is reviewed, updated, approved by the program Director, and filed in the department. Students retain a copy for their records. The Director has responsibility for approving thesis, dissertation, and comprehensive exam committees. In consultation with the student, the Director identifies thesis and dissertation chairs and constitutes committees from relevant, eligible members of the FSU Faculty.

Professional development is a significant component of graduate programs in Theatre Studies. All students attend meetings devoted to professional issues sponsored by the Theatre Studies faculty throughout the academic year. As students take on professional activities, we encourage them to seek advice early and often; regular consultation with members of the faculty is an important part of graduate education and of our program.

### Annual Performance Reviews

At the end of each academic year, the program Director gathers and compiles written evaluative comments on each MA and PhD student from members of the Theatre Studies Area. (Other faculty members may be included at the Director's discretion.) The Director convenes the faculty for review sessions with each student. Each student receives a copy of his/her evaluation, which is also kept on file in the department.

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### Credit Hours

The Theatre Studies doctoral program requires 48 semester hours of course work. Students also take a variable number of independent study hours (typically a minimum of 6) to prepare for and pass comprehensive exams. After students advance to candidacy, the University requires 24 hours of dissertation credits.

### Doctoral Residency

Each student must earn residency credits after being admitted to a doctoral program. "The intent of the residency requirement is to ensure that doctoral students contribute to and benefit from the complete spectrum of educational, professional, and enrichment opportunities provided on the campus of a comprehensive university. When establishing residency the student should interact with faculty and peers by regularly attending courses, conferences, or seminars, and utilize the library and laboratory facilities provided for graduate education."

"After having finished thirty semester hours of graduate work or being awarded the master's degree, the student must be continuously enrolled on Florida State University Tallahassee campus for a minimum of twenty-four graduate semester hours of credit in any period of twelve consecutive months." (Source: Graduate Bulletin.)

### Web-Assisted Teaching

The Doctoral program requires one semester of teaching in a course with a web-assisted component such as THE 2000.

### Language Competency

Students in the Theatre Studies graduate programs must demonstrate fluency in written and spoken English, command of standard grammar and usage, and mastery of the *Chicago Manual of Style*. *Chicago* is the technical guide we use for citation, bibliographic form, and many questions regarding writing style and publication.

Students holding assistantships that require them to advise and grade undergraduate student written work should also be thoroughly familiar with MLA guidelines.

#### Foreign Language Requirement.

Students in the doctoral program must demonstrate the ability to read at least one foreign language with a dictionary. Students should provide evidence of having satisfied this requirement no later than spring semester of their second year in the program. Foreign students may be exempted upon demonstrating proficiency in English in their coursework. Such students should apply in writing for exemption to the program Director after completing their first semester.

The FSU Department of Modern Languages and Linguistics and the Department of Classics administer the required reading knowledge examinations. Language courses numbered 5060 are service courses designed to prepare the student for these proficiency examinations. The student may take these courses as many times as needed. Students will use the 5069 courses to register for the examination. **These courses do not count toward degree hour requirements and are not covered by tuition waivers funded by the College of Fine Arts.**

#### Production Involvement

Dramaturgy is an important component of the doctoral program in the School of Theatre. In addition to undertaking specific course work in the topic, students must satisfactorily complete one production dramaturgy assignment for the School's regular season. In consultation with students and theatre faculty, the program Director selects and approves these assignments.

The Theatre Studies MA and PhD programs at Florida State value the interrelationship between academic and practical work. Most successful applicants to our graduate programs come well prepared to undertake production work. With that in mind, our degree programs focus on the academic side of the equation. They aim to strengthen students' knowledge in literature, theory, and history—the subjects that are essential components of contemporary theatre and performance studies—and to hone their skills in critical analysis, writing, and speaking. The production dramaturgy requirement provides an opportunity to put this expertise to work in support of faculty and student artists, and Theatre Studies courses frequently include assignments that join theory and practice.

During the academic year, additional, extracurricular, production activities in the School are subject to approval by the program Director. Factors she or he will consider include: progress through the program; excellence in both coursework and assistantships; professionalism; and exemplary end-of-year performance reviews. The proposed activity should have immediate and demonstrable relevance to the student's research/professional profile. As a rule, because the School's Theatre Studies graduate programs are academically demanding, students who seek additional production

opportunities should schedule them during the summer months and take care that they do not interfere with their progress through the program.

Please note that major design and directing assignments in the Main stage, Act II, or New Horizons seasons are generally limited to faculty, staff, MFA students and professionals.

### Outside Activities

Activities outside the School of Theatre fall under specific departmental guidelines. In the section below on “Outside Activity” you will find the School of Theatre’s policy regarding Outside Activities for Graduate Students.

