



COLLEGE OF FINE ARTS  
SCHOOL OF THEATRE  
FILM & TELEVISION

Master of Fine Arts (MFA) in Theatre Arts  
Theatre Design and Production

Graduate Program

Information, Guidelines and Requirements

2019 – 2020

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## **Welcome to the School of Theatre, Film and Television!**

The mission of the theatre programs within the School of Theatre, Film and Television is to provide professional training and education leading to careers in acting, musical theatre, theatre design and technology, and theatre history and dramaturgy.

Graduate studies in theatre focus on advancing the skills and knowledge in the area of design and technology. We are dedicated to educating students through intensive course work and a highly visible production program that enriches the University and Tucson communities.

The School of Theatre, Film and Television is fully accredited by the National Association of Schools of Theatre (NAST). School policies and activities have been conceived in accordance with NAST General Standards and Guidelines for Graduate Programs in Theatre. The School of Theatre, Film and Television is also a member of the University Resident Theatre Association (URTA).

This Guide to Graduate Studies in Theatre consolidates information from a variety of sources and outlines specific requirements, policies and procedures of the School of Theatre, Film and Television. The material contained in this guide is intended as a reference source and does not in any way provide a substitute for the University of Arizona Graduate Catalog or the directives issued by the Graduate College. Material in this Guide may be in the process of revision. Students should consult with their advisors and/or the Director of Graduate Studies in Theatre about recent changes in policies and procedures.

We are happy you are here and look forward to working with you throughout your graduate career!

Deanna Fitzgerald, Associate Director, Professor  
Director of Graduate Studies  
Drama 239, 621-7007

[deannaf@email.arizona.edu](mailto:deannaf@email.arizona.edu)

Justine Collins, Graduate Coordinator  
Drama 239, 621-7007

[jcollins@email.arizona.edu](mailto:jcollins@email.arizona.edu)

## **General Information from the Graduate College**

### **Graduate College**

There are many helpful sites on the Graduate College web page <https://grad.arizona.edu>  
In particular, see the following pages (text is hyperlinked):

- [Steps to Your Degree](#)
- [GradPath information](#)
- [How do I navigate to GradPath forms in UAccess Student?](#)
- [Academic Policies](#)

### **Minimum Academic Requirements and Academic Progress**

A student cannot earn a graduate degree or certificate unless he or she has achieved a cumulative grade-point average of 3.00 or higher on all course work taken for graduate credit, whether or not the

courses are offered in satisfaction of the specific requirements for a specific graduate program. A student whose cumulative GPA is below 3.0 for two consecutive semesters (see [Academic Probation](#)) will be disqualified. Programs may allow students to take additional course work while in non-degree status. In order to graduate, the student must apply for readmission to the Graduate College through their graduate department. Readmission is not guaranteed. At least one half of the required units must receive a grade of A, B or C (rather than S or P). Courses in which a D grade was earned cannot be counted toward a graduate degree.

### Credit Requirements

No more than 12 units of coursework taken outside the degree program may be applied to master's degree requirements. Under this limit, the courses which may be counted are:

1. Courses taken in graduate non-degree seeking status at UA;
2. 500-level courses taken for graduate credit at UA by qualified undergraduates and not counted toward a bachelor's degree;
3. Courses taken at UA in Medicine, Law or Pharmacy Practice;\*
4. Graduate courses transferred from other institutions.

The total units of courses in the above categories may not exceed 12, and there are specific limits on the courses in each category:

- No more than 12 units of coursework taken in graduate non-degree seeking status may be used toward a master's degree.
- Transfer work may not exceed 20% of the required number of units for the master's degree being sought.
- Students who took 500-level courses for graduate credit as qualified undergraduates may use up to 12 units of that coursework toward the master's requirements as long as those courses were not used toward a bachelor's degree. The only exception is that a student in an Accelerated Master's Program (AMP) may count up to 12 units of 500-level coursework taken for AMP credit toward the bachelor's and again toward the master's degree.

### Pass/Fail Option for Graduate Students

For certain courses, a graduate student may elect to register under the Pass/Fail option. Under such registration, the only final grades available to the student are P (pass) or F (fail). To receive the grade of P, the student must be doing work comparable to a C or better. If a course is taken under the Pass/Fail option, the grade of P or F will be permanently recorded. If the course is passed, the units of credit may be applied toward the degree at the discretion of the student's academic advisor. Pass/Fail grades are NOT included in the GPA. Students registering for a course under the Pass/Fail option must meet the prerequisites or otherwise satisfy the instructor of their ability to take the course.

Students may register under the Pass/Fail option for not more than 2 courses per semester. Students may change from Pass/Fail enrollment to enrollment for a regular grade, or vice versa, only during the time period prior to the last day of the fourth calendar week (Fall and Spring) during which classes are held, except with special permission of the Dean, Graduate College.

