Master of Fine Arts (MFA) in Theatre Arts
Design and Technology Emphasis

Graduate Program
Information, Guidelines and Requirements

2015 – 2016
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. These guidelines identify the function of graduate study to be "the advancement of:

- individual creative and scholarly talents, interest, and philosophies which can be used creatively to expand, preserve and enhance our cultural heritage;
- professional performance competencies as exemplified by a significant body of work;
- the ability to solve contemporary problems in the major aspects of theatre and to explore and address new questions and issues;
- scholarly competence in the organization, evaluation, and interpretation of knowledge; and
- professional competence in the dissemination of knowledge, including logical oral and written presentation of aesthetic ideas" (NAST Handbook 2005-06 101).

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!

Bruce Brockman, Director
Deanna Fitzgerald, Director of Graduate Studies
Justine Collins, Graduate Coordinator
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deannaf@email.arizona.edu
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Drama 262, 621-7076
Drama 239, 621-7007
General Information from the Graduate College

Graduate College
There are many helpful sites on the Graduate College web page http://grad.arizona.edu/
In particular, see the
• Steps to Your Degree
• Master’s Degree Checklist
• GradPath information

Minimum Academic Requirements and Academic Progress
A student cannot receive a graduate degree unless he or she has achieved a 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 degree. A student whose cumulative GPA is below 3.0 for two consecutive semesters 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. http://grad.arizona.edu/academics/policies/academic-policies/minimum-academic-requirements

Regular Graduate Credit Courses
The student's program of study must follow Graduate Council guidelines which state that the required units be offered in 500-level or above.

Transfer Credit
Students who wish to use transfer credit must submit a request prior to the formulation of the Plan of Study so that the student will know whether specific transfer courses will be eligible for transfer. http://grad.arizona.edu/academics/degree-certification/forms The Graduate College evaluation simply determines whether or not the courses are eligible for transfer; the major professor and Director of Graduate Studies will decide which courses will be allowed as part of the Program of Study. Master’s students may transfer no more than 20% of the total required units, per Graduate College policy. The grade earned must be an A or B, and must have been awarded as graduate credit at the institution where the work was completed.

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."

**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.

**Non-Degree Status**
Up to 12 units of graduate credit earned in Non-Degree status may be allowed for use toward an advanced degree once the student obtains regular admission to a degree program. However, it is advisable to contact the Director of Graduate Studies to insure that desired courses are available to non-degree students. Consult the Graduate College website for admission requirements to Non-degree status. [http://grad.arizona.edu/admissions/types/non-degree-seeking-students](http://grad.arizona.edu/admissions/types/non-degree-seeking-students)

**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 that 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](http://grad.arizona.edu/financial-resources)

The Graduate College issues a monthly newsletter describing additional funding sources. Follow [http://grad.arizona.edu/gradfunding/newsletters](http://grad.arizona.edu/gradfunding/newsletters) to review recent issues and to subscribe to the monthly GradFunding newsletter.

**FAFSA**
All students must submit a Free Application for Federal Student Aid (FAFSA) ([http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)) to be eligible for Graduate College and School funding.

**Graduate Teaching Assistantship (GTA) Responsibilities**
Graduate students can apply for a graduate teaching assistantship if they wish. However, participation as a GTA is not a requirement for fulfilling the degree. Students receiving a graduate teaching assistantship will be assigned a faculty supervisor who will oversee the student's specific duties in regard to his/her GTA responsibilities. GTAs are exempt from the non-resident tuition charge. Registration fees are not waived. GTAs must maintain a University of Arizona graduate grade point average of 3.00 or better. The maximum number of units per semester which students employed as GTAs may take is dependent upon the total hours of employment.

GTAs are required to participate in the Graduate Assistants/Associates Teaching Orientation (GATO) before the start of the first year. After the first year, students do not need to attend again. GTAs are not allowed to engage in any commercial activity relative to the courses with which they are assisting at this university (e.g. selling course materials or conducting paid review sessions).

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/catalog/policies/grievance_policy.php.

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 621-7076, Drama 262, deannaf@email.arizona.edu or the Graduate Coordinator Justine Collins at 621-7007, Drama 239, 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
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.

**Graduate Committee**

By the middle of the second semester of study, the student will assemble a graduate committee with the assistance the major professor. The graduate committee will consist of the major professor (who serves as chair) and at least two other professors. Two (including the major professor) must be tenure-track faculty members in the School. The third member of the committee can be a tenured or tenure-track faculty member from outside the School of Theatre, Film and Television or another faculty member within the School. The student graduate committee must be approved and filed with the Director of Graduate Studies. The graduate committee will also approve the student’s plan of study and evaluate and make recommendations as to the student’s advancement towards candidacy for the degree at the end of the second semester.

