

2022-2023
School of Theatre
Graduate Student Handbook

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 handbook, 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.

Member of the Florida State University College of Fine Arts

This handbook is available in alternate format upon request.

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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.

Student Files and Plan of Study

The student's academic file is the official academic record and 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 academic 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 Director and the student create the Plan of Study. The Plan of Study 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 Director and student. Plans of Study are generated during the first semester and should be updated every semester during the advising period. The initial Plan of Study should be on file by the end of the first semester.

The work for the masters 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 masters degree. The applicability of course work toward a Plan of Study is determined by the appropriate Program Director in conjunction with the School of Theatre Director and Chair.

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

The minimum load for a student appointed to a residential graduate assistantship is nine (9) credit hours. A student who wishes to register for fewer than nine (9) semester hours must have written approval from the School of Theatre Director and Chair prior to registration.

Academic and Program 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 collaborate and work with peers, faculty members, and other stakeholders. 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. Meet major milestone requirements for the program
4. Attend all scheduled progress reviews and receive passing assessments from reviewing committees
5. Comply with all program and School of Theatre policies
6. Make sufficient programmatic progress and growth in the program in which they are enrolled
7. Consistently demonstrate behavior that meets the professional standards of the discipline
8. Ability to function within a team environment

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 and provided in writing at the time they are notified of probationary status. In extreme instances, students may be dismissed from the School of Theatre effective immediately.

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

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 Director and the School of Theatre Director and Chair. Actions needed to remove probationary status may include, but are not limited to, the following: retaking required courses (at the student’s expense), raising the cumulative GPA, improving quality of work, growth in professionalism and communication, and/or successful

completion of additional practical assignments. The Program Director will discuss the steps necessary to remove the probation status with the student at the time s/he is notified of probationary status. The Program Director will also schedule meetings with the student throughout the semester to check-in on their progress. The Program Director may set benchmarks for the student to achieve as a way to help measure their progress. The Program Director will meet with the student again at the end of the designated probation period to determine if the student has made sufficient progress to move back to good standing. The Program Director will discuss their evaluation with the other program faculty and make a decision on the student's status. Students on probation may be limited in their scope of production involvement at the discretion of the School of Theatre Director and Chair. Failure to remove probationary status after one semester may result in termination.

Termination

Students in the School of Theatre may be terminated and removed from a program upon recommendation of the Program Director and/or faculty. A recommendation for termination will normally be the result of the student's failure to meet the minimum standards noted previously. A Program Director who believes that termination is necessary will convene the program faculty members to review the recommendation and supporting documentation. The student will be notified of the review and offered the opportunity to meet with the committee or submit a written statement. The Program Director and faculty will weigh the information and decide if termination is appropriate. If termination is deemed appropriate, the Program Director will then meet and discuss their decision with the School of Theatre Director and Chair before any action is taken. The student will be notified by the Program Director, both in person and in writing, of the decision to terminate, the reasons for termination, and the appeal process.

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 their academic file and confirm that the file is complete. After the student successfully completes the appropriate defense or exam, the Program Director will date and sign the Program Defense Form and submit the form to the School of Theatre Director and Chair for final signature. Students should confirm with the Office of Graduate Studies that they have completed all necessary 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 and acknowledge the legitimacy of unique production-oriented work not normally equated with classroom coursework. These assignments allow students and Program Directors to plan and execute an individualized track to meet the student's particular needs, interests, and career goals and 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 (The 8963r, 0 Hours S/U Grade)

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 the Program Director.

Prior to the QE, the Program Director 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, teaching skills, and cooperation with others. At the review, the faculty will discuss the preliminary report and, if necessary, suggest alterations. Following the review, the Program Director will present and discuss the final evaluation with the student. A copy of the QE, signed by both the Program Director and student, will be given to the Office of Academic and Student Services to be placed in the student's academic 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 academic 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 Director should work with the student to develop a written plan for improving the areas detailed by the faculty. This action plan will be filed with the Office of Academic and Student Services and reviewed as part of subsequent Qualifying Exams. If the student remains on probation the following term for the same concerns, his/her tuition waiver and assistantship may be withdrawn depending upon the circumstances and the documented concerns.