### Comprehensive Examination

Students who have completed their coursework and all other requirements begin a series of comprehensive examinations that test their expertise, scholarly background, critical sensibilities, breadth and depth of knowledge, and the originality and clarity of their thinking and writing.

Students enroll in Preliminary Doctoral Exam for the semester during which they will take the comprehensive examinations, written and oral. To be eligible to enroll, students must have:

1. Passed with a grade of B- or better all required courses;
2. Passed with grade of B- or better the required number of semester hours of coursework;
3. Fulfilled the foreign language requirement;
4. Completed the dramaturgy requirement.

Comprehensive exams qualify the student to begin their dissertation work. Students are responsible for mastery of the examination material whether or not it has been covered in course work.

The program Director, in consultation with the student, constitutes and approves the comprehensive exam committee, establishes exam dates, and supervises the process. Exams are scheduled by the program Director. The student sits the written portion of the exams in 4 sessions of 4 hours each, typically within the span of one week. Each session is devoted to one of four required areas of expertise: Dramatic Literature, Theory & Criticism, Theatre History, and Specialization. Students are given a choice of questions in each area, but write only one essay for each one. The comprehensive examination as a whole focuses on the student’s ability to analyze the evidence assembled in their individually crafted reading lists to support clearly articulated arguments.

Working with members of their examining committee and under the supervision of the program Director, the student develops a focused reading list for each area that will be the basis of exam questions. These lists, taken individually and together, will

demonstrate both breadth of expertise and specific aspects of the student's professional profile. Depending on the area, these reading lists may include plays, critical writings, theoretical writings, and historical writings. Contents of the lists should not overlap, and the area of specialization should coincide with the student's dissertation topic. The program Director reviews and approves each list before finalization.

Each member of the examining committee writes questions based on the list the student developed under their guidance. The program Director gathers and reviews questions written by the examining committee and proctors the exams. When the last exam is written, the student compiles and distributes the essays to the examining committee.

All members of the examining committee read all exams, with individual faculty members taking the lead in evaluating answers to questions they wrote. Within a week after the packet of written exams is placed in committee members' mailboxes, each member sends to the program Director a brief written statement saying whether the essay in each area they oversaw is satisfactory or has serious deficiencies, risking possible failure. They characterize the deficiencies and indicate what the student must do to address them in the oral defense.

At least a week before the oral defense the program Director will inform the student in writing if the faculty has found that they have failed one or more of the written examinations or if any of the examinations contain deficiencies serious enough to warrant possible failure. The oral defense is the final opportunity for the student to overcome the deficiencies of the written examinations or to demonstrate his or her command of or excellence in the chosen area. If all examining faculty agree that the student has passed the written exams, the student is likewise informed at least one week before the orals.

Oral exams generally occur about 2 weeks after completion of the written exams. The program Director chairs the oral defense; all members of the examining committee participate in the defense. The oral defense covers the same areas as the written examinations. Questions at the oral defense are primarily directed toward, but not limited to, the student's answers on the written examination. The defense usually includes a thorough review, questioning and/or challenging of the written examinations. Although each examiner takes the lead in discussing the area he or she supervised, all members read all the essays and vote on whether the student has passed the orals. Grades for the comprehensive exam are pass or fail. A majority vote of the committee determines whether a student has passed or failed the exam in each of the four areas. A tie vote means failure. Occasionally the faculty will determine that a candidate has passed with honors and will so inform the student and record that fact in his or her permanent file.

The student must pass all four sections of the written examination and the oral defense in order to pass the comprehensive examination. A student who fails one or more areas of the exam may take a new examination in the failed area(s) only once. The re-examination must occur within a minimum of one semester and a maximum of one year

after the initial comprehensive examination. Satisfactory completion of the comprehensive examination means the student is officially admitted to doctoral candidate status and may enroll in dissertation credits.

### The Dissertation

The program Director, in consultation with the student, constitutes and approves the dissertation committee, including the Chair.

The subject of the dissertation must be within the major field of study and must reveal independent investigation and knowledge of the methods of scholarship. Under the guidance of the dissertation Chair, the student writes a prospectus that introduces the research question, explains the approach they will take to investigating that question, speaks to scholarship that has relevance to the project, specifies the chapters, and briefly states how each one contributes to the argument the research question sets in motion. (Ask the program Director or your Chair for a general list of elements in a prospectus. Consider whether you need Human Subjects approval for your project, and start that process at the earliest point possible.) The thinking you expend on formulating the prospectus will pay off as you write the body of the thesis. The prospectus guides the whole and, once the chapters are complete, you will revise it to reflect changes in the project. It then becomes your introductory chapter. It can also provide core statements for applications to external funding sources.