**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 Portfolio 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 student’s graduate committee will meet to assess if the student is making satisfactory academic progress. Based on that assessment, the graduate committee 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 critical 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. Post the electronic version in your fifth semester.
- Master’s/Specialist Committee Appointment Form. Post the electronic version in your fifth semester.

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 Pas/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 beginning 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 graduate committee will approve the plan of study which must then be approved by the Director of Graduate Studies. This version of your plan of study is done on the form below.

The final plan of study is posted by the MFA student at the Graduate College GradPath during your fifth semester. The student’s bursar account will be billed candidacy fees at the time the Masters/Specialist 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.
**Plan of Study Form**

To be completed and submitted to Director of Graduate Studies by the fourth week of the second semester by all first-year graduate students.

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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:
- TAR 601 Research Methods (1)
- TAR 596A Advanced Topics in Theatre History (3)
- TAR 602 Theatre & Culture I (3)
- TAR 603 Theatre and Culture II (3)
- TAR 696a Contemporary Trends (3)
However substitutes to this list may be authorized.

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 (3rd 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
  MFA - Costume Design
  MFA - Costume Production
  MFA - Lighting Design
  MFA - Scenic Design
  MFA - 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.

Graduate Studies in Theatre Core Curriculum (10 Units)
MFA in Design/Technology Core (26 Units)
Core Courses in Specialization (10-19 units)
Elective Courses (5-14 units)

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 student’s graduate committee 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 is able 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. The Design/Technology faculty makes these assignments at the end of the spring semester for the next year's season in consultation with the Artistic Director of the Arizona Repertory Theatre and/or the Director of the School. First-year students serve as assistants to faculty and advanced student designers with the potential to serve as designers, technical directors or shop managers in their second and third years. A student must demonstrate excellence in coursework and production work in order to be considered for a design or management assignment in the theatre season.

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 3rd (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 3rd (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. Written results of the Master’s Report evaluation must be filed with the Director of Graduate Studies before the degree can be awarded.

**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 2nd year or fourth semester. Completion of the thesis project normally occurs during the 3rd (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  
Design and Technology Emphasis  
FORMS  
2015-16

Major Professor/Student Timeline/Checklist

Some paper forms are required. All forms must be filed with Director of Graduate Studies.

**All Semesters of Residence**

- ______ Semester Portfolio Review

**First Year**

- ______ Graduate Committee form (middle of 2nd semester)
- ______ Advancement to Candidacy Form approved by members of Graduate Committee (end of 2nd semester)
- ______ Written Plan of Study submitted to Director of Graduate Studies

**Second Year**

- ______ MFA Thesis Production Proposal presented to and approved by members of Graduate Committee (middle to end of 2nd year).

**Third Year**

- ______ Plan of Study submitted on GradPath
- ______ Degree check scheduled/completed with the Director of Graduate Studies (beginning of 3rd year)
- ______ MFA Master’s Report presented to and approved by members of Graduate Committee  
  (completed by the beginning of final semester)
- ______ Thesis project evaluation presented to and approved by members of Graduate Committee
- ______ Degree completion recorded on GradPath *(at least one week before the deadline for completion of degree requirements as set by the University)*
MASTER OF FINE ARTS (MFA) IN THEATRE ARTS

Semester Portfolio Review

Name ________________________________________________________________

Student ID# ___________________________ Date __________________________

The above named student has successfully completed his/her semester portfolio review for

___________________/__________________

semester/year

____________________________________________________________________

Major Professor Date

_____ Yes _____ No

APPROVED

Director of Graduate Studies Date

Semester portfolio reviews will not be approved without attaching all semester portfolio and semester portfolio presentation evaluation forms. (See sample semester and portfolio review forms at the end of this guide.)
MASTER OF FINE ARTS (MFA) IN THEATRE ARTS
Graduate Committee Approval Form

Name

Student ID#  Date

PROPOSED Committee Members

Major Professor  Division/Specialization

Graduate Committee Member  Division/Specialization

Graduate Committee Member  Division/School College

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APPROVED

Director of Graduate Studies  Date
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

___________________________
Graduate Committee 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
Thesis Project Proposal Review

Name

Student ID# ____________________________ Date ____________________________

THESIS PROJECT Title: ____________________________________________

Attach a one-two page proposal describing the project

Anticipated COMPLETION DATE: ________________________________

The following faculty (all signatures required)

____________________________
Major Professor

____________________________
Graduate Committee Member

____________________________
Graduate Committee Member

have met on _________ and reviewed the thesis project proposal.

The evaluation is as follows (please attach a written summary of review):

_____ The thesis project proposal is complete and the student can proceed with the thesis project.

_____ The thesis project proposal is not complete. The student can elect to resubmit the thesis project proposal. The student has been given specific feedback that will assist them with revision. Resubmission must be completed by ________________.
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

________________________
Graduate Committee 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.