

**Texas Tech University  
School of Theatre and Dance**

**Handbook  
for  
Graduate Studies**

**Graduate Handbook**  
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3/29/2019

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# INTRODUCTION TO THE SCHOOL OF THEATRE AND DANCE

## Foreword

This handbook is intended to assist both graduate students and graduate faculty in the School of Theatre and Dance. Its contents are a codification of information, policies, and procedures of the University, the Graduate School, and the Department. Students are expected to become thoroughly familiar with this document, as well as with the [Graduate Catalog](#). PhD students also need to become thoroughly familiar with the TCVPA Program at: <http://www.depts.ttu.edu/fadp/Program/Guidelines.asp>. Failure to follow the regulations and requirements almost inevitably results in complications for which neither the Graduate School nor the School of Theatre and Dance can assume responsibility. The Handbook is not a binding legal document, and it is not set in stone. Policies will change, and exceptions will occur. It has been created by the faculty in the hope that a mutual understanding of mutual expectations will bind us together more closely as a team, working together more efficiently in, and for, the Department by enriching both its educational experience and its artistic endeavors.

At the graduate level, the School of Theatre and Dance offers the Master of Arts degree, the Master of Fine Arts degree, and a unique multidisciplinary program designed to develop leadership in the arts at the highest levels, the PhD in Fine Arts.

Each academic year, the Department presents productions in a 360-seat, fully equipped mainstage proscenium theatre, named the Charles E. Maedgen Jr. Theatre—commonly called the “Maedgen Mainstage Theatre”—and in a 100-seat thrust theatre, commonly called the “Maedgen Laboratory Theatre.”

The superbly housed University Library has extensive holdings exceeding 3 million items, including excellent holdings in theatre books and journals. Well-equipped computer labs provide word processing and database software, as well as Macintosh and IBM-compatible computers and printers.

## Revisions

The information contained in this document will surely change over time. As such changes occur they will be prominently announced and published as part of the online document. It will be the responsibility of each student to keep abreast of these changes by reviewing each revision of the online document as the updates are announced.

The [Graduate Catalog](#) also changes over time, and students are required to keep abreast of changes in policies and procedures recorded there.

## Mission Statement

The School of Theatre and Dance at Texas Tech University fosters the highest standards of scholarship and creative activity, providing opportunities for students to work actively in both areas. We champion training and education in a breadth of specialized arts, encourage students to cross boundaries between them, and prepare students for careers in both practice and pedagogy. By integrating the practical and the scholarly, the Department serves as a vital force in the artistic, cultural, and intellectual life of our society.

## **Vision Statement**

The School of Theatre and Dance will exhibit and promote the highest standards of artistry, professionalism, diversity, and collaboration in arts training, education, and scholarship.

# **Production Season**

## **Overview**

Every year the Department mounts roughly a dozen productions. In keeping with its mission, the Department views its production program as equal in importance to its program of academic instruction. The first priority for the use of the Maedgen Theatre building (with the exception of Department office spaces) is to house and facilitate the production program.

All graduate students will be expected to contribute substantially and effectively to the Department's production program (or to another production with the approval of the faculty) at least once during their career at Texas Tech: and some will be required to participate more than once, either in fulfillment of the terms of their teaching assistantships or scholarships, or as part of their programs of study (see [Production Participation Policy](#) and [Acknowledgement of Production Expectations](#)). In some cases, they will receive course credit for this work, but in most they will not. MFA students in Design are required to design a production. MFA students in Performance and Pedagogy and PhD students with a track in Acting/Directing may propose plays to direct. If a proposal is accepted, the production will be mounted in the Maedgen Laboratory Theatre. With some exceptions, those receiving financial assistance from the department (teaching assistantships, scholarships, etc.) will be required to audition for productions.

## **Maedgen Mainstage Season**

Each year there are usually four plays and once dance produced on the Maedgen mainstage. The plays are selected by the faculty after receiving student suggestions of possible titles. Directors are usually faculty members assigned by the Director of Theatre and Dance in consultation with the Production Coordinator. Mainstage productions are designed by faculty members or students assigned by the Head of Design. Stage Managers and other production personnel are usually students, selected by the Director of Theatre in consultation with the director.

Casting is effected by means of a general audition in which all students, graduate and undergraduate, within the department or not, are considered on an equal basis. The general audition is followed by callbacks for each production. For the most part, casting decisions are made according to the needs of each production rather than the needs of individual student actors, though at each term's Directors' Meeting some consideration is usually given to adjusting the work-loads and opportunities of individual students in the Department.

## **Maedgen Laboratory Theatre Season**

There are usually three or four Maedgen Laboratory Theatre productions per year, two each in the Fall and Spring terms, and they are generally produced, directed, designed, staffed,

and acted by students. Each prospective director submits a list of plays he or she wants to direct, and the faculty then selects the directors and the titles (see [Lab Theatre Directing Qualifications and Priority](#); [Texas Tech Lab Theatre Application to Direct](#)). Directors and playwrights can receive course credit for their work in the Lab through TH A 5327 and 5328; designers, among others, might receive credit through TH A 7000.

Lab productions are usually cast by their directors by means of the same general auditions, callbacks, and the Directors' Meeting that govern mainstage casting. In cases of casting conflicts due to overlapping rehearsal schedules, mainstage productions take priority, but sometimes mainstage directors will be able to accommodate the preferences of Lab directors. Acceptance of a directing assignment entails a willingness to respect the confidentiality necessary for the Directors' meeting.

The budgets for Maedgen Laboratory Theatre productions are generally quite small.

Raider Red's One-Act Play Spectacular, an annual series of productions of original one-act plays instituted in 1997-98, is produced in the Maedgen Laboratory Theatre during the Spring semester. Its format is somewhat different from that of the other Maedgen Laboratory Theatre productions, and varying procedures and policies regarding production and academic credit may apply from year to year; for example, credit in TH A 5327 and 5328 may not be appropriate, as each play is quite short.

## **Summer Rep Season/Performance Lab**

\*\*Under Revision

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## **Call Board**

Announcements concerning Department and University Theatre operations or announcements that may be of interest to theatre students, staff, and faculty are posted on the various call boards. Information of particular interest to graduate students is posted on a board outside the Graduate Advisor's office. Graduate students are required to read these call boards daily to discover audition information, crew calls, rehearsal schedules, and academic information. Graduate students will be held responsible for all information appearing on the call boards.

## **DEGREES OFFERED**

### **Master of Arts Degree (Major in Theatre Arts)**

The Master of Arts degree in Theatre Arts requires a minimum of 24 semester hours of graduate work, plus at least 6 hours of Thesis work. Completion of the MA degree requires a thesis and a final examination. As the MA is not a terminal degree, the Department views it as a stepping-stone toward doctoral work.

### **Master of Fine Arts Degree (Major in Theatre Arts)**

The Master of Fine Arts degree in Theatre Arts is a terminal professional degree that provides for intensive specialization in Arts Administration, Performance and Pedagogy, Design, or Playwriting. The MFA requires a minimum of 60 hours beyond the baccalaureate degree, including at least 6 hours of Thesis or Thesis Project work.

### **Doctor of Philosophy in Fine Arts Degree (Major in Theatre Arts)**

The Department participates with the faculties of Art, Music, and Philosophy in an multidisciplinary program leading to the PhD degree in Fine Arts, which is detailed in the [Graduate Catalog](#). Doctoral students whose major area is Theatre Arts choose two of the following tracks: Acting/Directing; Arts Administration; Design; History/Theory/Criticism; or Playwriting. Work towards the degree is both scholarly and practical, requires a minimum of 48 semester hours at the graduate level beyond the master's degree, includes rigorous Qualifying Examinations, and culminates in a dissertation requirement (at least 12 additional hours) that allows a choice of either traditional or non-traditional avenues of research.

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# MASTER OF ARTS DEGREE

## Diagnostic Examination

Preliminary [leveling](#) decisions will be made in the Graduate Committee and communicated on the admissions letter.

All entering graduate students, including Texas Tech graduates, must take the Diagnostic Examinations. The first written portion of the examination takes approximately two hours. The second written portion of the exam (also known as the Entrance-Exit Exam) takes approximately one hour. The oral portion of the examination normally requires less than twenty minutes.