The Chair of the dissertation committee must approve the prospectus before it is distributed to other members of the committee. Once s/he grants approval, you will work with your Chair to schedule an oral defense of the prospectus with the entire committee. The Chair and other members of the dissertation committee must approve the prospectus.

Most dissertation chapters go through *at least* three or four drafts before they reach an acceptable state. Until the last stages of the process, it is preferable to submit chapters one at a time. Once the Chair approves drafts of all chapters, you will go through the entire manuscript carefully at least once to ensure clarity and consistency in the argument and eliminate redundancy. You will revise the prospectus so that it accurately introduces the manuscript.

The dissertation Chair will guide the dissertation writing process. Only after the advisor gives his/her approval may the student submit chapter drafts to the remainder of the dissertation committee. A student must enroll in dissertation credits during each semester in which he or she intends to have any significant interaction with his/her committee. Students should retain a copy of any work submitted to committee members. When submitting drafts, allow a minimum of a two-week turnaround time for each chapter. More time may be necessary at particularly busy periods in the academic year, and you should not assume that members of your committee are available during the summer months.

Once the Chair has approved the final draft of the dissertation, the student will enroll in Dissertation Defense and work with their Chair to schedule the Oral Defense. The

defense is open and all members of the committee are to be present physically or virtually.

Students are responsible for downloading and following the University's *Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations*. You will find the newest edition on The Graduate School Blackboard® sites, under the "Manuscript Clearance" submenu. The Graduate School gives formatting workshops each semester and you should attend a workshop no later than the fall of your second year. Acquaint yourself with the guidelines early in your process and write all your drafts using the required format. Check that you are following the guidelines correctly with the manuscript clearance advisor in the Graduate School very early in your writing.

Another issue to consider is whether you will seek to embargo your manuscript temporarily or agree to its immediate release. This decision requires forethought, and you will want to discuss the options and procedures with your dissertation Chair and the appropriate person in The Graduate School. The University requirement is as follows: "As a condition of undertaking a dissertation program, the student agrees that the completed dissertation will be archived in the University Libraries system. The student will make the electronic dissertation available for review by other scholars and the general public by selecting an access condition provided by The Graduate School." (Source: FSU Graduate Bulletin.)

All dissertations must be submitted electronically in accordance with University regulations. The student is responsible for meeting the regulations and deadlines set by the Graduate School for the mechanical matters related to the thesis and graduation.

The student must apply for graduation through the Graduation Section of the Registrar's Office by the date specified in the University Academic Calendar.

## **Assistantships**

Graduate students receiving a graduate assistantship from the School of Theatre, regardless of their particular program, and their supervisors are expected to adhere to the following policies on graduate appointments.

The Executive Director oversees all assistantships in the School of Theatre. S/he makes appointment decisions in consultation with the appropriate Program Head. While every effort is made to match student academic interest with the assistantship assignment, such a match cannot be guaranteed. Additionally, the Executive Director makes final decision regarding continuation of an assignment.

The official appointment dates for academic-year School of Theatre graduate assistantship will begin the Friday before the start of classes in the fall and end on the last day of finals of spring semester. However, graduate responsibilities in the fall term begin the Friday prior the week before classes begin. Graduate responsibilities in the spring term commence with the day prior to the first day of class. Students are expected to be in Tallahassee and working at these times. Exceptions for professional commitments, internships, etc. must be arranged with the assistantship supervisor(s) in advance and require the approval of the appropriate Program Head and Executive Director. Responsibilities for both terms run through the week of finals. Official term beginning and end dates can be found in the Florida State University Academic Calendar ([http://registrar.fsu.edu/dir\\_class/acad\\_calendar.html](http://registrar.fsu.edu/dir_class/acad_calendar.html)).

Graduate Assistants are not typically expected to be on campus during the institution's official breaks. However, if specific assignments require their presence during that period, the students will be released from duties during finals week of that term or at another time negotiated with the assistantship supervisor and approved by the Executive Director.

Summer graduate appointments vary according to the nature of the assignment. Specifics for each appointment will be negotiated with the assistantship supervisor(s) and must be approved by the Executive Director.

While weekly assistantship hours vary from student to student, it is understood that the assigned hours should be worked each week. Obviously, certain assignments and tasks may require flexing of hours between weeks. The assistantship supervisor(s) and the graduate student are expected to be flexible to a certain extent. While the needs of the assignment are important, academic courses and program requirements take precedence. Under no circumstances should a graduate assistant work more than 30 hours a week unless approval has been obtained from the Program Head and Executive Director.

Mandatory graduate assistant-related meetings, including those occurring during orientation week and the PIE Conference sessions, count toward assistantship hours.