The School determines which of its courses are available under the Pass/Fail option, but this is subject

to approval by the instructor teaching the course. Graduate students may take courses offered by the College of Law for Pass/Fail for graduate credit. Graduate students who need to complete admission deficiencies or who wish to take undergraduate courses for Pass/Fail, may do so but they will not earn graduate credit for those courses. The instructor shall be informed by the Office of the Registrar which students are enrolled under the Pass/Fail option. Courses that are available for Pass/Fail are designated as such in the Schedule of Classes as "Available: Pass/Fail."

### **Grade Appeal**

A graduate or undergraduate student may appeal a grade by using the procedures at <http://catalog.arizona.edu/policy/grade-appeal>. There are 10 steps which must be followed exactly as laid out in those procedures and all deadlines must be met. Written verification of each step below is critical.

### **Removal of Incomplete**

Graduate students have a maximum of one calendar year to remove a grade of incomplete (I). This calendar year begins at the end of the semester in which the student received the incomplete. If not removed within one calendar year, the grade of I will be changed automatically to an E (failure) on the student's record and will be counted as an E in determining the grade point average.

### **Full-Time Student Status**

During the fall and spring semesters, full-time status consists of enrollment for 9 units of graduate credit. Graduate students holding Graduate Assistant/ Associate appointments or working in regular student wage positions must maintain a minimum enrollment of 6 units of graduate credit. A graduate student working on a thesis or dissertation who is only enrolled in 900-level units and not employed as a Graduate Assistant/ Associate or student worker must be enrolled in 3 units. A student who has completed all course work, the thesis/dissertation unit requirements, has advanced to candidacy, is working on the thesis/dissertation, and is not employed as a Graduate Assistant/ Associate or student worker may apply for advanced status, which allows 1 unit of 900-level credit for full-time status. The full-time status enrollment minimums apply to students wishing to defer federal loan repayments, to international students with F or J visa status, and/or to students receiving University funding other than wages.

### **Minimum Enrollment**

The minimum enrollment allowed per semester (fall and spring) for students enrolled in the Graduate College is 3 graduate units, except for students who have met all their coursework and thesis or dissertation requirements; they may take only 1 unit.

While 1 unit satisfies Continuous Enrollment, it does NOT meet requirements for full-time status.

For students holding teaching or research assistantships/associateships, the minimum enrollment required is 6 graduate units. Some colleges and/or departments require additional units for students holding teaching or research assistantships/associateships.

During summer or winter sessions, students who will be using university resources are required to enroll for a minimum of 1 graduate unit. Students who are not utilizing faculty or university resources

during summer sessions do not need to enroll during the summer or winter.

### **Final Semester**

Each student completing requirements for an advanced degree must be registered during the semester or summer term during which requirements are completed, or the previous semester or term if requirements are completed during an intersession.

### **Time Limitation**

Graduate credit to be applicable with full value toward a master's degree shall have been earned not more than six years prior to the completion of the requirements for the degree. Graduate courses taken more than six years and not more than ten years prior to completion of degree requirements, will be counted for half credit toward the degree. Work more than ten years old is not accepted toward meeting degree requirements.

### **Financial Aid**

Many School of Theatre, Film and Television graduate students receive some form of funding to help offset the cost of graduate education. Funding may include a Graduate Assistantship, Fellowship, Scholarship and Tuition Waiver. Not all students are funded to the same amount.

Detailed information about Graduate student funding can be found at <http://grad.arizona.edu/financial-resources>

### **FAFSA**

All students should submit a Free Application for Federal Student Aid (FAFSA) (<http://www.fafsa.ed.gov/>) EVERY YEAR to be eligible for certain types of financial aid.

### **Graduate Assistant and Graduate Associate (GA) and Graduate Teaching Assistantship (GTA) Responsibilities**

The University Graduate Assistant Manual can be found at: <http://grad.arizona.edu/funding/ga>

Graduate Assistant and Graduate Associate (GA) positions at The University of Arizona are designed to:

- Provide benefits to graduate students while they work to complete their graduate degrees.
- Recruit exceptional students to various graduate programs.
- Provide support to colleges and departments on campus with teaching, research, and outreach.
- Provide hands on learning which allows the student to develop educational and professional skills.
- Allow the graduate student to gain an exceptional, varied, and valuable university experience.

### **Mandatory Online Training**

Graduate Student Teaching Assistants/Associates (TAs) must complete three pieces of training before they are eligible for employment: FERPA and TATO and Title IX.

- **FERPA Training**

All students are protected by a federal privacy law called FERPA (The Federal Education Right Protection Act). Since TAs are dealing with student records in an official capacity they are bound by this law. The University of Arizona requires that all employees with access to student records complete an online training course. Failure to complete this course within two weeks of starting your position as a TA, will render you ineligible to serve as a TA and your position may be terminated. The course can be accessed at this link: [http://registrar.arizona.edu/personal-information/ferpa-tutorial\(link is external\)](http://registrar.arizona.edu/personal-information/ferpa-tutorial(link%20is%20external))

- **TATO (TA Training Online)**

Teaching Assistant/Associate Training Online (TATO) is a collection of self-paced modules about teaching and learning made available via D2L. All students who wish to be appointed as Teaching Assistants/Associates (TAs) must complete the module "TATO 2019" and pass the test with a score of 95% or higher no later than two weeks after the start of classes.