The purpose of this Diagnostic Examination is to determine the student's preparation for graduate study and any further [leveling](#). It is administered early each Fall semester, and consists of the following parts:

1. A multiple-choice examination to assess the breadth of the student's reading of plays.
2. A short essay designed to test the student's writing skills and familiarity with critical issues and topics in theatre studies.
3. An entrance/exit exam, as noted above.
4. An individual interview with an assigned faculty member. At this time, questions with regard to possible [leveling](#) courses may be asked. Students should also be prepared to present the syllabus from any previous graduate courses for which they wish to transfer credits or request an exemption and should make the request at this time.
5. The student will meet with the theatre faculty to discuss the diagnostic exam, any leveling, program adjustments, or transfer courses. The faculty may also ask questions about any aspect of theatre.
6. A follow-up individual conference with the Graduate Advisor, at which time decisions about additional course requirements, [leveling](#) as additional hours, and credit transfers and exemptions will be conveyed. These decisions will be reflected on the student's degree plan. Students who are required to level must take those classes the first time they are available.

*Students entering the program in the Spring or Summer terms should be prepared to take the Diagnostic Examination the following Fall term. The degree plan cannot be designed without taking into account the results of this examination.*

## Degree Plan

During the first semester of work toward the Master of Arts degree, the Graduate Advisor should approve and submit to the Graduate School for approval a [Master's Degree Plan Form](#), also known as the "Program for the Master's Degree and Admission to Candidacy" form. The student should initiate preparation of this document through a meeting with the Graduate Advisor and complete it with the Chair of the student's Thesis Committee for approval by the Graduate Advisor (see below).

After the Graduate School approves the degree plan, the student should follow the course

work listed on the degree plan in subsequent enrollments.

Any changes to the degree plan must be approved by the Graduate Advisor and resubmitted to the Graduate School.

Delay in submission of the degree plan will result in delay of admission to candidacy and/or graduation. Approval of the document, however, does not constitute admission to candidacy. It merely signifies that the proposed plan will meet the specific requirements of the student's degree program and of the Graduate School.

### **Thesis Committee** (also known as the Advisory Committee)

As part of the process of preparing a degree plan, the student meets with the Graduate advisor to identify an appropriate member of the theatre graduate faculty to serve as Chair of the student's Thesis Committee, who will be responsible for guiding the student through all aspects of the program.

The Thesis Committee will consist of at least two members of the graduate faculty in Theatre and Dance. The committee is appointed by the Graduate School upon the recommendation of the Graduate Advisor on behalf of the Department. The student must obtain the assent of all members by acquiring their signatures on the "[Thesis or Dissertation Advisory Committee Membership Form](#)" prior to filing the degree plan. Any subsequent changes of personnel must also be effected through this form and submitted to the Graduate Advisor.

The Chair of the Thesis Committee is normally a member of the faculty who has expertise in the area of the student's thesis. Other members need not have expertise in that area.

### **Course Work Overview**

The following list is designed to help the student, along with the Chair of the student's Thesis Committee and/or the Graduate Advisor, in the preparation of the student's degree plan.

In this list the term "hours" refers to semester hours. Each course listed is equivalent to three semester hours unless otherwise noted.

The degree plan lists the courses that the student must take in order to graduate. Every degree plan for a student in the MA program (Major in Theatre Arts) will list at least 30 hours (including Thesis). Following the Diagnostic Examination, the faculty will decide if hours beyond the minimum of 30 will be required ([leveling](#) on the undergraduate level, or additional graduate-level work, called a Program Adjustment). Though each degree plan will list 6 hours for Thesis (TH A 6000) the student may need to register for more than 6 hours to complete an acceptable thesis. (*See the section of the [Graduate Catalog](#) entitled "Registration for Thesis or Dissertation Hours."*)

Students may take courses that are not listed on the degree plan, but these will not be counted towards fulfillment of the requirements for the MA degree.

This list covers only the course requirements of the program; other requirements (such as production requirements, examination work, etc.) are covered in other sections of the Handbook.

Research (TH A 7000, also known as "Independent Study") may be added to the degree plan or substituted for a required course with the approval of the Chair and the Graduate advisor. Registration for this course will follow the execution of a contract between the student and the instructor who will assign the grade and present copies of the signed contract to the Departmental Secretary and Graduate Advisor. Ordinarily, no more than 6 hours of TH A 7000 will be permitted.

## Master of Arts Course Work

<b>M.A. Core Courses</b>	15 hours
<b>Electives</b>	15 hours
<b>Master's Thesis (TH A 6000)</b>	<u>6 hours (minimum)</u>
<b>Total:</b>	<b>36 hours</b>

Completion of Master of Arts program requires the student to complete 36 semester hrs of course work. This includes 15 hrs of MA Core Courses, 15 hrs of Electives as approved by the Chair of the student's Thesis Committee and/or the Graduate Advisor, and 6 hrs of Thesis (TH A 6000).

### Core Courses (12 semester hours)

TH A 5311	Advanced Directing
TH A 5306	Survey of Theatre History
TH A 5350	Seminar in Theatre Research Methods ( <i>must be taken during the first year</i> )
TH A 5351	Mentoring Community Outreach in the Arts

Also, 3 credits to be chosen from the list below:

TH A 5309	Seminar in Theatre History
TH A 5331	Studies in Contemporary Theatre
TH A 5341	Seminar in Dramatic Theory

Electives - 15 hours, one course to be selected from each of the following groups:

### Acting/Directing

TH A 5325	Period Styles in Acting
TH A 5329	Advanced Scene Study
TH A 5344	Pedagogy
TH A 5334	Special Problems in Acting
TH A 5343	Seminar in Voice and Movement
TH A 5333	Studies in the Production of Pre-Modern Drama

### Arts Administration

TH A 5312	Theatre Management
TH A 5316	Marketing the Arts
TH A 5317	Funding of the Arts
TH A 5318	Advocacy for the Arts

### Design/Tech

TH A 5303	Theatre Scenic Design
TH A 5304	Theatre Lighting Design
TH A 5305	Theatre Costume Design
TH A 5319	Theatre Sound Design
TH A 5320	Theatre Planning
TH A 5335	Topics in Design/Tech. (As approved by the Head of Design & Graduate Advisor)

TH A 5340 Period Styles of Design

### **History, Theory, and Criticism**

TH A 5309 Seminar in Theatre History  
TH A 5313 Dramatic Criticism  
TH A 5331 Studies in Contemporary Theatre  
TH A 5341 Seminar in Dramatic Theory  
TH A 5372 Dramaturgy

### **Playwriting**

TH A 5300 Dramatic Analysis  
TH A 5301 Playwriting I  
TH A 5302 Playwriting II  
TH A 5321 Playwriting III

### **Comprehensive Examination**

Every candidate for a Master of Arts degree is required to pass a written Comprehensive (or Final) Examination before the deadline issued by the Graduate School for graduation in that Semester. Students must be enrolled at the time that the Final Examination is taken.

The examination consists of a 5-section written test, with four hours to answer. Responsibility for providing questions abides with the Heads of Arts Administration, Design, History/Theory/Criticism, Performance and Pedagogy, and Playwriting, each charged with setting a question or questions to be answered in 48 minutes per area. The questioners are solely responsible for grading their own questions. If the student fails any question, the student must retake a question from the appropriate track again. The MA Comprehensive Examination will continue to serve as the equivalent of qualifying examinations for the MA student, except that pass/fail is solely dependent on the written examination.

### **Thesis Requirements**

The Master of Arts degree (Major in Theatre Arts) requires a thesis. It is expected to represent independent work by the student, conducted under the supervision of the Thesis Committee, and written clearly and concisely in standard English. The student defends the thesis before the Thesis Committee in public session during the term of graduation. All members of the Thesis Committee must approve and sign the thesis, and the student must earn a B or better in the 6000 course to qualify for graduation.

Although most of the work on the thesis comes after passing the Comprehensive Examination, students are encouraged to consider and select thesis topics as soon as possible. In many cases decisions can be made well in advance of the Comprehensive Examination and other degree requirements. Early in the semester of graduation, the candidate will submit an Intention to Graduate form to the Graduate School.

### **Types of Written Thesis Proposals**

The form of the thesis will vary from student to student. The student, along with the Chair of the Thesis Committee, should work out the topic and details of the proposal's format.