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 Director and faculty. 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 Director and faculty. The School of Theatre reserves the right to terminate a student at any point during his/her academic career at FSU.

Creative Project (THE 5973r, 3-6 hours S/U grade)

Each Program Director defines the contents of this requirement. The creative project gives the student an opportunity to demonstrate his or her best work on a significant and challenging assignment over an extended period of time.

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 Director, with other members selected from individuals eligible for committee service as outlined by university policy. Although

the creative 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 Directors 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.

Master of Arts Degree

The MA Program in Theatre & Performance Research trains individuals interested in creating theoretically engaged scholarship or innovative theatre or who plan to pursue diverse careers beyond the academy. We believe that graduate education in Theatre & Performance Research contributes to contemporary society by confronting difficult questions, finding humanity in multiple perspectives, and contributing to a culturally diverse, democratic society.

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, contribute extensively in discussion, and 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, or 3) who want to strengthen their academic preparation for theatre-related professions such as literary management and dramaturgy.

Program Requirements

The M.A. in Theatre & Performance Research is designed as a two-year program (4 semesters). It comprises core courses in methodologies and theoretical approaches while offering students opportunities to tailor their degree to their scholarly interests. The program provides students with foundational coursework as well as opportunities to devise individual research trajectories and projects. Students are encouraged to pursue interdisciplinary research.

The M.A. degree may be earned under a thesis or a comprehensive exam track. Students work with faculty at the end of their first year in the M.A. program to determine which track will be most helpful for their future plans.

The Master's thesis track provides students with the opportunity to develop original research on a topic of their choice. Students work with an advisor who mentors them through a directed independent research process. This option is ideal for students interested in delving deeply into a topic of their choosing and exploring their ideas in writing. Students planning to pursue a Ph.D. are advised to pursue the thesis track.

The Master's comprehensive exam track offers students the opportunity to take additional coursework and focus on building expertise in multiple areas of interest. Students work with faculty experts to customize reading lists in literature, history, and a unique specialization. This option is beneficial for students interested in exploring a broader range of materials, seeking a foundation for career flexibility, or hoping to earn a graduate degree without writing a thesis.

Advising

The TaPR Program Director serves as the primary advisor for students in the M.A. program. Students may consult with other faculty, particularly potential major professors, throughout their time at FSU. It is the student's responsibility to meet with their primary advisor before registration for each semester. In addition, students are responsible for meeting all university deadlines and requirements. Each semester, the Program Director reviews, updates, and approves the student's plan of study. The plan is filed in the student's academic record in the Office of Academic and Student Services, and students retain a copy for their records.

Annual Performance Reviews

At the end of each academic year, M.A. students submit updated C.V.s and self-assessments regarding their progress through the program. The Program Director then gathers written evaluative comments on each student from members of the TaPR faculty. (At their discretion, the Program Director may invite other faculty members to contribute.) Each student meets with the faculty to discuss written comments, address questions and concerns, plan for the upcoming year, and adjust the evaluation as needed. The written evaluation, CV, and self-assessment are filed in the student's academic record in the Office of Academic and Student Services, and students retain a copy for their records.

University Resources

We encourage students to acquaint themselves with resources, schedules, and guidelines provided on The Graduate School website (<https://gradschool.fsu.edu>) and in the current Graduate Bulletin (<https://registrar.fsu.edu/bulletin/graduate>). The Graduate Student Orientation resources are particularly helpful (<https://gradschool.fsu.edu/new-graduate-student-orientation-resources>).

Professional Development

Professional development is a significant component of the TaPR graduate programs. All students attend meetings devoted to professional issues sponsored by the TaPR faculty throughout the academic year. Students should also regularly consult their faculty regarding other questions as they prepare for careers within or outside the academy after their degree. The Career Center (<https://career.fsu.edu>) offers valuable resources for careers beyond the professoriate. Students can also explore certificates in a wide range of fields to build additional skills, though many of FSU's certificate programs will require time beyond the planned four semesters for students in the M.A. program (<https://gradschool.fsu.edu/academics-research/graduate-certificate-programs>). As students take on professional activities and seek out new skills, it is helpful to seek advice early and often; regular consultation with faculty members is an essential part of graduate education and our program.