## **Supervision and Work Evaluation**

The Executive Director assigns faculty supervisors for each graduate assistant. The supervisor will explain the specific duties involved with each assignment and work closely with the assistant during the semester. At the end of each semester, the supervisor will provide an evaluation of the assistant's performance, based on standards explained at the beginning of the term. (Supervisors are encouraged to provide feedback at the mid-point of the term as well.) Any conflicts which may arise between an assistant and a supervisor will be resolved by the Executive Director. The assistantship supervisor should also keep Program Heads informed of students' performance in the assistantship.

## **Teaching Assistantship Assignments**

Florida State University has clearly established teaching assistant standards related to appointments. The School of Theatre adheres to those standards when making graduate TA appointments. Typically, initial teaching assignments will include responsible for such tasks as clerical duties, grading, supervising labs, recitation sections, and giving class lectures. Prior to receiving an assignment as a course instructor, the assistant must demonstrate the ability to handle the course with minimal supervision.

## **Tuition Waivers**

Florida State University makes every effort to provide graduate assistants with a tuition waiver for nine credit-hours each semester. These waivers are part of the overall compensation package of the School of Theatre. To remain eligible for an assistantship, a student must discharge the assistantship assigned duties satisfactorily as determined by the supervisor and Executive Director. A graduate student with less than a 3.0 cumulative grade point average is not allowed to continue more than one term as a graduate assistant.

Graduate students who receive an assistantship typically receive an in-state tuition waiver and, during the first year only, out-of-state tuition waiver. Other fees must be paid by the individual student.

Waivers typically do not exceed nine credit hours and generally cover only 5000- and 6000-level courses. Courses below the 5000-level may be acceptable if they are approved by the Program Head and the Executive Director as part of the degree program. The Office of Academic and Student Services should be notified immediately of any changes made in the student's schedule that affect tuition waivers and fees.

## **Residency**

Students on a School of Theatre assistantship are required to establish residency prior to the beginning of class of the first semester of their second year of study. Specific information regarding residency is available at the Office of the Registrar in the University Center A. Graduate assistants who do not establish residency by that time will be liable for the out-of-state portion of their tuition. International students cannot establish residency and, as a result, will be responsible for the out-of-state portion of

the tuition following the first year. (The first year out-of-state portion will be covered if the student is on an assistantship.)

## **Absences**

### **Absence from Campus**

The School of Theatre recognizes that at times students enrolled in its graduate programs need to be away from campus for personal and professional reasons. At the same time, graduate students are expected to be engaged in their academic and assistantship assignments. Faculty and assistantship supervisor plan activities based upon expected student attendance in class and the assistantship. In order to balance the two sets of needs, the School of Theatre has adopted this policy regarding graduate student absences from campus.

Full-time graduate students are required to gain approval before planned absences from campus. (Students needing to be away from campus for emergency reasons should contact the appropriate Program Head and supervisor(s) as soon as possible.)

Students must complete the *Absence from Campus-Graduate Student* form and gather required signatures from the appropriate Program Head, their assistantship supervisor, and the Executive Director of the School of Theatre or his/her designee. The completed form including required signatures is due in the Main Office of the School of Theatre (Fine Arts Building 239) at least two weeks prior to the anticipated departure dates. Requests received after this deadline may not be approved. Completed forms will be filed in the student's academic file.

Approval is not automatic. Student should not assume that a request has been granted until all required signatures have been gathered. It is the student's responsibility, not the Program Head, to secure the necessary signatures. Once a request has been approved, the student will receive electronic notification from the School of Theatre that the request has been approved. Students must gain permission to be absent from campus during the periods in which they are on an assistantship or enrolled in classes, including summers. No exceptions to this policy are allowed. Approval of an *Absence from Campus-Graduate Student* does not constitute an excused absence from any class. Students must adhere to individual course attendance policies.

Students who do not get approval for absence from campus will be subject to disciplinary actions including, but not limited to, proportional reduction in assistantship stipend, probation, and/or dismissal from the School of Theatre.

### **Absences from Classes**

Students should consult the course syllabus regarding course attendance policy.

## **Absences from Work**

Teaching assistants who are absent because of illness or other legitimate reasons must notify the Office of Academic and Student Services and the assistantship supervisor as early as possible. It is the teaching assistant's responsibility to make alternative arrangements to cover classes or other assignments. Other graduate assistants who are absent because of illness or other legitimate reasons must notify his/her supervisor as soon as possible. It is the student's responsibility to consult with the supervisor regarding making up lost work.

## **Outside Activity**

"Outside activity" is defined as any private practice, private consulting, additional teaching or research, or other professional activity (including part-time employment), compensated or uncompensated, which is not part of the students' assigned duties including classes and assistantship.

"Conflict of interest" is defined as any conflict between the private interests of the student and the public interests of the university, or the State of Florida, including conflicts of interest specified under Florida Statutes, or any activity that interferes with the full performance of institutional responsibilities or obligations. Conflicts of interest, including those arising from University or outside activities, are prohibited.