## Step-by-Step Process

### **I: Submitting a Formal Proposal**

The student must submit to the Chair a formal proposal that includes a discussion of a working title, background information, a thesis statement, the proposed methodology, a tentative chapter outline, a preliminary bibliography, and a projected timetable under which the student intends to write. Although the Chair must approve this projected timetable, it is not the responsibility of the Chair or any other member of the Committee to make sure the student meets these deadlines. During the entire process, virtually all communications should go through the Chair unless the Committee decides otherwise; that is, the student should deal only with the Chair, and not directly with other members of the Committee unless so directed by the Chair.

### **II: Committee Approval of Proposal**

Once drafted and approved for further consideration by the Chair, the proposal must be submitted to the entire Thesis Committee for approval. The members must have a minimum of two weeks, not including scheduled vacation time, to read the proposal. The student may not proceed with the writing of the thesis until informed by the Chair that the Committee has approved the proposal. This step of the process may include revisions of the proposal and another defense before the Committee.

### **III: Writing & Submitting the Thesis**

Once the Committee's approval has been obtained, the student may begin writing the thesis. The student should work exclusively with the Chair on a chapter-by-chapter basis, expecting that a draft of each chapter will need to be revised until it meets with the Chair's approval. The chair will need a minimum of two weeks, not including scheduled vacation time, in which to read each draft of each chapter of the thesis. See appendices for guidance on personal references within theses.

### **IV: Chair & Committee Approval of Thesis**

Once the Chair has approved the thesis, the entire document is then distributed to the Thesis Committee for approval. Drafts that go to the Committee should be appropriately organized, but not necessarily bound. The Committee must have a minimum of three weeks, not including scheduled vacation time, to read the thesis. It is at this point that the Committee as a whole decides if the thesis is ready for defense. Should the thesis be found unsatisfactory, the student is expected to work on the thesis until the Committee agrees it is ready for a defense.

### **V: Preparation for the Defense**

The student is responsible for arranging a suitable location and time for the student's defense. The Chair and the student are responsible for filing the appropriate paperwork with the Graduate School. The student must also follow the deadlines and requirements set by the Graduate School. Any questions about this document should be referred to the Thesis/Dissertation Coordinator at the Graduate School.

## **VI: Defense**

Upon arrival at the defense, the student should provide the Chair with the title page of the thesis and other requisite paperwork obtained from the Graduate School. The student will make a brief presentation of an overview of the thesis, after which members will question the student. The Thesis Committee may then make one of four decisions: 1) it may approve the thesis as presented; 2) it may ask for minor revisions that must be approved by the Chair; 3) it may ask for major revisions that must be approved by the entire Committee; or 4) it may refuse to approve the thesis. In cases where the Committee decides to accept the thesis “as is” the Committee members will sign the title page of the thesis as approved.

## **VII: Graduate School Approval**

Once the Thesis Committee approves the thesis, it must be submitted by the student to the Graduate School. This includes submitting a draft for formatting review. Submissions must take place prior to the Graduate School’s deadline in order for the student to be eligible for graduation in the same term as the defense.

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## MASTER OF FINE ARTS DEGREE

### Diagnostic Examination

Preliminary [leveling](#) decisions will be made in the Graduate Committee and communicated on the admissions letter.

All entering graduate students, including Texas Tech graduates, must take the Diagnostic Examinations. The first written portion of the examination takes approximately two hours. The second written portion of the exam (also known as the Entrance-Exit Exam) takes approximately one hour. The oral portion of the examination normally requires less than twenty minutes.

The purpose of this Diagnostic Examination is to determine the student's preparation for graduate study and any further [leveling](#). It is administered early each Fall semester, and consists of the following parts:

1. A multiple-choice examination to assess the breadth of the student's reading of plays.
2. A short essay designed to test the student's writing skills and familiarity with critical issues and topics in theatre studies.
3. An entrance/exit exam, as noted above.
4. An individual interview with an assigned faculty member. At this time, questions with regard to possible [leveling](#) courses may be asked. Students should also be prepared to present the syllabus from any previous graduate courses for which they wish to transfer credits or request an exemption and should make the request at this time.
5. The student will meet with the theatre faculty to discuss the diagnostic exam, any leveling, program adjustments, or transfer courses. The faculty may also ask questions about any aspect of theatre.
6. A follow-up individual conference with the Graduate Advisor, at which time decisions about additional course requirements, [leveling](#) as additional hours, and credit transfers and exemptions will be conveyed. These decisions will be reflected on the student's degree plan. Students who are required to level must take those classes the first time they are available.

*Students entering the program in the Spring or Summer terms should be prepared to take the Diagnostic Examination the following Fall term. The degree plan cannot be designed without taking into account the results of this examination.*

### Degree Plan

During the first semester of work toward the Master of Fine Arts degree, the Graduate Advisor should approve and submit to the Graduate School for approval a [Master's Degree Plan Form](#), also known as the "Program for the Master's Degree and Admission to Candidacy" form. The student should initiate preparation of this document through a meeting with the Graduate Advisor and complete it with the Chair of the student's Thesis Committee for approval by the Graduate Advisor (see below).

After the Graduate School approves the degree plan, the student should complete the course work listed on the degree plan in subsequent enrollments.

Any changes to the program must be approved by the Graduate Advisor and submitted to the Graduate School.

Delay in submission of the degree plan may result in delay of admission to candidacy and/or graduation. Approval of the degree plan, however, does not constitute admission to candidacy. It merely signifies that the proposed plan will meet the specific requirements of the student's degree program and of the Graduate School.

### **Thesis Committee** (also known as the Advisory Committee)

As part of the process of preparing a degree plan, the student meets with the Graduate advisor to identify an appropriate member of the theatre graduate faculty to serve as Chair of the student's Thesis Committee. The Committee Chair will be responsible for guiding the student through all aspects of the program.

The Thesis Committee will consist of at least two members of the graduate faculty in Theatre and Dance. The committee is appointed by the Graduate School upon the recommendation of the Graduate Advisor on behalf of the Department. The student must obtain the assent of all members by acquiring their signatures on the "[Thesis or Dissertation Advisory Committee Membership Form](#)" prior to filing the degree plan. Any subsequent changes of personnel must also be effected through this form and submitted to the Graduate Advisor.

The Chair of the Thesis Committee is normally a member of the faculty who has expertise in the area of the student's thesis. Other members need not have expertise in that area.

### **MFA WRITTEN THESIS/THESIS PROJECT DESCRIPTION**

Every MFA student will successfully complete either a formal *written thesis* or a *thesis project*.

- 1) *Written Thesis*: When the degree plan is filed, a Chair and a committee member, both on the Graduate faculty, will be designated on the degree plan form. See the Graduate Handbook for procedures and steps in writing a successful thesis.
- 2) *Thesis Project*: When the degree plan is filed, the Area Head (of Arts Administration, Playwriting, Design, Performance/Pedagogy) will provide the Graduate Advisor with the [MFA Thesis Project Proposal Form](#) listing the names of two Graduate faculty members who will constitute the Thesis Project Committee, designating one as Chair. The student – in consultation with the Chair – will declare the title/focus of the thesis project. This document can be revised at a later date.

### **Evaluation:**

The completion of the project requires a successful oral defense with the committee. At the completion of the project, the Thesis Committee will vote to pass or fail the project, and the Committee Chair will indicate the results on the form. The evaluation will be made according to practices and standards designed by each Area.

The Committee Chair will submit the signed oral defense form to the Graduate School.

### **Timing:**

While the Graduate School requires that the Oral Defense take place in the semester of graduation, the thesis project can take place at whatever time the Committee Chair deems appropriate. The Committee Chair will date the evaluation during the term of graduation, but the student should learn the results immediately after completion of the project.

### **Course Credit:**

The MFA (with thesis project) requires a minimum of 60 hours of course work, but the student may earn a maximum of 3 hours of credit for the thesis project by registering for a Research course (ThA 7000). The 7000 course should be listed on the degree plan.

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### **Course Work Overview**

The following lists are designed to help the student, along with the Chair of the student's Thesis Committee and/or the Graduate Advisor, in the preparation of the student's degree plan.

In these lists the term "hours" refers to semester hours. Each course listed is equivalent to three semester hours unless otherwise noted.