Credit Hours

Both the thesis and comprehensive exam tracks require a minimum of 30 hours of coursework. In the thesis track, at least six of those hours must be dedicated to thesis credit.

Language Competency

Students in the TaPR 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* (Notes & Bibliography) is the standard style manual for TaPR courses in the School of Theatre, and its manual/website (<https://www.chicagomanualofstyle.org/home.html>) addresses many questions regarding writing style and publication. Our major publications most frequently use Chicago (Notes & Bibliography and Author-Date) and MLA, so students should familiarize themselves with these styles.

Foreign Language Requirement

Students in the M.A. program must demonstrate the ability to read one foreign language with a dictionary. Students should provide evidence of having satisfied this requirement no later than the fall semester of their second year in the program.

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 students 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

Theatre Practice is an essential component of the M.A. program in the School of Theatre. In addition to undertaking specific course work on the topic, students must satisfactorily complete one theatre practice assignment for the School's regular season.

To complete this requirement, students should identify opportunities they are interested in pursuing and a College of Fine Arts faculty or staff member to serve as their mentor. Students should also ensure that the Program Director knows their plans and records their completed theatre practice assignment in their permanent record.

Students considering additional or outside production work must remember that our program is academically demanding. TaPR faculty can help students decide which opportunities would best serve their career goals while ensuring they can continue to succeed in the program.

Thesis or Comprehensive Exam Requirements

Thesis Track

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, selected by the student, the student writes a prospectus.

(Students should consider whether Human Subjects approval is needed for the project; if so, that process must begin early.) The prospectus guides the whole and, once the chapters are complete, a revised version becomes the introduction.

The Chair of the thesis committee must approve the prospectus before it is distributed to other committee members. The committee must approve the prospectus and complete the Prospectus Approval Form, a copy of which should be given to the Program Director and placed in the student's file.

The thesis Chair will guide the research and writing process, but the entire committee is available for conversation and advice. It is helpful to meet regularly with the thesis Chair to discuss ideas, share writing, and set deadlines. Students must enroll in Thesis (THE 5971r) during each semester in which they intend to have any significant interaction with their committee.

In their final semester, students will enroll in Thesis Defense (THE 8976) and work with their Chair to schedule the Oral Defense. It is the student's responsibility to ensure that the defense date is submitted to the Graduate School at least two weeks before the defense. The defense is open, and all committee members 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*. Students can find the newest edition, as well as contact information, workshops, and an overview of the manuscript clearance process, on FSU's Graduate School website (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation>). Become acquainted with the guidelines early in the process and write all drafts using the required format. Verify understanding of the guidelines with the manuscript clearance advisor in the Graduate School.

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, and for ensuring that the TaPR Program Director receives a signed and completed copy of the Graduate School's "Manuscript Signature Page."

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

Comprehensive Examination Track

The final requirement for the course-type M.A. degree is a written examination taken during the student's last semester. The examination must be taken no later than four weeks before the end of the final semester. Students will designate a member of the TaPR faculty as the exam chair.

The examination will cover three areas: literature, history, and specialization. The exam chair will gather and administer the questions. The exams are proctored and will require no more than six hours of writing time. The questions are comprehensive in coverage rather than specifically course-oriented, thus reflecting the balance of the student's program of study.

Each committee member will evaluate the questions on a Satisfactory/ Unsatisfactory basis. To pass the exam, the student must receive a majority vote of satisfactory on all questions. In the case of a conditional evaluation, the student must repeat the areas covered by the questions not receiving a satisfactory. In the case of a fail, the student must retake the entire examination. The student has one additional chance to remedy any exam deficiencies.