It is recommended that TAs review the information from all modules in TATO before the beginning of each semester. Individual departments may also assign *additional* modules from TATO.

Please note that the mandatory training *Graduate Assistant/Associate Teaching Orientation (GATO)* is no longer offered or required by the Graduate College. However, individual departments or colleges may be requiring in-person training. Please contact the appointing department for more information.

### **Instructions**

1. Go to <http://d2l.arizona.edu>
2. Click on the button labeled "UA NetID Login" in the upper left side of the screen.
3. Enter NetID and password.
4. Click on "Self Registration" in the blue navigation bar near the upper right corner.
5. Click on the hyperlinked course offering name "TATO 2019".
6. Click on the button labeled "Register"; Click on "Submit"; Click on "Finish".
7. When finished, click on "My Home". In the center of the page, find the Student tab and follow the links to complete the TATO module(s).

Any questions or concerns should be directed to [D2L@email.arizona.edu](mailto:D2L@email.arizona.edu).

### **TA Evaluations**

Each GTA is evaluated every semester by the faculty supervisor. These evaluations are filed with the Director of Graduate Studies and the Graduate College. GTAs can be terminated prior to end of his/her appointment period. The reasons for termination may include, but are not limited to:

- Academic misconduct
- Excessive absences
- Misconduct in assigned duties
- Breach of the UA Code of Conduct

The Director of Graduate Studies will provide multiple specific verbal warnings indicating the problem and the steps to correct it. If verbal warnings do not correct the problem, the student will be given a written warning, stating the problem, the steps to correct it and a time frame in which action must be

taken. The warning is signed by the Director of Graduate Studies and the student. Failure to correct the problem in the written warning will result in the termination of the GTA appointment. Termination of the GTA position does not affect the student's standing in the degree program.

### **Grievance Policy**

Should a student feel he or she has been treated unfairly, there are a number of resources available. Students should first attempt to resolve difficulties informally by bringing concerns to the attention of the person(s) directly responsible for the action. If the difficulty is not resolved to the student's satisfaction, concerns should then be directed to the Director of Graduate Studies, followed by the Director of the School. If the problem cannot be resolved by any of these parties, the student may file a formal grievance with the Graduate College, following the policy found at <http://grad.arizona.edu/policies/academic-policies/grievance-policy>.

## **Guidelines, Policies and Requirements for Graduate Students of the School of Theatre, Film and Television**

### **Director of Graduate Studies and Graduate Coordinator**

The Director of Graduate Studies, with the assistance of the Graduate Coordinator, oversees the administration of all graduate degrees in Theatre. Questions about school or university policies and procedures may be directed to either the Director of Graduate Studies Deanna Fitzgerald at 621-7007, Drama 239, [deannaf@email.arizona.edu](mailto:deannaf@email.arizona.edu) or the Graduate Coordinator Justine Collins at 621-7007, Drama 239, [jcollins@email.arizona.edu](mailto:jcollins@email.arizona.edu)

### **Deficiencies**

Students are expected to have studied certain topics as a part of their undergraduate curriculum necessary to prepare them for graduate study in theatre. These include two semesters of theatre history and one semester each of stagecraft and acting (or documented equivalent practical experience). Students will be expected to satisfy any deficient coursework either preferably before they begin their graduate curriculum, or in the first semester or two of study. This work will not receive graduate credit and the classes cannot be audited but can be enrolled under the pass/fail option.

### **Graduate Student Orientation**

All graduate students are required to attend graduate student orientation every year. The orientation is held during the week prior to the beginning of fall semester classes.

### **Major Professor**

Prior or during the first semester, the student will be assigned a major professor with the approval of the Director of Graduate Studies and the Head of the Division in which the graduate degree program is housed. The major professor will serve as the student's primary academic advisor. The responsibilities of the major professor include assisting the student with general planning of academic programs and with specific planning of course work. Students may change major professors with the approval of the Director of Graduate Studies and the Division Head, but are required to have a major professor in order to maintain satisfactory academic progress.

The responsibilities of the student include arranging appointments with his/her major professor,

reading the policies of the Graduate College (<http://grad.arizona.edu>) and relevant sections of the UA Graduate Catalog (<http://www.grad.arizona.edu/catalog/>), the current Schedule of Classes and the Guide to Graduate Degree Programs in Theatre.

In most cases, the major professor will be the student's final project and/or thesis advisor. Otherwise, the final project or thesis advisor will be another member of the faculty within that student's division.

### **Satisfactory Academic Progress**

The Graduate College requires that all students must maintain a minimum 3.00 grade point average. In addition, graduate students in theatre must successfully complete all degree requirements as indicated in the appropriate degree program. Students must demonstrate each semester satisfactory progress in coursework, production assignments, GTA duties, and/or professional discipline. Progress is evaluated through student grades, semester reviews, faculty evaluations, advancement to candidacy, degree check, final examination or Master's Report and the thesis and/or thesis project.