The degree plan lists the courses that the student must take in order to graduate. Every degree plan for a student in the MFA program (Major in Theatre Arts) will list at least 60 hours (including the hours for Thesis or Thesis Project); following the Diagnostic Examination, the faculty will decide if hours beyond the minimum of 60 will be required ([leveling](#) on the undergraduate level, or additional graduate-level work, called Program Adjustments). Though each Thesis Option degree plan will list 6 hours for Thesis (TH A 6000), the student may need to register for more than 6 hours to complete an acceptable thesis. (*See the section of the [Graduate Catalog](#) entitled "Registration for Thesis or Dissertation Hours."*)

Students may take courses that are not listed on the degree plan, but these will not necessarily be counted towards fulfillment of the requirements for the MFA degree.

This list covers only the course requirements of each program, other requirements (such as production requirements, examination work, etc.) are covered in other sections of the Handbook.

Research (TH A 7000, also known as "Independent Study") may be added to the degree plan or substituted for a required course with the approval of the Committee Chair and the Graduate advisor. Registration for this course will follow the execution of a contract between the student and the instructor who will assign the grade and present copies of the signed contract to the Graduate Admissions Coordinator and Graduate Advisor. Ordinarily, no more than 6 hours of TH A 7000 will be permitted.

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## Master of Fine Arts Specialization in Arts Administration

<b>Courses in Specialization</b>	33 hours
<b>Other Studies in Theatre</b>	18 hours
<b>Electives</b>	<u>9 hours</u>
<b>Total:</b>	<b>60 hours</b>

### Required Courses – 54 hours

TH A 5307	Performance Lab I
TH A 5308	Performance Lab II
TH A 5311	Advanced Directing
	or
	TH A 5335 Topics in Design (Arts Admin Graphics)
TH A 5312	Theatre Management
TH A 5316	Marketing the Arts
TH A 5317	Funding the Arts
TH A 5318	Advocacy for the Arts
TH A 5320	Theatre Planning
TH A 5323	Theatrical Collaborations
TH A 5350	Seminar in Theatre Research Methods
TH A 5351	Mentoring Community Outreach in the Arts
TH A 6001	Internship (Management) (3 hours)
TH A 6001	Internship (Marketing) (3 hours)
TH A 6001	Internship (Funding) (3 hours)
TH A 6001	Internship (6 hours)
TH A 7000	Research ( <i>Thesis Project</i> )

### Electives – 9 hours

- + *Courses inside or outside of Theatre Arts may be taken as approved by the Head of Arts Administration.*
- + VPA 5300 The Arts in Prague can be substituted for one 3-Hour internship or 3 out of a 6-hour internship

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## Master of Fine Arts Specialization in Design

<b>Courses in Specialization</b>	45 hours
<b>Electives</b>	<u>15 hours</u>
<b>Total:</b>	<b>60 hours</b>

All MFA Design students must take the Core Design Courses. Each student focuses on Scenery, Lighting, or Costume, and takes the required and elective courses appropriate to that focus.

### Required Courses in Design – 45 hours

TH A 5300	Dramatic Analysis
TH A 5303	Theatre Scenic Design
TH A 5304	Theatre Lighting Design
TH A 5305	Theatre Costume Design
TH A 5319	Theatre Sound Design
TH A 5307	Performance Lab I
TH A 5308	Performance Lab II
TH A 5320	Theatre Planning
TH A 5323	Theatrical Collaborations
TH A 5335	Topics in Design/Technology
TH A 5336	Graphics Presentations for the Theatre: Computer Drafting
TH A 5337	Graphics Presentations for the Theatre: Computer Presentation
TH A 5340	Period Styles of Stage Design
TH A 5351	Mentoring Community Outreach in the Arts
TH A 7000	Design Study (1 hour, taken 3 times)

Each student will propose for the Area Head's approval one of the above required courses to be replaced by TH A 7000 (Marfa Initiatives).

### Electives – an additional 15 hours as approved by the student's program advisor, selected from:

TH A 5303	Theatre Scenic Design
TH A 5304	Theatre Lighting Design
TH A 5305	Theatre Costume Design
TH A 5306	Theatre History Survey
TH A 5319	Theatre Sound Design
TH A 5311	Advanced Directing
TH A 5312	Theatre Management
TH A 5316	Marketing the Arts
TH A 5317	Funding the Arts
TH A 5318	Advocacy for the Arts
TH A 5315	Reading Playscripts
TH A 5331	Studies in Contemporary Theatre
TH A 5335	Topics in Design/Technology
TH A 5350	Seminar in Theatre Research Methods
TH A 5372	Dramaturgy
TH A 6001	Internship (3-6 hours)
ART 5310	Historical and Critical Perspectives in the Visual Arts
ART 5320	Graduate Drawing

MFA Design students must design a production as designated by the Head of Design as the basis for their thesis project.

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## Master of Fine Arts

### Specialization in Performance and Pedagogy (with written thesis)

<b>Courses in Specialization</b>	42 hours
<b>Other Studies in Theatre</b>	12 hours
<b>Master's Thesis (TH A 6000)</b>	<u>6 hours</u>
<b>Total:</b>	<b>60 hours</b>

#### Required Courses - 42 hours

TH A 5307	Performance Lab I
TH A 5308	Performance Lab II
TH A 5311	Advanced Directing
TH A 5313	Dramatic Criticism
<i>or</i>	
TH A 5306	Theatre History Survey
TH A 5372	Dramaturgy
TH A 5323	Theatrical Collaborations
TH A 5324	The Teaching of Acting
TH A 5325	Period Styles in Acting
TH A 5326	Seminar in Directing Methods
TH A 5329	Advanced Scene Study
TH A 5344	Pedagogy
TH A 5343	Graduate Movement for the Actor
TH A 5345	Graduate Voice for the Actor
TH A 5346	Graduate Speech for the Actor
TH A 5351	Mentoring Community Outreach in the Arts

Each student will propose for the Area Head's approval one of the above required courses to be replaced by TH A 7000 (Marfa Initiatives).

#### Electives - 12 hours, to be selected from:

TH A 5300	Dramatic Analysis
TH A 5301	Playwriting
TH A 5302	Playwriting II
TH A 5303	Theatre Scenic Design
TH A 5304	Theatre Lighting Design
TH A 5305	Theatre Costume Design
TH A 5306	Theatre History Survey
TH A 5309	Seminar in Theatre History
TH A 5312	Theatre Management
TH A 5313	Dramatic Criticism
TH A 5315	Reading Playscripts
TH A 5316	Marketing the Arts
TH A 5317	Funding the Arts
TH A 5318	Advocacy for the Arts
TH A 5327	Special Problems in Directing
TH A 5328	Special Problems in Playwriting
TH A 5333	Studies in the Production of Pre-Modern Drama
TH A 5334	Topics in Acting
TH A 5350	Seminar in Theatre Research Methods
TH A 5372	Dramaturgy
TH A 6001	Internship (1-6 hours)

For those MFA - Performance and Pedagogy candidates who choose to write a thesis, either the directing experience or acting in a major role may serve as the basis for the written thesis. ([Table of Contents](#))

# Master of Fine Arts

## Specialization in Performance and Pedagogy (with thesis project)

<b>Courses in Specialization</b>	45 hours
<b>Other Studies in Theatre</b>	<u>15 hours</u>
<b>Total:</b>	<b>60 hours</b>

### Required Courses - 45 hours

TH A 5300	Dramatic Analysis
TH A 5307	Performance Lab I
TH A 5308	Performance Lab II
TH A 5311	Advanced Directing
TH A 5313	Dramatic Criticism

*or*

TH A 5306	Theatre History Survey
TH A 5372	Dramaturgy
TH A 5323	Theatrical Collaborations
TH A 5324	The Teaching of Acting
TH A 5325	Period Styles in Acting
TH A 5326	Seminar in Directing Methods
TH A 5329	Advanced Scene Study
TH A 5344	Pedagogy
TH A 5343	Graduate Movement for the Actor
TH A 5345	Graduate Voice for the Actor
TH A 5346	Graduate Speech for the Actor
TH A 5351	Mentoring Community Outreach in the Arts

Each student will propose for the Area Head's approval one of the above required courses to be replaced by TH A 7000 (Marfa Initiatives).