Students must ensure that committee members complete the Comprehensive Exams Completion Form and that the Program Director receives an original, signed copy. In addition, 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

Grounded in both new theoretical approaches and traditional research methods, the Ph.D. in Theatre & Performance Research (TaPR) provides students with rigorous scholarly foundations in history, critical theory, literature, and pedagogy, as well as personalized artistic experiences. This degree emphasizes theatre and performance research as a set of practices: the practice of scholarly research and writing, including practice-based research; the practice of pedagogy; and the practices of directing, devising, dramaturgy, and design. Our focus on diverse practices and interdisciplinary research prepares Theatre & Performance Research graduates for careers within and beyond the academy.

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

Program Requirements

The Ph.D. in Theatre & Performance Research is designed as a five-year program (10 semesters). It provides students with foundational coursework as well as opportunities to devise individual research trajectories and projects. Students are encouraged to pursue interdisciplinary research and to work at the intersections of theatre, performance practice, and scholarship.

The degree consists of 54 required credits (without including the dissertation): 45 units of coursework and 9 units dedicated to comprehensive exams. In addition, students must demonstrate reading knowledge of at least one foreign language and complete an assignment in production work within the School of Theatre. Once students have passed their comprehensive examinations, they advance to candidacy and the dissertation. Finally, students must complete a minimum of 24 credits of dissertation research, which will include writing and defending both a prospectus and the dissertation.

Advising

The TaPR Program Director serves as the primary advisor for students in the Ph.D. program. Students may consult with other faculty, particularly potential major professors, throughout their time at FSU. It is the student's responsibility to meet with their primary advisor before registration for each semester. Students are responsible for meeting all university deadlines and requirements. Each semester, the student's plan of study is reviewed, updated, and approved by the Program Director. The Plan of Study is filed in the student's academic record in the Office of Academic and Student Services,

and students retain a copy for their records.

Annual Performance Reviews

In the first year of the Ph.D. program, students have individual meetings with the faculty to discuss concerns, progress, and overall plans. At the end of their first year and for all subsequent years, Ph.D. students submit updated C.V.s and self-assessments regarding their progress in research, writing, teaching, service, fundraising, networking, career planning, and work/life balance. The Program Director then gathers written evaluative comments on each student from members of the TaPR faculty. (The Program Director may also invite other faculty members to contribute.) Each student meets with the faculty to discuss written comments, address questions and concerns, plan for the upcoming year, and adjust the evaluation as needed. The written evaluation, CV, and self-assessment are filed in the student's academic record in the Office of Academic and Student Services, and students retain a copy for their records.

University Resources

We encourage students to acquaint themselves with resources, schedules, and guidelines provided on The Graduate School website (<https://gradschool.fsu.edu>) and in the current Graduate Bulletin (<https://registrar.fsu.edu/bulletin/graduate>). The Graduate Student Orientation resources are particularly helpful (<https://gradschool.fsu.edu/new-graduate-student-orientation-resources>).

Professional Development

Professional development is a significant component of graduate programs in TaPR. All students attend meetings devoted to professional issues sponsored by the TaPR faculty throughout the academic year. Students should also regularly consult their faculty regarding other questions as they prepare for careers within or outside the academy after their degree. The Career Center (<https://career.fsu.edu>) offers valuable resources for careers beyond the professoriate, and students can also complete certificates in a wide range of fields to build additional skills (<https://gradschool.fsu.edu/academics-research/graduate-certificate-programs>). As students take on professional activities and seek out new skills, it is helpful to seek advice early and often; regular consultation with faculty members is an essential part of graduate education and our program.

Credit Hours

The TaPR doctoral program requires 54 semester hours of coursework. After students advance to candidacy, the University requires 24 hours of dissertation credits. After those 24 hours are complete, students actively working with faculty or university resources must register for a minimum of two dissertation hours each term.

Scholarly Engagement

Students in the TaPR program engage with scholarly activities by attending courses, contributing to performance practice, attending professional development sessions, engaging with the field beyond the campus, and using university resources (university libraries, theatres, etc.).