## **Procedures**

Graduate students needing or wishing to engage in outside activities are required to complete the *Graduate Outside Activity Statement* form and gather required signatures from the appropriate program head, their assistantship supervisor, their practicum supervisor and the Executive Director of the School of Theatre or his/her designee. Students should submit this form prior to committing to any outside activity. The completed form, including required signatures is due in the Main Office of the School of Theatre (Fine Arts Building 239) at least two weeks prior to the anticipated start date. Completed forms will be filed in the student's academic file. It is the student's responsibility, not the program head, to secure the necessary signatures. Once the final signature is obtained, the student will receive electronic notification from the Office of Academic and Student Services. Students should submit this form during the periods in which they are on an assistantship or enrolled in classes, including summers. Only students who have completed coursework (including internships) and are not on campus regularly are exempt from this requirement.

## **Program for Instructional Excellence**

The Program for Instructional Excellence in the Office of Graduate Studies provides support services for teaching assistants. During the week preceding the fall semester, orientations are held for new and experienced teaching assistants. In addition to these

orientations, workshops and panel discussions are held throughout the year, which deal with issues specifically relevant to teaching assistants. All first year graduate students in the School of Theatre are required to attend the fall training sessions as part of their assistantship duties.

Another service of the Program for Instructional Excellence is that of the Teaching Associate. The Teaching Associate is an experienced teaching assistant who has been nominated by PIE to provide consultation and assistance to any teaching assistant concerning any aspect of his/her classroom work. The School of Theatre may not always have a Teaching Associate, but when there is one, teaching assistants should make use of his/her services.

## **Instruction Policies (For Teaching Assistants)**

The *Florida State University Constitution* and the *Faculty Handbook* are the basic documents for reference regarding instructional policies and procedures. Policies and procedures of special interest to teaching assistants include:

### **Course Syllabus**

University policy requires that students receive an outline of course expectations and requirements. The School of Theatre faculty adopted a standardized syllabus template for all course taught in the School including those taught by graduate students. The faculty supervisor must approve course syllabi at least one week before the first day of class. A copy of all course syllabi is due to the Office of Academic and Student Services by third day of class each semester. It is the policy of the School of Theatre that course syllabi are not copied on School of Theatre equipment. Instructors are expected to provide an electronic copy to students or identify other avenues for producing copies.

The University and the School of Theatre have stipulated that certain language/policies be included in all course syllabi. Each fall, the School of Theatre compiles these elements into a document that must be attached to all syllabi. The current document is available on the School of Theatre Intranet.

### **Textbook Orders**

Federal and state law dictate that textbook information be available to students prior to the opening of registration. Teaching assistants will be emailed regarding deadlines for textbook submissions. These deadlines must be honored. Teaching assistants should be aware that in some instances faculty members may have selected particular texts for certain courses.

### **Mandatory First-Day Attendance Policy**

Florida State University requires that all students must attend the first day of class. Students who have not made previous arrangements with the instructor and fail to attend the first class meeting must be dropped from the course roster. Graduate

teaching assistants should take a list of students who did not attend the first day of class to the Office of Academic and Student Services immediately following class. The students will be dropped by the office staff.

### Written Objectives

University policy requires that an outline of the course contents be distributed at the beginning of the semester along with the written objectives. Objectives for all courses in the School of Theatre are established by the faculty. While graduate students teaching a course have some flexibility with regard to course content, they are required to adhere to descriptions and outcomes approved by the School of Theatre faculty.

### Grade Rosters

Teaching assistants have the responsibility of reporting grades promptly at the end of each term, in accordance with the announced deadlines and procedures. The Office of Academic and Student Services will notify all instructors of the due dates for grades.

**Teaching Assistants who fail to meet the University deadline for grade submission will be assessed the \$10 per student fee the University charges the School of Theatre. Students will not be allowed to complete degree requirements or receive degrees until the fees have been paid.** Grade rosters are submitted online. If a student is not included on a roster and is registered for the course, the Office of Academic and Student Services must be notified immediately.

### FSU Grading Standards

Excellent	A
	A-
Good	B+
	B
	B-
Average	C+
	C
	C-
Poor	D+
	D
	D-
Failure	F
Pass	P
Satisfactory	S
Unsatisfactory	U
Incomplete	I

### Posting Student Grades

The Family Educational and Privacy Rights Act and federal regulations are interpreted to require the student's consent to release non-directory information. When posting

grades, students should be listed by non-identifying information only. The instructor should not arrange the list in alphabetical order.