### **Semester Reviews**

All graduate students receive a review by faculty in their division at the end of every semester. At the completion of this semester review, the student and the Director of Graduate Studies will be notified by the student's major professor if satisfactory progress is not being met. A student receiving a poor progress report after the first semester review will be given specific details of what must be done by the student to obtain satisfactory progress.

### **Advancement to Candidacy**

At the end of the second semester, the faculty will meet to assess if the student is making satisfactory academic progress. Based on that assessment, the student's division faculty and the Director of Graduate Studies will decide if the student should advance to candidacy for the degree. If the student is determined to show poor academic progress, the student could be terminated from the program. Written results of the evaluation along with the student's plan of study will be filed with the Director of Graduate Studies. After advancement to candidacy, the committee will meet with the student at least once a semester to review the student's progress in the program. Written results of those meetings will be filed with the Director of Graduate Studies.

### **GradPath**

[GradPath](#) is the Graduate College's online system for electronic processing of degree certification forms, which allows students to complete and submit forms online through UAccess Student. GradPath also includes an automated workflow engine that routes the electronic forms to everyone who needs to see or approve them.

There are some administrative aspect of earning a Graduate Degree that assure your progress towards graduation is ethical and meets the academic requirements of the Graduate College. All graduate students now need to take an active role in the administration of their degree through GradPath.

There are at least three required documents each School of Theatre, Film and Television MFA student must initiate on GradPath:

- Responsible Conduct of Research Statement. Please complete in your first year.

- Plan of Study. Complete an initial electronic Plan of Study in your second semester; complete the final, revised electronic Plan of Study in your 5<sup>th</sup> semester AFTER you are registered for your final semester of classes. See more information in “Plan of Study” section below.
- Master’s/Specialist Committee Appointment Form. CHECK “COMMITTEE NOT REQUIRED”.

Your academic advisor or the Director of Graduate Studies can assist you with all of these steps.

### **Alternative Grades**

Grades of A, B, C, D & E are known as regular grades. Courses using Pass/Fail (S, P, F, etc.) are defined as Alternative Grades.

Graduate students of the School of Theatre, Film and Television are limited to using alternative grades more than 20% of their degree requirements without prior approval of the Director of Graduate Studies. For MFA students, that is a limit of 12 units of credit.

### **Plan of Study**

The Graduate College of the University of Arizona requires that all graduate students develop, with their advisor, a Plan of Study that identifies all courses to be taken during their entire graduate career.

By the end of the second semester of residency in the MFA program, the student will, with his/her major professor, develop a plan of study. The student’s major advisor will approve the Plan of Study which must then be approved by the Director of Graduate Studies and the Graduate College. A paper worksheet is included on the next page. Students should file the paper worksheet with the DGS or Graduate Coordinator for the purposes of being registered for classes and the student should complete the online Plan of Study on GradPath (which then goes to the major professor, the DGS and the Graduate College) so that any problems with the plan can be identified early. The student’s bursar account will be billed candidacy fees at the time the online Plan of Study is submitted to the Graduate Degree Certification Office. This is a one-time fee, and the student will not be billed again if the plan and/or the anticipated graduation date changes. The final plan of study is posted by the student at the Graduate College [GradPath](#) during your fifth semester.

**Plan of Study Form**

Student	
---------	--

Date	
------	--

Advisor	
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**Year One**

Fall Semester		Spring Semester	
Course Title & Number	Credits	Course Title & Number	Credits
TAR 601 Research Methods	1		

**Year Two**

Fall Semester		Spring Semester	
Course Title & Number	Credits	Course Title & Number	Credits

**Year Three**

Fall Semester		Spring Semester	
Course Title & Number	Credits	Course Title & Number	Credits
		TAR 909 Master's Report	3
		TAR 694 Thesis Project	3

Date	Total Units
------	-------------

Director of Grad Studies Signature	
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### **Graduate Studies in Theatre Core Curriculum**

All MFA students' plan of study requires 10 units of graduate core curriculum. These typically are from the following:

T AR 601*	Research Methods	(1)
T AR 602*	Theatre & Culture I	(3)
T AR 603*	Theatre and Culture II	(3)
T AR 696a*	Contemporary Trends	(3)

However substitutes to this list may be authorized.

\* - Indicates Course Available Only to Graduate Students

### **Independent Studies**

Independent Study credit is available to qualified students working on an individual basis with professors who have agreed to supervise such work. Theatre Arts (T AR) 599 and 699 may be taken for variable credit, depending on the nature of the work. Grades available for independent studies are limited to: S/P, F, I, W. An 'Independent Study Proposal Form' (available in Drama 239) must be approved by the student's major professor and filed with the Director of Graduate Studies before an independent study project can begin.

### **Internships**

Internship credit is available to qualified students working in an approved internship placement coordinated with professors who have agreed to supervise such work. Theatre Arts (T AR) 593 and 693 may be taken for variable credit, depending on the nature of the work. Grades available for internships are limited to: S/P, F, I, W. An 'Internship Proposal Form' (available in Drama 239) must be approved by the student's major professor and filed with the Director of Graduate Studies before an internship project can begin.