Language Competency

Students in the TaPR 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* (Notes & Bibliography) is the standard style manual for TaPR courses in the School of Theatre, and its manual/website (<https://www.chicagomanualofstyle.org/home.html>) addresses many questions regarding writing style and publication. Our major publications most frequently use Chicago (Notes & Bibliography and Author-Date) and MLA, so students should familiarize themselves with these styles.

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 the spring semester of their second year in the program.

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 students 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

Theatre Practice is an essential component of the Ph.D. program in the School of Theatre. In addition to undertaking specific course work on the topic, students must satisfactorily complete one theatre practice assignment for the School's regular season.

To complete this requirement, students should identify opportunities they are interested in pursuing and a College of Fine Arts faculty or staff member to serve as their mentor. Students should also ensure that the Program Director knows their plans and records their completed theatre practice assignment in their permanent record.

Students considering additional or outside production work must remember that our program is academically demanding. TaPR faculty can help students decide which opportunities would best serve their career goals while ensuring they can continue to succeed in the program.

Comprehensive Examination

Comprehensive exams are fully integrated into the curriculum, facilitating the development of an original research proposal and a publishable essay. As part of their comprehensive exams, students will practice skills in oral presentation and pursue intellectual inquiry in their specializations. In concert with program coursework, these

mentored exams prepare students to write a dissertation and to succeed in and beyond the degree.

First-Year Exam: This semester-long process is designed to teach students the process of revising their writing, demonstrate the ability to develop a sustained argument using relevant evidence and theoretical/methodological framing, and make a clear claim for the significance of their work.

- Students enroll in Pedagogy & Revision, a course designed, in part, to take students through the writing revision process.
- Students present a revision of a paper written in their first year to the TaPR faculty. Each faculty member will offer individualized feedback to each student.
- Upon successful completion of this exam, students propose a second-year project to be advised by a faculty member.

Second-Year Exam: This year-long process involves working closely with a faculty advisor to develop a research project. A prelude to the dissertation process, this more extended project requires research, writing, revising, and a presentation. A successful exam will demonstrate the development of a clear, well-written research project based on original research, theoretical engagement, and compelling argumentation. Students will present their research publicly and address questions professionally. All TaPR faculty determine successful completion of this portion of the exam.

- Students register for independent study hours and work with their faculty advisor to develop a research project.
- Students submit their first draft to the full TaPR faculty for feedback.
- Students present their revised work at a School of Theatre colloquium.

Third-Year Exam: Designed to work as preliminary reading for each student's dissertation topic, this exam asks students to prepare materials for *discussion* with their faculty advisors. This process models conversations students will have at conferences and prepares them for networking with future colleagues.

- Students prepare two reading lists for oral examination in Theory and History. 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, reading lists may include plays, as well as critical, theoretical, and historical writings. Contents of the lists should not overlap.
- Students select their reading topics and advisors based on their research interests.
- Students enroll in Preliminary Doctoral Exam for the semester in which they will complete the Third-Year Exam. To be eligible to enroll, students must have:
 - Passed all required courses and completed the required number of semester hours of coursework with a grade of B- or better
 - Completed all other comprehensive exams
 - Fulfilled the foreign language requirement
 - Completed their production requirement in the School of Theatre

- All examining committee members participate in the discussion, with individual faculty advisors taking the lead in their respective areas. The examining committee determines pass or fail.
- Students who fail one or both areas must arrange to meet with the relevant faculty advisor for further discussion. They will have the opportunity to retake the oral defense up to two times within one semester.

Students must successfully complete each year's exam before moving on to the next exam. Grades for the comprehensive exam are pass or fail. A majority vote of the committee determines whether a student has passed or failed each exam. A tie vote means failure. Students who have not resubmitted exams within one year of the initial exam will be asked to leave the program.

Upon passage of these exams, students are admitted to doctoral candidacy and may begin their dissertation research.

The Dissertation

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, selected by the student, the student writes a prospectus. (Students should consider whether Human Subjects approval is needed for the project; if so, that process must begin early.) The prospectus guides the whole and, once the chapters are complete, a revised version becomes the introduction.