### **Undergraduate Final Examinations**

University Final Examination Policy provides that (1) final examinations in all undergraduate courses are discretionary within any given department; (2) all students enrolled in an undergraduate course having a final examination, including graduating seniors and graduate students, are required to take the examination at the time scheduled, (3) the scheduling of a final examination or test in lieu of a final examination any time other than the regularly scheduled final examination period is a violation of University policy; (4) a test covering a portion of the semester's work given in lieu of a final examination, "a unit test," must be given in the regularly scheduled examination period. Questions about this policy and request for exceptions should be directed to the Academic and Student Services.

### **Office Hours**

Every teaching assistant is expected to post and honor specific office hours during each term in which he or she conducts classes. The statement of office hours should be posted in a conspicuous place and included on course syllabi. While University policy does not set a minimum number of hours per week, standard practice has established that there normally be at least one hour per week for each assigned course.

### **Religious Holy Days**

The Florida State University policy on observance of religious holy days provides that students shall, upon notifying their instructor, be excused from class to observe a religious holy day of their faith. While students will be held responsible for the material covered in their absence, each student shall be permitted a reasonable amount of time to make up the work missed. Instructors and University administrators shall in no way arbitrarily penalize students who are absent from academic or social activities because of religious holy day observance

### **Support for Disabled Students**

The student disability resource center (SDRC) was established to serve as an advocate for FSU students with disabilities and ensure that reasonable accommodations are provided. As a primary advocate for students with disabilities, the SDRC works with faculty and staff to provide accommodations for the unique needs of students both in and out of the classroom. By providing support services at no cost to students with disabilities, the student disability resource center offers an opportunity for students to achieve their academic and personal goals.

In addition to serving as advocates for students, the SDRC is an exceptional resource for teaching assistants and faculty members. If a student approaches you regarding educational accommodations, please contact the office of academic and student services to discuss protocol. In order for a student to receive appropriate

accommodations, students must present evidence of registration with the SDRC. Teaching assistants are not authorized to make accommodations for educational disabilities without such proof.

## **Operational Information**

### **Communication**

The School of Theatre maintains an intranet for internal communication and document storage. Graduate students are encouraged to check the site regularly for updates and announcements. All current production information including calendars and procedures are posted on the School of Theatre Intranet. The site can be accessed via the campus BlackBoard site.

Graduate students are expected to check their official FSU email address regularly. This is the only address the School of Theatre administration will use to contact students once they have registered as a student. Students are responsible for all content sent to that address.

### **Copiers**

The School of Theatre has a copy machine on the third floor of the Fine Arts Building. This machine is for official business only. All School of Theatre copying for any purpose is to be done on this copier. Copying codes must be obtained from the School of Theatre Business Office. Graduate teaching assistants are not permitted to copy course syllabi for courses. They should consult with their teaching supervisor regarding appropriate avenues for syllabus distribution. Students who abuse copier privileges in the School of Theatre will be subject to appropriate disciplinary action.

### **Library Privileges**

All students of the University are allowed use of the FSU Library. Inquire at the checkout desk for specific regulations pertaining to faculty, staff, and students. Students receive library privileges automatically with the FSUCard. The School of Music Library in the Music Building is also available to faculty, staff, and students.

In addition, the School of Theatre operates the John A. Degen Resource Room. This extensive collection of theatre resource material is available for use by all students in the School. It is not a circulating library, but the facility offers area to read material, view VHS/DVDs, and listen to recordings. Hours for the Degen Resource Room are posted outside of the facility (204 FAB.)

### **Mail**

Faculty and staff mailboxes are located in the Theatre Office (239 FAB). Mailboxes for all School of Theatre graduate students are on the third floor of the Fine Arts Building. Individuals are responsible for checking their mailboxes on a regular basis.

By University regulation, the campus mail system is for official business mail only; personal mail cannot be processed. Our address is:

School of Theatre  
Florida State University  
540 W. Call Street  
Tallahassee, Florida 32306-1160

Mail is delivered daily to the School from the University Post Office and intermittently by UPS, Federal Express, etc. The mail is sorted and placed in mailboxes as soon as possible after delivery. When packages are delivered to room 239, the individual named on the package or purchase order is immediately contacted and requested to come and pick up the package as soon as possible.