### **Degree Check**

In the first semester of the final year (3<sup>rd</sup> year for MFA), must schedule a degree check with the Director of Graduate Studies. The check must be completed by the middle of the first semester of your final year.

### **Thesis/Thesis Project**

The student's graduate committee will evaluate the student's thesis or thesis project proposal and the final thesis or thesis project. Approval of the thesis/thesis project proposal and written results of the thesis/thesis project evaluation must be filed with the Director of Graduate Studies before the 'Master's/Specialist Committee Appointment Form' can be submitted to the Graduate College on GradPath.

### **Completion of All Requirements**

When all of the above requirements have been satisfied, the student's major professor must inform the Director of Graduate Studies, who will approve your degree fulfillment through GradPath.

## **Master of Fine Arts (MFA) in Theatre Arts**

### **Design and Technology Emphasis**

#### **Costume Design, Costume Production, Lighting Design, Scenic Design or Technical Production**

#### **Purpose**

The Master of Fine Arts program in theatrical design and production (MFA Design/Tech) aims at preparing students for a career in professional theatre through intensive classroom and production training. The following areas of specialization are offered: costume design, costume production, lighting design, scenic design, scenic production, and technical direction. The program normally requires six semesters (three academic years) in residence. A minimum of 60 credit hours must be accrued to fulfill the degree requirements.

#### **Courses of Study**

Students must complete sixty (60) credit hours of course work for the Master of Fine Arts degree. All incoming MFA students in Design/Technology are assigned a major professor according to their area of specialization. Students must see their major professor immediately to familiarize themselves with the suggested courses of study (examples included later in this section). The student will continue to consult with his/her major professor and his/her graduate committee to develop the appropriate courses and the ensure registration for each semester. See major professor, graduate committee and plan of study in Guidelines and Requirements for graduate degrees in theatre.

#### **Breakdown of Courses of Study**

Graduate Studies in Theatre Core Curriculum ( <a href="#">see previous page</a> )	(10 Units)
MFA in Design/Technology Core (see below)	(26 Units)
Core Courses in Specialization (see below)	(10-19 units)
Approved Elective Courses (500-level or above only count toward degree)	(5-14 units)

#### **MFA Design/Technology Core (26 units):**

TAR 548A	Period Styles, Architecture	(3)
TAR 548B	Period Styles, Costume	(3)
TAR 580*	Graduate Production Study	(3) (1 credit, 3 times)
TAR 596D*	Special Topics in Design	(6) (3 credits, 2 times)
TAR 597*	Production Workshops	(5) (Min)
TAR 909*	Master's Report	(3)
TAR 694*	Thesis Project	(3)

\*- Indicates Course Available Only to Graduate Students

#### **Core Courses by Specialization (substitutions may be approved):**

- Costume Design (19 required credit hours):
  - TAR 501      Advanced Construction Techniques      (3)
  - TAR 516      Rendering      (4) (1 credit, 4 times)
  - TAR 525      Advanced Costume Design      (3)
  - TAR 527      Advanced Costume Construction I      (3)
  - TAR 528      Advanced Costume Construction II      (3)
  - TAR 596D      Special Topics in Design      (3) (in addition to D/T Core)

- Additional Credits may be taken from:
  - TAR 520 Advanced Lighting Design
  - TAR 523 Scene Painting
  - TAR 525 Advanced Scene Design
  - Approved Studio Art
  - Approved Elective or Cognate
  
- Costume Production (17 required credit hours):
  - TAR 501 Advanced Construction Techniques (3)
  - TAR 516 Rendering (2) (1 credit, 2 times)
  - TAR 525 Advanced Costume Design (3)
  - TAR 527 Advanced Costume Construction I (3)
  - TAR 528 Advanced Costume Construction II (3)
  - TAR 596D Special Topics in Design (3) (in addition to D/T Core)
    - Additional Credits may be taken from:
    - TAR 520 Advanced Lighting Design
    - TAR 523 Scene Painting
    - TAR 525 Advanced Scene Design
    - Approved Studio Art
    - Approved Elective or Cognate
  
- Lighting Design (18 required credit hours):
  - TAR 516 Rendering (3) (1 credit, 3 times min)
  - TAR 517 Electricity for the Entertainment... (3)
  - TAR 520 Advanced Lighting Design (9) (3 credits, 3 times)
  - TAR 523 Scene Painting (3)
    - Additional Credits may be taken from:
    - TAR 505 Theatrical Engineering and Management (or other approved management class)
    - TAR 519 Advanced Sound Design
    - TAR 523 Scene Painting
    - TAR 525 Advanced Costume Design
    - TAR 525 Advanced Scene Design
    - TAR 596 Special Topics in Design (in addition to D/T Core)
    - Advanced Drafting or Autocad
    - Approved Directing
    - Approved Studio Art
    - Approved Elective or Cognate
  