The dissertation committee Chair must approve the prospectus before it is distributed to other committee members. Once they grant approval, students work with their Chair to schedule an oral defense of the prospectus with the entire committee. The committee must approve the prospectus and complete the Prospectus Approval Form, a copy of which should be given to the Program Director and placed in the student's file.

The dissertation Chair will guide the research and writing process, but the entire committee is available for conversation and advice. It is helpful to meet regularly with the dissertation Chair to discuss ideas, share writing, and set deadlines. Students must enroll in dissertation credits during each semester in which they intend to have any significant interaction with their committee.

In their final semester, students will enroll in Dissertation Defense and work with their Chair to schedule the Oral Defense. It is the student's responsibility to ensure that the defense date is submitted to the Graduate School at least two weeks before the defense. The defense is open, and all committee members 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*. Students can find the

newest edition, as well as contact information, workshops, and an overview of the manuscript clearance process, on FSU's Graduate School website (<https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation>). Become acquainted with the guidelines early in the process and write all drafts using the required format. Verify understanding of the guidelines with the manuscript clearance advisor in the Graduate School.

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 dissertation and graduation, and for ensuring that the TaPR Program Director receives a signed and completed copy of the Graduate School's "Manuscript Signature Page."

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, are expected to adhere to the following policies on graduate appointments.

The School of Theatre Director and Chair oversee all assistantships in the School of Theatre and make appointment decisions in consultation with the appropriate Program Director and the Office of Academic and Student Services. While every effort is made to match student academic interest with the assistantship assignment, such a match cannot be guaranteed. Additionally, the School of Theatre Director and Chair make the final decision regarding continuation of an assignment.

The official appointment dates for School of Theatre graduate assistantships will be communicated in the appointment letter detailing the assignment for the semester. 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 Director and the Director of the School of Theatre. 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.

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 School of Theatre Director and Chair.

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.

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 School of Theatre Director assigns faculty supervisors for each graduate assistant. The supervisor will explain the specific duties involved with each assignment and work closely with the student during the semester. At the end of each semester, the supervisor will provide to the student a written evaluation of their 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. The School of Theatre Director and Chair will resolve any conflicts that may arise between a student and a supervisor.

The assistantship supervisor should also keep the Program Director informed of each 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 responsibility 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 student 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 a minimum of nine credit-hours each semester. These waivers are part of the overall compensation package in the School of Theatre. To remain eligible for an assistantship, a student must complete the assistantship assigned duties satisfactorily as determined by the supervisor. 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 cover only 5000- and 6000-level courses. Courses below the 5000-level may be acceptable if they are approved by the Program Director and the Director of the School of Theatre as part of the degree program. The School of Theatre Director and 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 State of Florida 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 established 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

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 supervisors 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.

Graduate students should discuss and receive approval for any planned absences from their Program Director, faculty, and assistantship/practicum supervisor. It is the student's responsibility to make-up any work or hours that are missed during the absence. Students needing to be away from campus for emergency reasons should contact their Program Director, faculty, and supervisor(s) as soon as possible.

Absences from Classes

Students should consult the course syllabus regarding course attendance policy.

Absences for Teaching Assistants

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.

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 complete the fall training sessions as part of their assistantship duties prior to being placed as the instructor of record.

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 all teaching assistants 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 courses 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 the third day of class each semester. Instructors are expected to provide an electronic copy of the syllabi to students through the Canvas course site.

The University and the School of Theatre have stipulated that certain language/policies be included in all course syllabi. The School of Theatre compiles these elements into a document that must be attached to all syllabi.

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.

Written Objectives

University policy requires that an outline of the course content 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

Student Privacy and Grades

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

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 Office of 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.

Student Accommodations

The Office of Accessibility Services (OAS) 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 OAS 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 OAS 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 OAS.

Operational Information

Communication

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.

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 of Theatre. It is not a circulating library, but the facility offers areas to read material, view VHS/DVDs, and listen to recordings.