## Resources

### Graduate Student Forms

#### General Forms

	Graduate waiver receipt form (Obtain from Academic & Student Services)
	Residency form: visit the Grad Space section <a href="http://www.gradstudies.fsu.edu/Information-For/New-Current-Students">http://www.gradstudies.fsu.edu/Information-For/New-Current-Students</a>
	Program of Study form (Obtain from Major Professor)
	Assistantship Evaluation (Obtain from assistantship supervisor)
	<i>Absence from Campus Request form</i> (Obtain from in Main Office FAB)
	<i>Graduate Outside Activity Statement</i> (Obtain from in Main Office FAB)

#### MFA evaluation and graduation forms

	MFA Qualifying Examination form (Obtain from Major Professor)
	MFA Supervisory Committee form (Obtain from Major Professor)
	MFA Creative Thesis defense form (Obtain from Major Professor)
	Graduate Defense Announcement form: visit the Grad Space section <a href="http://www.gradstudies.fsu.edu/Information-For/New-Current-Students">http://www.gradstudies.fsu.edu/Information-For/New-Current-Students</a>
	MFA Program Defense form (Obtain from Major Professor)

#### MA/PhD evaluation and graduation forms

	Office of Graduate Studies student information form: visit the Grad Space section <a href="http://www.gradstudies.fsu.edu/Information-For/New-Current-Students">http://www.gradstudies.fsu.edu/Information-For/New-Current-Students</a>
	Thesis, Treatise, Dissertation Research Approval form: visit the Grad Space section <a href="http://www.gradstudies.fsu.edu/Information-For/New-Current-Students">http://www.gradstudies.fsu.edu/Information-For/New-Current-Students</a>
	Graduate Defense Announcement form: visit the Grad Space section <a href="http://www.gradstudies.fsu.edu/Information-For/New-Current-Students">http://www.gradstudies.fsu.edu/Information-For/New-Current-Students</a>
	Master's Theses: Final degree Clearance form: visit the Grad Space section <a href="http://www.gradstudies.fsu.edu/Information-For/New-Current-Students">http://www.gradstudies.fsu.edu/Information-For/New-Current-Students</a>
	Doctoral Dissertations: Finale Degree clearance form: visit the Grad Space section <a href="http://www.gradstudies.fsu.edu/Information-For/New-Current-Students">http://www.gradstudies.fsu.edu/Information-For/New-Current-Students</a>

## Sexual Misconduct

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of University policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others.

If you have experienced sexual misconduct, FSU wants to help. The University has policies and services available to support you.

### Pertinent University Policies

- [Title IX Statement](#): outlines FSU’s Title IX obligations and identifies campus Title IX Coordinators.
- [Non-Discrimination Policy](#): prohibits sex discrimination (adverse treatment or the creation of a hostile environment based on a person’s sex). Sexual misconduct, sexual harassment, and sexual violence are all prohibited forms of sex discrimination.
- [Sexual Harassment Policy](#): provides detailed guidance about the University’s prohibition against sexual harassment, which includes sexual misconduct and sexual violence as prohibited conduct.
- [Sexual Battery Policy](#): gives specific guidance to support victims of sexual violence, to apprehend perpetrators, and to outline special reporting obligations for employees with knowledge of this crime.

### Sexual Misconduct Resources

#### Confidential Support

If you have experienced sexual misconduct, you may want to discuss your options on a completely confidential basis. While FSU handles sexual misconduct complaints sensitively and discretely, many University employees including faculty and supervisors are required to report sexual misconduct to University administrators. If you are unsure whether someone can maintain complete confidentiality ask them *before* you give details about your situation.

Staff members at the following on and off campus offices can maintain complete confidentiality and provide support:

<b>FSU Victim Advocate Program</b>	850-644-7161 or 850-644-2277 nights/weekends 850-644-1234, ask for advocate on call	<a href="http://victimadvocate.fsu.edu">victimadvocate.fsu.edu</a>
Confidential, 24-hour, free support services for victims of sexual violence and other crimes. Services include: crisis counseling, emotional support, assistance with academic alterations, temporary safe lodging, and assistance during medical and legal proceedings (including obtaining orders of protection) and on-campus complaint processes.		
<b>FSU Counseling Center</b>	850-644-2003	<a href="http://counseling.fsu.edu">counseling.fsu.edu</a>
Confidential, free, mental-health counseling and referrals for FSU students. Hosts survivor support groups.		
<b>FSU Employee Assistance Program</b>	850-644-4444	<a href="http://vpfa.fsu.edu/Employee-Assistance-Program">vpfa.fsu.edu/Employee-Assistance-Program</a>
Confidential, free, mental-health counseling, referrals, and other support services for employees.		
<b>Refuge House</b>	850-681-2111	<a href="http://refugehouse.com">refugehouse.com</a>
Confidential, 24-hour hotline, information and referral, crisis intervention, advocacy and accompaniment: medical and legal, support groups, medical referrals and follow-up, victim/survivor follow-up, shelter, and emergency financial assistance. Assistance in filing for protective injunctions (restraining order) through the Refuge House office at the Leon County Courthouse.		
<b>211 Big Bend</b>	211	<a href="http://211bigbend.net">211bigbend.net</a>
Confidential, 24-hour crisis helpline and referral services for the Tallahassee community.		