- Scene Design (16 required credit hours):
  - TAR 515 Advanced Drafting (3)
  - TAR 516 Rendering (4) (1 credit, 4 times)
  - TAR 523 Scene Painting (3)
  - TAR 525 Advanced Scenic Design (3)
  - TAR 580 Graduate Production Study (3) (in addition to D/T Core)

- Additional Credits may be taken from:
  - TAR 520 Advanced Lighting Design
  - TAR 523 Scene Painting
  - TAR 525 Advanced Scene Design
  - Studio Art
  - Approved Elective or Cognate
- Technical Direction (15 required hours)
  - TAR 501      Advanced Construction Techniques           (6) (3 credits, 2 times)
  - TAR 505      Theatrical Engineering and Management       (6) (3 credits, 2 times)
  - TAR 547A     Advanced Motion Control                               (3)
    - Additional Credits may be taken from:
      - TAR 515 Advance Drafting
      - TAR 519 Advanced Sound Design
      - TAR 520 Advanced Lighting Design
      - TAR 523 Scene Painting
      - TAR 525 Advanced Scene Design
      - TAR 525 Advanced Costume Design
      - TAR 596 Special Topics in Design (in addition to D/T Core)
      - Approved Elective or Cognate

### **Semester Portfolio Reviews**

All incoming MFA students will present their portfolio to the Design/Technology faculty and MFA students at the beginning of the first semester in the program. At the end of each semester all MFA students must participate in a presentation of his/her portfolio to all Design/Technology faculty and MFA students until the degree is completed

The student's first semester review will consist of presenting entire portfolio so as to let faculty again observe prior work. Following this presentation, the first semester MFA students will have an individual interview with the Design/Technology faculty to discuss the semester's coursework, production work, and overall progress

Each semester following, the portfolio should include only work from that semester. Following every portfolio review, each student will have an individual interview with the student's major professor. Written results of the semester reviews will be filed with the Director of Graduate Studies each semester. See semester portfolios reviews in Guidelines and Requirements for graduate degrees in theatre.

### **Advancement to Candidacy**

At the end of the second semester, the faculty will evaluate the student's progress and determine if the student shall advance to candidacy for the MFA in Theatre Arts Design/Technology emphasis.

### **Advancement to Candidacy Evaluation Criteria**

All first year MFA students are evaluated on the following criteria for Advancement to Candidacy:

1. Candidate's success within the production process
2. Candidate's growth in awareness of theatrical history and history relevant to their discipline
3. Candidate's ability to conduct analysis and research relevant to their discipline
4. Candidate's ability to express artistic or technical ideas to collaborators
5. Candidate's ability to express artistic or technical ideas through professionally accepted methods (drawing, drafting, painting, etc.)
6. Candidate's ability to work collaboratively
7. Candidate's ability to demonstrate leadership
8. Candidate's ability to effectively organize and management projects
9. Candidate's growth in professional skills relevant to their discipline
10. Candidate's understanding expectations of the profession in their discipline

All first year MFA students are: Recommended to advance, Recommend to be reviewed again at a later date, or Recommend to not advance on all of the above criteria. A recommendation not to advance on more than any two of the above criteria may result in removal from the program.

### **T AR 597A-E, Production Assignments**

All MFA students will be assigned to a production every semester while in residence. To receive credit for production work, MFA students will register for T AR 597A-E for a maximum of three units each semester. Students, who design, technical direct, manage a project or shop normally register for two (2) units; assistants and crew heads register for one (1) unit per assignment.

T AR 597 is divided into specific areas, designated by a letter, to more easily identify the type of work assigned:

597A	Technical Production
597B	Costume Production
597C	Lighting Production
597D	Sound Production
597E	Scenic Production

The design process has been developed to ensure adequate time for conceptualization, construction, and technical rehearsals. Each area has created guidelines to help student designers through each step of the process. All students should consult regularly with their major advisor and thoroughly familiarize themselves with the expected procedures.

### **Degree Check**

In the first semester of the 3<sup>rd</sup> (or final) year, the student must schedule a degree check with the Director of Graduate Studies. The check must be completed by the middle of the first semester of your final year.

**T AR 909 - Masters Report**

In the fall semester of the 3<sup>rd</sup> (or final) year, MFA students will register for T AR 909, Master's Report for 3 units of credit. The student's major professor in consultation with the student's graduate committee will designate a written production assignment that the student will complete no later than the second week of the final semester of study. The due date for the written report and the schedule for the oral presentation of the work will be set by the major professor. The Master's Report will be presented to and evaluated by the student's graduate committee. The student is notified at the end of the oral session as to the results of the master's report.

A student may be asked to revise some part of the Master's Report before the final grade is awarded to the project.

The student may elect to take the master's report a second time (but not a third) if it is not successfully completed the first time, after a period of three (3) months has passed. Graduate Assistantship and Tuition assistance will not be provided.