Resources

Graduate Student Forms

General Forms

	Graduate waiver receipt form (Obtain from Academic & Student Services)
	Residency form: visit the Grad Space section http://www.gradstudies.fsu.edu/Information-For/New-Current-Students
	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 http://www.gradstudies.fsu.edu/Information-For/New-Current-Students
	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 http://www.gradstudies.fsu.edu/Information-For/New-Current-Students
	Thesis, Treatise, Dissertation Research Approval form: visit the Grad Space section http://www.gradstudies.fsu.edu/Information-For/New-Current-Students
	Graduate Defense Announcement form: visit the Grad Space section http://www.gradstudies.fsu.edu/Information-For/New-Current-Students
	Master's Theses: Final degree Clearance form: visit the Grad Space section http://www.gradstudies.fsu.edu/Information-For/New-Current-Students
	Doctoral Dissertations: Finale Degree clearance form: visit the Grad Space section http://www.gradstudies.fsu.edu/Information-For/New-Current-Students

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:

FSU Victim Advocate Program	850-644-7161 or 850-644-2277 nights/weekends 850-644-1234, ask for advocate on call	victimadvocate.fsu.edu
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.		
FSU Counseling Center	850-644-2003	counseling.fsu.edu
Confidential, free, mental-health counseling and referrals for FSU students. Hosts survivor support groups.		
FSU Employee Assistance Program	850-644-4444	vpfa.fsu.edu/Employee-Assistance-Program
Confidential, free, mental-health counseling, referrals, and other support services for employees.		
Refuge House	850-681-2111	refugehouse.com
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.		
211 Big Bend	211	211bigbend.net
Confidential, 24-hour crisis helpline and referral services for the Tallahassee community.		

On Campus Complaint Resolution

FSU Police Department	850-644-1234 or 911	police.fsu.edu
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.		
Title IX Co-Coordinators	850-644-5590 (students) 850-644-8082 (non-students)	hr.fsu.edu/PDF/Forms/TitleIXStatement.pdf

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

Dean of Students Department	850-644-2428	deanofstudents.fsu.edu
Responsible for resolution of sexual misconduct complaints against students (including sexual violence and sexual harassment complaints).		
Equal Opportunity & Compliance	850-645-6519	compliance.hr.fsu.edu
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).		
FSU EthicsPoint Hotline	855-231-7511	fsu.ethicspoint.com
Anonymous discrimination and sexual misconduct (including sexual harassment & sexual violence) reporting hotline.		

Additional On Camus Resources

University Health Services	850-644-4567	healthcenter.fsu.edu/contactUs.html
Healthcare services for students (including emergency contraception through the Women’s Clinic).		
Seminole Allies and SafeZones	850-644-2003	safezone.fsu.edu
Support network and resources for lesbian, gay, bisexual, and transgender students and employees.		
FSU Measure Up		FSUmeasureup.com
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.		
M.A.R.C. (Men Advocating Responsible Conduct)		sga.fsu.edu/marc/
Student group devoted to peer education regarding sexually responsible behavior.		

Additional Off Campus Services

Tallahassee Police Department	850-891-4200 or 911	talgov.com/tpd/tpdhome.aspx
Law enforcement authority for reporting and investigating crimes occurring off campus (in the city of Tallahassee).		
Leon County Sherriff’s Office	850-922-300 or 911	leoncountyso.com
Law enforcement authority for reporting and investigating crimes occurring off campus (in Leon County).		
Tallahassee Memorial Hospital	850-431-0911	tmh.org
Emergency room services and SAE sexual assault exams for evidence collection (“rape kit”).		
Tallahassee Police Department Victim Advocacy	850- 891-4432	talgov.com/tpd/tpd-victim.aspx
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).		
Leon County Sherriff’s Office Victim Advocate	850-922-3300	leoncountyso.com/divisions/criminal-investigations/victim-advocate
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).		
Florida Bar Lawyer Referral Service	800-342-8011	floridabar.org
Referral service to find legal representation in Florida.		
Florida Council Against Sexual Violence	1-888-956-7273	fcasv.org
State-wide information and resources for sexual violence.		
Florida Coalition Against Domestic Violence	1-800-500-1119 or TDD (800) 621-4202	www.fcadv.org
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

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

Rape recovery support services.