### Electives - 15 hours, to be selected from:

TH A 5301	Playwriting
TH A 5302	Playwriting II
TH A 5303	Theatre Scenic Design
TH A 5304	Theatre Lighting Design
TH A 5305	Theatre Costume Design
TH A 5306	Theatre History Survey
TH A 5309	Seminar in Theatre History
TH A 5312	Theatre Management
TH A 5313	Dramatic Criticism
TH A 5315	Reading Playscripts
TH A 5316	Marketing the Arts
TH A 5317	Funding the Arts
TH A 5318	Advocacy for the Arts
TH A 5327	Special Problems in Directing
TH A 5328	Special Problems in Playwriting
TH A 5333	Studies in the Production of Pre-Modern Drama
TH A 5334	Topics in Acting
TH A 5350	Seminar in Theatre Research Methods
TH A 5372	Dramaturgy
TH A 6001	Internship (1-6 hours)

For those MFA - Performance and Pedagogy candidates who choose to complete a thesis project without writing a thesis, either the directing experience or acting in a major role may serve as the basis for the thesis project.

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## Master of Fine Arts Specialization in Playwriting

<b>Courses in Specialization</b>	39 hours
<b>Electives</b>	15 hours
<b>Master's Thesis (TH A 6000)</b>	<u>6 hours</u>
<b>Total:</b>	<b>60 hours</b>

### Required courses - 42 hours

TH A 5300	Dramatic Analysis
TH A 5301	Playwriting I
TH A 5302	Playwriting II
TH A 5307	Performance Lab I
TH A 5313	Dramatic Criticism
TH A 5321	Playwriting III
TH A 5322	New Script Production
TH A 5323	Theatrical Collaboration
TH A 5328	Special Problems in Playwriting
TH A 5341	Seminar in Dramatic Theory
TH A 5350	Seminar in Theatre Research Methods
TH A 5351	Mentoring Community Outreach in the Arts
TH A 5372	Dramaturgy
TH A 6000	Master's Thesis (6 hours)

Each student will propose for the Area Head's approval one of the above required courses to be replaced by TH A 7000 (Marfa Initiatives).

### Electives - 15 hours, to be selected from:

TH A 5106	Advanced Practicum in New Play Development
TH A 5308	Advanced Performance Lab II
TH A 5309	Seminar in Theatre History
TH A 5311	Advanced Directing
TH A 5312	Theatre Management
TH A 5316	Marketing the Arts
TH A 5317	Funding the Arts
TH A 5318	Advocacy for the Arts
TH A 5321	Playwriting III <sup>1</sup>
TH A 5328	Special Problems in Playwriting
ENGL 5350	Studies in Drama
ENGL 5370	Studies in Creative Writing
EM&C 7000	Independent Study in Writing Film or TV Scripts

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<sup>1</sup> This topics course may be repeated for credit as appropriate.

## Written Thesis Requirements

The Master of Fine Arts degree (Major in Theatre Arts) that requires a written thesis is expected to represent independent work by the student, conducted under the supervision of the Thesis Committee, and written clearly and concisely in standard English. The student defends the thesis before the Thesis Committee in a public session. All members of the Committee must approve and sign the thesis, and the student must earn a B or better in the 6000 course to qualify for graduation. Early in the semester of graduation, the candidate will submit an Intention to Graduate form to the Graduate School.

## Step-by-Step Process

### **I: Submitting a Formal Proposal**

The form of the thesis project will vary from student to student. The student, along with the Chair of the Thesis Committee, should elaborate the topic and details of the format for the proposal.

The formal proposal includes approval from the Thesis Committee as to the appropriateness of the project. Such approval must be obtained before the student begins work on the project upon which the thesis is to be based.

### **II: Committee Approval of Proposal**

Once drafted, the proposal must be submitted to the entire Thesis Committee for approval. The members must have a minimum of two weeks, not including scheduled vacation time, to read the proposal. The student may not proceed with the writing of the thesis until informed by the Chair that the Committee has approved the proposal. This step of the process may include revisions of the proposal and another defense before the Committee.

### **III: Writing & Submitting the Thesis**

Once the Committee's approval has been obtained, the student may begin writing the thesis. The student should work exclusively with the Chair on a chapter-by-chapter basis, expecting that a draft of each chapter will need to be revised until it meets with the Chair's approval. The Chair will need a minimum of two weeks, not including scheduled vacation time, in which to read a draft of each chapter of the thesis. See appendices for guidance on personal references within theses.

### **IV: Chair Approval & Committee Approval of Thesis**

Once the Chair has approved the thesis, the entire document is then distributed to the Thesis Committee for approval. Drafts that go to the committee should be appropriately organized, but not necessarily bound. The committee must have a minimum of three weeks, not including scheduled vacation time, to read the thesis. It is at this point that the committee as a whole decides if the thesis is ready for defense. Should the thesis be found unsatisfactory, the student is expected to work on the thesis until the committee agrees it is ready for a defense.

**V: Preparation for the Defense**

The student is responsible for arranging a suitable location and time for the student's defense. The chair and the student are responsible for filing the appropriate paperwork with the Graduate School. The student must also follow the deadlines and requirements set by the Graduate School. Any questions about this document should be referred to the Thesis/Dissertation coordinator at the Graduate School.

**VI: Defense**

Upon arrival at the defense, the student should provide the Chair with the title page of the thesis and other requisite paperwork obtained from the Graduate School. The student will make a brief presentation of an overview of the thesis, after which members will question the student. The Thesis Committee may then make one of four decisions: 1) it may approve the thesis as presented; 2) it may ask for minor revisions which must be approved by the Chair; 3) it may ask for major revisions which must be approved by the entire committee; or 4) it may refuse to approve the thesis. In cases where the committee decides to accept the thesis as is, the committee members will sign the title page of the thesis as approved.

**VII: Graduate School Approval**

Once the Thesis Committee approves the thesis, it must be submitted by the student to the Graduate School. This includes submitting a draft for formatting review. Submissions must take place prior to the Graduate School's deadline in order for the student to be eligible for graduation in the same term as the defense.

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## **Types of Thesis Proposals**

### **Guidelines for a thesis project proposal in Performance and Pedagogy**

#### **Acting**

Students who wish to pursue the Acting Thesis Project option should declare their intentions upon the submission of the degree plan during the first semester of study. Following each semester's departmental auditions, the student, if cast, should determine if he/she wishes to pursue the accepted role as a prospective acting thesis. In consultation with his/her Advisor, the student should then draft and submit a proposal to the Head of Acting/Directing that includes:

1. Student's name, contact information, and expected date of graduation
2. Names of the student's Thesis Committee members
3. Name of the role to be undertaken
4. A brief statement that includes both an assessment of the opportunities and challenges that the role presents and a justification as to why the student feels the role is a suitable subject for a thesis

Generally, only roles within the regular Maedgen Mainstage and Maedgen Laboratory Theatre seasons will be considered sufficient for fulfilling the Acting Thesis requirement. Under certain circumstances, however, candidates may consult with the head of Acting/Directing to propose a role in a Performance Lab production as partial fulfillment of the thesis project. In the event that the student is not cast in any Mainstage, Lab, or Performance Lab production, students may also propose to produce a one-person show in partial fulfillment of the thesis project.

Following receipt of the student's proposal, the Head of Acting/Directing will consult with the remaining Acting/Directing faculty to determine the appropriateness of the chosen role. The Head of Acting/Directing will then notify the candidate of the approval or denial of his/her request. If approved, the student is expected to honor the proposal and commit to the chosen role as the basis for his/her thesis.

#### **Directing**

Approval of a proposal in Directing normally takes place as part of the process of selecting plays for the Lab season; in exceptional circumstances, a student may be asked to direct a mainstage play, in which case the project may similarly be considered as the basis of a thesis.

As a part of this process, applicants for directing slots are asked to indicate whether they want the plays they propose considered for their thesis project. If they do, the students should consult with the Chairs of their Thesis Committees during the process of drawing up their lists of plays for consideration to assure that these are likely to be approved as thesis projects; some plays may be considered too slight for the purpose.

Proposals from students who wish to use the production as the basis for a thesis project are assigned the highest priority during the selection process. This does not assure that every student whose proposal qualifies for the highest priority will be selected for that season, as there

may be more such proposals in a given year than can be immediately accommodated, and the faculty will make decisions based in part on assuring the strongest possible season.

Part of the selection process, for students who have indicated that the proposal is for a thesis production, should include a polling of the Thesis Committee to assure assent that the play selected (if any) will be acceptable as a thesis project. Consequently, selection of a play for production in such cases will constitute Thesis Committee approval of that play for a thesis project.