**Master's Report (T AR 909) Evaluation Criteria**

All MFA Candidate's Master's Reports are evaluated on the following criteria:

1. Relevant historical knowledge
2. Conceptual thought/ Awareness of artistic intent
3. Thoroughness of any physical objects created: model, structure, costume piece, property, paint elevations or light renderings
4. Thoroughness of any technical drawings created
5. Artistic flair and originality
6. Quality of design/Quality of technical solution
7. Level of detail in work
8. Presentation of the Master's Report
9. Completeness of the Master's Report
10. Overall neatness of the Master's Report
11. Overall accuracy of the Master's Report

Each of these criteria receive a grade of:

Superior Pass, Pass, May Need Revision, Not Passing

**T AR 694 - Thesis Project** The student's major professor in consultation with the student will designate a fully realized production assignment that will serve as the student's thesis project. The student will develop a proposal for the thesis project and present the proposal to the student's graduate committee for approval by the end of the student's 2<sup>nd</sup> year or fourth semester. Completion of the thesis project normally occurs during the 3<sup>rd</sup> (or final) year.

**Final Thesis Project Evaluation**

Immediately following the Thesis Project, the major professor will schedule a one-hour oral thesis

project evaluation with the student's graduate committee. All members of the student's graduate committee must be present for the duration of the evaluation.

**Thesis Project (T AR 694) Evaluation Criteria**

All MFA Thesis Projects are evaluated on the following criteria:

1. Creativity & artistry
2. Professionalism
3. Collaboration with artistic team
4. Collaboration with production team
5. Problem solving
6. Ability to fulfill and implement artistic goals or vision
7. Technical abilities
8. Ability to meet deadlines
9. Commitment to the project

Each of these criteria receive a grade of:

Superior Pass, Pass, May Need Revision, Not Passing

**Master of Fine Arts (MFA) in Theatre Arts  
FORMS  
2019-20**

**Major Professor/Student Timeline/Checklist**

**Some paper forms are required. All forms must be filed with Graduate Coordinator.**

**All Semesters of Residence**

\_\_\_\_\_ Semester Portfolio Review

**First Year**

\_\_\_\_\_ Submit “Responsible Conduct of Research Statement” electronically on GradPath

\_\_\_\_\_ Paper Advancement to Candidacy Form approved (end of 2<sup>nd</sup> semester)

\_\_\_\_\_ Written Plan of Study submitted to Director of Graduate Studies

\_\_\_\_\_ Online Plan of Study submitted in GradPath and approved by major professor, DGS and Graduate College

**Third Year**

\_\_\_\_\_ Degree check scheduled/completed with the Director of Graduate Studies (beginning of 3<sup>rd</sup> year)

\_\_\_\_\_ Final Revised Plan of Study submitted electronically on GradPath

\_\_\_\_\_ MFA Master’s Report presented to and approved by division faculty (completed by the beginning of final semester)

\_\_\_\_\_ Master's/Specialist Committee Appointment Form submitted electronically on GradPath (this may happen earlier per division requirements, but it **MUST** be submitted before degree completion)

\_\_\_\_\_ Thesis project presented to and evaluation by members of the candidate’s Thesis Committee

\_\_\_\_\_ Degree completion recorded on GradPath (*at least one week* before the deadline for completion of degree requirements as set by the University) (submitted by Graduate Coordinator as approved by candidates major professor and Director of Graduate Studies)

**MASTER OF FINE ARTS (MFA) IN THEATRE ARTS**  
**Advancement to Candidacy Review Results**

Name \_\_\_\_\_

Student ID# \_\_\_\_\_

Date \_\_\_\_\_

The above named student has completed \_\_\_\_\_ graduate credits in the MFA program in Design and Technology.

The following faculty (all signatures required)

\_\_\_\_\_  
Major Professor

\_\_\_\_\_  
Graduate Committee Member or Division Faculty Member

\_\_\_\_\_  
Graduate Committee Member or Division Faculty Member

have met on \_\_\_\_\_ and reviewed the following:

- Semester Reviews
- Production Evaluation Reports
- Course Work/GPA
- Plan of Study

The evaluation is as follows:

\_\_\_\_ Student has made satisfactory academic progress and is recommended for advancement to candidacy for the Master of Fine Arts (MFA) in Theatre Arts degree.

\_\_\_\_ The student needs additional time to qualify for candidacy. The Committee recommends the student take \_\_\_\_\_ semester(s) after which you will be reviewed again.

\_\_\_\_ The student is not accepted to candidacy in the MFA Design and Technology program.

-----  
**APPROVED**

\_\_\_\_\_  
Director of Graduate Studies

\_\_\_\_\_  
Date

Advancement to candidacy (or non-advancement) will not be approved without attaching all evaluation forms and written comments from graduate committee members.

**MASTER OF FINE ARTS (MFA) IN THEATRE ARTS**  
**Master's Report Review**

Name \_\_\_\_\_

Student ID# \_\_\_\_\_ Date \_\_\_\_\_



Master's Report (brief description): \_\_\_\_\_



The following faculty (all signatures required)

\_\_\_\_\_  
Major Professor

\_\_\_\_\_  
Graduate Committee Member or Division Faculty Member

\_\_\_\_\_  
Graduate Committee Member or Division Faculty Member

have met on \_\_\_\_\_ and reviewed the master's report.