#### On Campus Complaint Resolution

<b>FSU Police Department</b>	850-644-1234 or 911	<a href="http://police.fsu.edu">police.fsu.edu</a>
Emergency response, crime reporting (including sexual violence), and investigation of crimes occurring on campus. The University encourages survivors to simultaneously pursue both a criminal investigation with the police and a University sexual misconduct complaint investigation.		
<b>Title IX Co-Coordinators</b>		<a href="http://hr.fsu.edu/PDF/Forms/TitleIXStatement.pdf">hr.fsu.edu/PDF/Forms/TitleIXStatement.pdf</a>
Brandon Bowden	850-644-5590 (students)	
Renisha Gibbs	850-644-8082 (non-students)	

Oversight of University Title IX compliance (including sex discrimination, sexual harassment, and sexual violence complaint supervision) and information about University policies and complaint procedures.

<b>Dean of Students Department</b>	850-644-2428	<a href="http://deanofstudents.fsu.edu">deanofstudents.fsu.edu</a>
Responsible for resolution of sexual misconduct complaints against students (including sexual violence and sexual harassment complaints).		
<b>Equal Opportunity &amp; Compliance</b>	850-645-6519	<a href="http://compliance.hr.fsu.edu">compliance.hr.fsu.edu</a>
Responsible for resolution/investigation of sexual misconduct complaints against faculty, staff, visitors, contractors, and any other non-students (including sexual violence and sexual harassment complaints).		
<b>FSU EthicsPoint Hotline</b>	855-231-7511	<a href="http://fsu.ethicspoint.com">fsu.ethicspoint.com</a>
Anonymous discrimination and sexual misconduct (including sexual harassment & sexual violence) reporting hotline.		

### Additional On Camus Resources

<b>University Health Services</b>	850-644-4567	<a href="http://healthcenter.fsu.edu/contactUs.html">healthcenter.fsu.edu/contactUs.html</a>
Healthcare services for students (including emergency contraception through the Women’s Clinic).		
<b>Seminole Allies and SafeZones</b>	850-644-2003	<a href="http://safezone.fsu.edu">safezone.fsu.edu</a>
Support network and resources for lesbian, gay, bisexual, and transgender students and employees.		
<b>FSU Measure Up</b>		<a href="http://FSUmeasureup.com">FSUmeasureup.com</a>
Campaign devoted to correcting misconceptions regarding sexual violence and creating a campus culture that is less victim-blaming and more proactive in intervening to prevent sexual assault.		
<b>M.A.R.C. (Men Advocating Responsible Conduct)</b>		<a href="http://sga.fsu.edu/marc/">sga.fsu.edu/marc/</a>
Student group devoted to peer education regarding sexually responsible behavior.		

### Additional Off Campus Services

<b>Tallahassee Police Department</b>	850-891-4200 or 911	<a href="http://talgov.com/tpd/tpdhome.aspx">talgov.com/tpd/tpdhome.aspx</a>
Law enforcement authority for reporting and investigating crimes occurring off campus (in the city of Tallahassee).		
<b>Leon County Sherriff’s Office</b>	850-922-300 or 911	<a href="http://leoncountyo.com">leoncountyo.com</a>
Law enforcement authority for reporting and investigating crimes occurring off campus (in Leon County).		
<b>Tallahassee Memorial Hospital</b>	850-431-0911	<a href="http://tmh.org">tmh.org</a>
Emergency room services and SAE sexual assault exams for evidence collection (“rape kit”).		
<b>Tallahassee Police Department Victim Advocacy</b>	850- 891-4432	<a href="http://talgov.com/tpd/tpd-victim.aspx">talgov.com/tpd/tpd-victim.aspx</a>
24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).		
<b>Leon County Sherriff’s Office Victim Advocate</b>	850-922-3300	<a href="http://leoncountyo.com/divisions/criminal-investigations/victim-advocate">leoncountyo.com/divisions/criminal-investigations/victim-advocate</a>
24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).		
<b>Florida Bar Lawyer Referral Service</b>	800-342-8011	<a href="http://floridabar.org">floridabar.org</a>
Referral service to find legal representation in Florida.		
<b>Florida Council Against Sexual Violence</b>	1-888-956-7273	<a href="http://fcasv.org">fcasv.org</a>
State-wide information and resources for sexual violence.		
<b>Florida Coalition Against Domestic Violence</b>	1-800-500-1119 or TDD (800) 621-4202	<a href="http://www.fcadv.org">www.fcadv.org</a>
State-wide information and resources for domestic and dating violence.		

**National Domestic Violence Hotline**

1-800-799-7233 or TTY 800-787-3224

[www.thehotline.org](http://www.thehotline.org)

24/7 support, crisis intervention, and referral service for victims of domestic violence.

**RAINN (Rape, Abuse, & Incest National Network)**

1-800-656-4673

[rainn.org](http://rainn.org)

Rape recovery support services.