In cases when the faculty cannot accommodate the number of thesis projects proposed, and in other exceptional cases, the Thesis Committee may accept proposals for productions in other venues to serve as the basis of a thesis project. Among the considerations in such cases will be the size of the venue, the level of public exposure, and the amount of production support, all of which should approximate or exceed those in the Maedgen Laboratory Theatre.

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## **Guidelines for a thesis proposal in Playwriting**

Playwriting majors are encouraged to consider and select thesis (MFA) projects as soon as their programs allow and as soon as the Chair of the Thesis Committee is satisfied as to their readiness. The thesis proposal should be made by the student in consultation with the Committee Chair. It must then be approved by all members of the student's Thesis Committee. One full-length playscript, or the equivalent, must be completed to the satisfaction of the playwright's Thesis Committee. The playscript must receive a fully staged production as part of an established theatre's production season. A production as part of the regular Maedgen Lab Theatre's season fulfills this requirement.

The project should be identified by a heading that states the student's name and the degree being sought. The personal data should include the student's local address and telephone number and his or her home address and telephone number. The Chair may also recommend that the student provide certain information about an area of special concentration, professional experience, or educational background. The proposal should be organized as follows:

- I. Heading and Personal Data
- II. A clear, complete statement of the artistic problem to be addressed by the project
- III. An explanation of how the project will address the focal problem, including criteria for judging the project's success
- IV. An explanation of how this project fits into current playwriting practice
- V. A full scenario for the play
- VI. An outline of the thesis chapters
- VII. Plans, including a timetable, for the completion of the proposed work and its production

In completing the playwriting thesis the following points are applicable:

1. A play written to fulfill the requirements of the playwriting classes may or may not be acceptable to the playwright's Thesis Committee.
2. For a playscript to be produced in Texas Tech University's Maedgen Lab Theatre season, the playwright must have it submitted by a prospective director, as noted in this handbook under the Maedgen Laboratory Theatre Season (pg 7). If the Play Selection Committee chooses the playscript and the play is subsequently produced as part of the season of the Maedgen Laboratory Theatre, the script fulfills the production requirements of the degree.
3. Upon approval by the Thesis Committee, the script going through the normal selection process of any other equivalent producing organization and subsequently being produced may also fulfill the production requirements. The Thesis Committee will determine the equivalency of a producing organization other than the Texas Tech University Maedgen Laboratory Theatre.

4. Upon completing the production requirement for the degree, the student will complete the playwriting thesis with appropriate chapters outlining the nature of the study.
5. The candidate is responsible for notifying all members of the committee about the production. The Thesis Committee then follows the standard procedure in evaluating the project.

The following are suggestions for a playwriting thesis outline:

Chapter I: The problem and the playwright's plan for addressing it, including criteria for judging the playwright's success in dealing with the artistic problem

Chapter II: A survey of current playwriting and theatre practices as they relate to the playwright's problem and project (What other playwrights have addressed this problem, and with what success have they done so?)

Chapter III: A narrative of the writing process for the script

Chapter IV: An account of the production of the script with particular attention to playwriting issues

Chapter V: An evaluation of the success of the project

Appendix: The Appendix consists of a copy of the playscript. The manuscript format used for the playscript will be the format adopted by the School of Theatre and Dance.

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## **PhD in FINE ARTS**

### **Major in Theatre Arts**

The PhD is regulated both by the J.T. and Margaret Talkington College of Visual and Performing Arts (TCPVA) Graduate Committee through its General Guidelines and by the School of Theatre and Dance. PhD students should be familiar with the policies of both entities and must keep up to date with the TCVPA Program at:  
<http://www.depts.ttu.edu/fadp/Program/Guidelines.asp>

(or for FADP Website individual sections:)

[SECTION I. The Program](#)

[SECTION II. Requirements, Overview](#)

[SECTION III. Core Examination Guidelines](#)

[SECTION IV. Internship Guidelines](#)

[SECTION V. Professional Problem Guidelines](#)

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## **Additional Departmental Procedures and Requirements**

### **Diagnostic Examination**

Preliminary [leveling](#) decisions will be made in the Graduate Committee and communicated on the admissions letter.

All entering graduate students, including Texas Tech graduates, must take the Diagnostic Examinations. The first written portion of the examination takes approximately two hours. The second written portion of the exam (also known as the Entrance-Exit Exam) takes approximately one hour. The oral portion of the examination normally requires less than twenty minutes.

The purpose of this Diagnostic Examination is to determine the student's preparation for graduate study and any further [leveling](#). It is administered early each Fall semester, and consists of the following parts:

1. A multiple-choice examination to assess the breadth of the student's reading of plays.
2. A short essay designed to test the student's writing skills and familiarity with critical issues and topics in theatre studies.
3. An entrance/exit exam, as noted above.
4. An individual interview with an assigned faculty member. At this time, questions with regard to possible [leveling](#) courses may be asked. Students should also be prepared to present the syllabus from any previous graduate courses for which they wish to transfer credits or request an exemption and should make the request at this time.
5. The student will meet with the theatre faculty to discuss the diagnostic exam, any leveling, program adjustments, or transfer courses. The faculty may also ask questions about any aspect of theatre.
6. A follow-up individual conference with the Graduate Advisor, at which time decisions about additional course requirements, [leveling](#) as additional hours, and credit transfers and exemptions will be conveyed. These decisions will be reflected on the student's degree plan. Students who are required to level must take those classes the first time they are available.

*Students entering the program in the Spring or Summer terms should be prepared to take the Diagnostic Examination the following Fall term. The degree plan cannot be designed without taking into account the results of this examination.*

### **Degree Plan**

After the first year of work toward the PhD degree, the Graduate Advisor should approve and submit to the Graduate School for approval a degree plan form, also known as a "[Program for the Doctoral Degree](#)." The student should initiate preparation of this document through a meeting with the Graduate Advisor, and complete it either with the Graduate Advisor or with the Chair of the student's Dissertation Committee, for approval of and signature by the Graduate Advisor (see below).

After the degree plan is approved by the Graduate School, the student should follow the

course work listed on the degree plan in subsequent enrollments.

Any changes to the degree plan must be approved by the Graduate Advisor and submitted to the Graduate School.

No student will be allowed to stand for the qualifying examination until the degree plan has been approved by the Graduate School.

Delay in submission of the degree plan may result in delay of admission to candidacy or graduation. Approval of the document, however, does not constitute admission to candidacy. It merely signifies that the proposed plan will meet the specific requirements of the student's degree program and the Graduate School.

## **Dissertation Committee**

The Dissertation Committee will consist of at least three members of the graduate faculty in Theatre and Dance and two other members, generally from the core or related areas. It is appointed by the Graduate Dean upon the recommendation of the Graduate Advisor on behalf of the Department. The student must assure the assent of all members by acquiring their signatures on the "[Thesis or Dissertation Advisory Committee Membership Form](#)." Any subsequent changes of personnel must also be effected through this form and submitted to the Graduate Advisor.

The Chair of the Dissertation Committee is normally, but not always, a member of the Theatre and Dance faculty who has expertise in the area of the student's dissertation and must hold a doctorate. Other members need not hold the doctorate or have expertise in that area.

## **Dissertation Requirements**

The dissertation proposal must be delivered to each committee member at least 3 weeks before the proposal defense. The proposal that the committee receives is the version that will be discussed at the meeting; in other words, no "updates" to the proposal will be considered at the meeting.

The copy of the dissertation must be delivered to each committee member at least 4 weeks before the final defense of the dissertation. The copy of the dissertation that the committee receives is the version that will be discussed at the meeting; in other words, no "updates" to the dissertation will be considered at the final defense.

## **Course Work Overview**

The following list is designed to help the student, along with the Chair of the student's Dissertation Committee and/or the Graduate Advisor, in the preparation of the student's degree plan.

In this list, the term "hours" refers to semester hours. Each course listed is equivalent to three semester hours unless otherwise noted.

The degree plan lists the courses that the student must take in order to graduate. Every degree plan for a student in the PhD program (Major in Theatre Arts) will list at least 60 hours (including Dissertation).

Following the Diagnostic Examination, the faculty will decide if hours beyond the minimum of 60 will be required ([leveling](#) on the undergraduate level, or additional graduate-level work, called a Program Adjustment). Though each degree plan will list 12 hours for dissertation (TH A 8000), the student may need to register for more than 12 hours to complete an

acceptable dissertation. (See the section of [Graduate Catalog](#) entitled “Registration for Thesis or Dissertation Hours.”)