The evaluation is as follows (please attach the master's report evaluation form):

\_\_\_ The student has successfully completed the master's report.

\_\_\_ The student did not successfully complete the master's report. The student can elect to retake the master's report. The second master's report must be completed by \_\_\_\_\_. The student cannot take the master's report a third time.

-----  
**APPROVED**

\_\_\_\_\_  
Director of Graduate Studies

\_\_\_\_\_  
Date

Approval of thesis project proposal must be filed with the Director of Graduate Studies before the thesis project can begin.

**MASTER OF FINE ARTS (MFA) IN THEATRE ARTS**  
**Thesis Project Final Review**

Name \_\_\_\_\_

Student ID# \_\_\_\_\_

Date \_\_\_\_\_

~~~~~  
THESIS PROJECT Title: \_\_\_\_\_

Attach a one-two page summary of the thesis project de

COMPLETION DATE: \_\_\_\_\_

The following faculty (all signatures required)

\_\_\_\_\_  
Major Professor

\_\_\_\_\_  
Graduate Committee Member

\_\_\_\_\_  
Graduate Committee Member

have met on \_\_\_\_\_ and reviewed the thesis final project.

The evaluation is as follows:

\_\_\_ The student has successfully completed the final thesis project.

\_\_\_ The student did not successfully complete the final thesis project. The student can elect to revise/redo the final thesis project. The student has been given specific feedback that will assist them. The final thesis project must be completed by \_\_\_\_\_. The student cannot revise/redo a third time.

-----  
**APPROVED**

\_\_\_\_\_  
Director of Graduate Studies

\_\_\_\_\_  
Date

Successful review of the thesis project must be filed with the Director of Graduate Studies before the completion of degree form can be submitted.

## **POLICY ON GRADUATE MINOR in THEATRE**

The School of Theatre, Film and Television accepts graduate students for minor study in accordance to all relevant Graduate College policies including:

1. A minor subject is not required for a Master's Degree, but at least one supporting minor of nine or more units is required for the PhD. If a doctoral student chooses two supporting minor subjects, each minor must have at least six units of coursework. Although the minor subjects are usually taken outside the major department, minors within the major department may be permitted with the approval of the student's major professor.

2. The selection of a minor must be approved by the student's major professor and must be included in the Plan of Study to be filed with the Graduate College no later than the student's third semester in residence.

Additional School of Theatre, Film and Television policies on minor study include:

Per Graduate College policy, the Doctoral Plan of Study must be submitted to the minor school (Theatre, Film and Television) Director of Graduate Study for signature approval no later than the student's third semester in residence.

The student's home department, in accordance with all relevant Graduate College policies, will determine the appropriate number of credit units to be completed to satisfy the requirements for an outside minor.

For a graduate minor in Theatre, the required units must be completed from T AR courses numbered from 500 to 699.

Graduate minor students may enroll in undergraduate courses (100 to 499), but these courses will neither be counted for credit nor towards fulfillment of the graduate minor.

All School of Theatre, Film and Television courses used for graduate minor study require permission of instructor. Some courses may have additional prerequisites.

In addition to the courses listed below, a number of courses in design and technology may be available depending upon assessment of skills and proficiency. See the Schedule of Classes and speak directly to the relevant instructor.

Graduate students may enroll in 100-300 level courses as a T AR 599 Independent Study only with permission from their primary School's Director or Director of Graduate Study and the School of Theatre, Film and Television Director of Graduate Study and the course instructor. Students will be required to attend all class sessions and complete all assignments as well as completing an additional graduate level assignment designed with the instructor.

### **Course Options for Doctoral Minors in Theatre**

Course enrollment for minors is not guaranteed. The minor candidate's advisor, the TFTV Director of Graduate Studies and the course instructor must give permission to enroll in each course. Please be aware that some courses have undergraduate pre-requisites.

Course availability subject to faculty workload.

TAR 500 -- Survey of Directing (3 units)

Co- convened with: T AR 400. Usually offered: Fall, Spring

T AR 501 – Advanced Construction Techniques (3 units)

T AR 502A -- Combat for the Stage (2 units)

T AR 519 – Sound Design (3 units)

T AR 548A – Period Styles: Architecture (3 units)

T AR 548B – Period Styles: Clothing (3 units)

TAR 562 -- Collaborative Play Development (3 units)

Theatre History Courses (Doctoral minors must have taken at least one theatre history course at the undergraduate level in order to register for these):

T AR 524 - Art, Propaganda, Protest (3 units)

TAR 563 – Advanced Topics in Production Dramaturgy (3 units)

TAR 596A – Advanced Topics in Theatre History (3 units)

T AR 596B - Advanced Topics in Playwriting (3 units)

TAR 601 -- Research Methods (1 unit)

TAR 602 -- Theatre and Culture I (3 units)

TAR 603 -- Theatre and Culture II (3 units)

TAR 696A-- Contemporary Trends (3 units)