Students may take courses that are not listed on the degree plan, but these will not be counted towards fulfillment of the requirements for the PhD degree. Most graduate courses may be repeated for credit; in some cases this is recommended, or even required. Students should not, however, take more than 99 doctoral hours.

This document lists only the course requirements of the program; other requirements (such as production requirements, examination work, etc.) are covered in other sections of the Handbook. Research (TH A 7000, also known as “Individual Study” and requires a [written contract](#)) may be added to the degree plan or substituted for a required course with the approval of the Head of the relevant area and the Graduate Advisor. Registration for this course will follow the execution of a contract between the student and the instructor who will assign the grade, and presentation of copies of the signed contract to the Department Secretary and the Graduate Advisor.

### **Academic Probation and Suspension of Graduate Students**

The operating policy concerning graduate student probation and suspension can be found at the following website: <http://www.depts.ttu.edu/opmanual/OP64.04.pdf>

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## PhD in Fine Arts (Theatre Arts Major) Course Work

The program requires a minimum of 60 hours of coursework beyond the master's degree distributed as follows:

<b>Fine Arts Core Courses</b>	15 hours
<b>Theatre Arts Courses</b>	33 hours
<b>Dissertation (TH A 8000)</b>	<u>12 hours</u>
<b>Total:</b>	<b>60 hours</b>

### Fine Arts Core Courses - 15 hours

Theatre Arts students take the following three courses (9 hours):

VPA 5301	Colloquium
VPA 5310	Arts Histories
VPA 5314	The Arts in a Contemporary Context

Choose two courses from the list below (6 hours):

VPA 5300	Topics in Visual and Performing Arts
PHIL 5310	History of Aesthetics
PHIL 5314	Contemporary Aesthetics

### Theatre Arts Courses - 33 hours

The student must take a minimum of thirty-three hours in the School of Theatre and Dance, including three foundation courses: TH A 5350 (Seminar in Theatre Research Methods), TH A 5306 (Theatre History Survey), and TH A 5351 (Mentoring Community Outreach in the Arts). The student must select two tracks and take a minimum of four courses (totaling 12 hours) in each track (totaling 24 track hours). Tracks are available in:

Acting/Directing	History/Theory/Criticism
Arts Administration	Playwriting
Design	

Alternately, the student may count 3 hours of TH A 5307 or TH A 5308 as one of their track course in any area with approval from the area head.

The theatre curriculum is individualized to the needs and professional goals of each student. Each student's degree plan is developed following the administration of the Diagnostic (Preliminary) Examination and in consultation with the Graduate Advisor and the Chair of the student's Dissertation Committee.

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## **Track Courses Available**

Note: Students may substitute 3 hours of TH A 5307 (Performance Lab I) or TH A 5308 (Performance Lab II) for one of their track courses in any area.

**Acting/Directing** - 12 hours, to be selected from:

- TH A 5311 Advanced Directing
- TH A 5324 The Teaching of Acting
- TH A 5325 Period Styles in Acting
- TH A 5326 Seminar in Directing Methods
- TH A 5327 Special Problems in Directing
- TH A 5329 Advanced Scene Study
- TH A 5344 Pedagogy
- TH A 5333 Studies in the Production of Pre-Modern Drama
- TH A 5334 Topics in Acting
- TH A 5343 Seminar in Voice and Movement

**Arts Administration** -12 hours, to be selected from:

- TH A 5312 Theatre Management
- TH A 5316 Marketing the Arts
- TH A 5317 Funding the Arts
- TH A 5318 Advocacy for the Arts
- TH A 5320 Theatre Planning

**Design** -12 hours, to be selected from:

- TH A 5303 Theatre Scenic Design
- TH A 5304 Theatre Lighting Design
- TH A 5305 Theatre Costume Design
- TH A 5319 Theatre Sound Design
- TH A 5320 Theatre Planning
- TH A 5323 Problems in Lighting, Costuming, and Scenery
- TH A 5335 Topics in Design/Technology
- TH A 5336 Graphics Presentations for the Theatre: Computer Drafting
- TH A 5337 Graphics Presentations for the Theatre: Computer Presentation
- TH A 5340 Period Styles of Design

**History/Theory/Criticism** - 12 hours, to be selected from:

TH A 5300 Dramatic Analysis

*or*

TH A 5372 Dramaturgy

*or*

TH A 7000 Tennessee Williams Seminar

TH A 5309\* Seminar in Theatre History

TH A 5313 Dramatic Criticism

TH A 5331\* Studies in Contemporary Theatre

TH A 5341\* Seminar in Dramatic Theory

*(\*Topics in these courses will change from term to term.*

*They may be repeated for credit.)*

**Playwriting** -12 hours:

TH A 5300 Dramatic Analysis

TH A 5301 Playwriting I (basic methods; write a one-act)

TH A 5302 Playwriting II (3:3:0) (writing the full-length play)

TH A 5321 Playwriting III (3:3:0) (selected topics)

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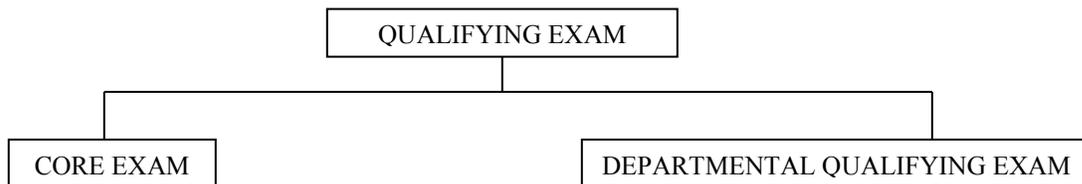
## Qualifying Examinations

The Qualifying Examination for Admission to Candidacy for the doctoral degree is one of the major features of the PhD program and will be administered in 1) the School of Theatre and Dance and 2) the Fine Arts core areas of study. The examination requires a synthesis and application of knowledge acquired during the course of study for the doctoral degree; consequently, satisfactory performance in course work does not necessarily guarantee successful performance on the Qualifying Examination.

A doctoral student will be eligible to sit for the departmental qualifying exam 1) after receiving approval of the doctoral degree plan from the Graduate School and 2) no earlier than the end of his/her last semester of course work and all leveling prescribed in the degree plan.

The Qualifying Examination consists of two parts: the Departmental Qualifying Examination (Quals) and the Fine Arts Doctoral Program (Core) Examination. See the chart below for the organization of the Departmental Qualifying Examination.

The student must pass both the Quals and Core examinations to be admitted to candidacy in the PhD Program.



## The Core Examination

See the FADP guidelines at <http://www.depts.ttu.edu/fadp/Program/Guidelines.asp>.

Note: Core Examinations are open to the public. Theatre Arts students have performed best when they have previously attended several of these examinations.

## The Departmental Qualifying Examination

**The PhD Departmental Qualifying Exam will consist of three essay questions.**

- Normally at the start of the semester *prior* to the exam, or at a minimum 60 days prior to commencing the exam period, the student will ask three faculty members to work with the student to devise one reading list and broad topic each. The topic and list will serve as the basis of the question the student will answer at the time of the exam. Faculty members will write one question each. These faculty members will usually be members of the student's dissertation committee. Normally the student's Dissertation Chair will be the Qualifying Exam Chair
- If the professors writing the questions are not on the student's Dissertation Committee, they should be faculty who have expertise in the topic of interest and who are approved by the Qualifying Exam Chair
- Samples of the type(s) of questions that may be asked and their associated reading list(s) that would be comprised of 2000-3000 pages will be made available to all students

- Topics should focus on some aspect of the student's dissertation researchs
- Other topics are possible (such as a relevant ancillary topic) but normally should be related to the student's course of study and as defined by the student in consultation with the student's Dissertation Chair
- Once three faculty members agree to serve as question writers, the student will meet with each member to discuss a topic and an agreed upon reading list of between 2000 and 3000 pages. The agreed-upon topic will guide the question that each faculty person will write
- Once written, all three questions will be delivered to the student's Qualifying Exam Chair, who will then deliver them to the student at the beginning of the agreed upon two-week exam period
- The student will then have two full weeks to write all three essays. The student will write 2000-3000 words on each question
- Each topic's question will be graded by all three of the faculty members who wrote the questions
- The grade will be a simple "pass" or "fail" of the question. If the student fails one or more questions, the exam will be suspended
- A student with a suspended exam will consult with the committee for feedback and after an appropriate designated period of time (30 days minimum) will again answer a question from the same question writer
- The student will sit for an oral exam on the questions only if it is deemed necessary or advisable by the committee

### **Admission to Candidacy**

Authority for admitting an applicant to candidacy for a doctoral degree is vested in the Texas Tech University Graduate Council. Upon receipt of a recommendation from the Graduate Advisor, the Graduate Dean will submit it to the Graduate Council for action. The Council may approve the committee's recommendation, or it may, after consultation with the committee, suggest additional requirements which the applicant must satisfy.

By written communication, the Graduate School will transmit the results of the Council's action to the applicant, to the chairperson of the Dissertation Committee, and to the Chairperson of the School of Theatre and Dance.

A student must be admitted to candidacy for the doctorate at least four months prior to the defense of the dissertation.

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## **Dissertation Requirements**

### **Registration for Dissertation (TH A 8000) Courses**

Although many students take more than the minimum hours required, a minimum of twelve hours of dissertation credit is required in the PhD in Fine Arts program. Students may not enroll in dissertation courses before formal admission to a degree program by the Graduate School. Normally a student should enroll for these courses under the committee chairperson's TH A 8000 section number; however, in those instances where other professors on the Committee are making substantial contribution to the student's research, it is permissible for the student to enroll under one of those professors.

Students working on dissertations must enroll in TH A 8000 during every long term, and during one summer session. Students living out of town may qualify to take less than a full load. All candidates must register for at least three hours of TH A 8000 in the term of graduation. Any student who fails to enroll for a term—before or during dissertation work—will be required to apply for re-admission to the program and make up the hours for which he or she should have enrolled. Once the student enrolls in TH A 8000, that student must enroll in TH A 8000 during every long semester, and at least one summer term.

### **Time Limit**

All requirements for the doctoral degree must be completed within a period of eight consecutive calendar years or four years from admission to candidacy, whichever comes first. Graduate credit for coursework taken at Texas Tech more than eight calendar years old at the time of the final oral examination may not be used to satisfy degree requirements. Absent an extension, the student may be permitted to retake the qualifying examination, and, upon passing that examination, be readmitted to candidacy by the Graduate Council for some period of time not to exceed four years.

Final corrected copies of the dissertation must be received in the Graduate School no later than one year after the final examination or within the eight-year or four-year time limit, whichever occurs first. Failure to complete this step will result in the degree not being awarded. (see Graduate Catalog)

### **Step-by-Step Process**

These steps are designed to be followed in sequential order; any deviation from the prescribed pattern may result in the failure to complete the degree successfully. (In the case of [Professional Problem Dissertations](#), [Internship Dissertations](#), and [Dissertations in Playwriting](#), these procedures are supplemented and modified; see guidelines below.)

#### **I: Assembling a Dissertation Committee**

Before beginning to write the dissertation (beginning with the filing of the degree plan) the student must assemble a Dissertation Committee, complete with an appropriate chairperson. The committee must be made up of at least five (5) members of the Texas Tech graduate faculty. Three (3) committee members must be on the faculty of the School of Theatre and Dance, including a Chair who has a doctoral degree. The final two (2) members should be drawn from the graduate faculty of the Multidisciplinary Fine Arts core (Art,

Philosophy, and Music) or related areas. If this committee differs in any way from the one listed on the student's degree plan, the student must change his or her degree plan with the Graduate Advisor.

## **II: Submitting a Formal Proposal**

After securing a Dissertation Committee, the student must work with his or her Chair to create and submit a formal proposal. Below is a suggested format for a traditional research dissertation which the Chair and the student might want to consider.

### **a. Working Title**

### **b. Background Information**

The student describes why the project is a significant research problem. Carefully consider the philosophical ramifications of this study in terms of relevant theories and analyses. Address the historical basis of the problem as well as contemporary work on related areas of study. Relate the problem to one or more of the following: 1) a recognized field of study, educational, or artistic practice; 2) published research in the field or related fields (including a survey of resources on the topic); and/or 3) theoretical views professed or accepted by acknowledged scholars in the field.

The student indicates the nature of the problem proposed as well as justification for selecting it by showing the following:

- i. Well-defined gaps in the area of study based on a survey of relevant resources;
- ii. Conflicting theories or ideas which need clarification and/or explanation;
- iii. The need for a better understanding of the problem on a practical or theoretical level that will lead to further scholarly work in this area;
- iv. The student's qualifications: how and why this study fits in with your previous work.
- v. Include specific training or skills such as performance techniques, statistical analysis, design abilities, etc. This section is designed to demonstrate the student's competence to work in this field of study. Descriptions and background research should be indicative of the student's graduate study and provide clear evidence of a thorough and disciplined approach to the selected topic. In expressing these ideas, the student should demonstrate his or her familiarity with relevant literature and the ability to cite significant works (books, journal articles, productions, etc.) related to the chosen topic.

### **c. Thesis Statement**

The student presents a specific statement of the problem under investigation. This statement represents the focal point of the student's study and delineates the boundaries of the inquiry. The problem may be stated either as a concise question or as a hypothesis that the student intends to examine. The student elaborates on the objectives and goals of this study, providing a clear-cut statement so that the

Dissertation Committee understands what is to be accomplished.

**d. Methodology**

The student describes the method(s) of research he or she plans to follow in gathering data on the subject. This should include any and all sources that contribute to the final work, including individual works, databases, archives, potential interviews, documents, etc. The student addresses the proposed method(s) to process and synthesize this material. The student clearly points out how and why the method(s) of research selected for gathering and analyzing data will help with examining the chosen topic.

**e. Chapter Outline**

The student describes the format for structuring the final report. He or she includes a brief description of the chapter and section breakdown and the contents of each chapter.

The student builds on the information presented in the above sections by synthesizing the material in terms of individual chapters. The student allows the description to take the form of a general overview of each section.

**f. Preliminary Bibliography**

The student lists the references that led to the selection of this project as well as the references that form a basic part of the study.

**g. Projected Timetable**

- i. The student lists the projected chronology of the various steps leading to the completion of the dissertation in the order intended to complete them.
- ii. It is not the responsibility of the chair or any other Dissertation Committee member to make sure that these deadlines are met.

**III: Committee Approval of Proposal**

Once drafted, final copies of FADP proposals must be distributed to advisory committee members at least three weeks in advance of the committee meeting. This process must be coordinated through the Chair.

The candidate will be required to attend a meeting of the Dissertation Committee in order to defend the proposal.

The writing of the dissertation should not begin until all of the committee members have approved the proposal because this section of the process may include revisions of the proposal.

**IV: Writing and Submitting the Dissertation**

Once the Dissertation Committee approves the proposal, the student may begin writing the dissertation. The student should work exclusively with the Chair, unless otherwise

requested by committee members. Work should be scheduled for review on a chapter-by-chapter basis. The student should allow time for revision, expecting that a draft of each chapter will need to be revised until it meets the Chair's approval. The Chair will need a minimum of two (2) weeks, not including scheduled vacation time, to read each chapter of the dissertation. See Appendices for guidance on personal references within dissertations.

#### **V: Chair and Committee Approval of Dissertation**

Once the dissertation Committee Chair approves the dissertation, final copies of dissertations must be presented at least four weeks in advance of the final examination (defense). That draft shall be the version discussed at the meeting (i.e., no changes are allowed during the period between distribution and committee meeting).

Should all committee members agree, the duration for perusal may be lessened.

The student must consult policies in the major area, since some majors may require advance distribution of greater duration than specified herein.

Drafts that go to the committee should be appropriately organized, but not necessarily bound.

#### **VI: Preparation for the Defense**

Once the Dissertation Chair determines that the dissertation is ready for defense, the student or Chair schedules a time and place for the defense. Both must file the appropriate paperwork with the Graduate School. The defense of the dissertation must be scheduled not less than four (4) months after the student completes the Qualifying Examination and is admitted to candidacy.

### **Final Examination (Dissertation Defense)**

The defense is a formal public affair and should be scheduled in a room conducive to general attendance by faculty and students.

The candidate's Dissertation Committee will normally comprise the final defense committee. In addition, the Graduate Dean, or the Dean's Representative, will attend the defense. The role of the Graduate School representative is to observe the conduct of the examination and to serve as an impartial counselor in the event conflicts arise. The Graduate School Representative may participate as fully as he or she chooses in the questioning of the candidate and in the committee's deliberation at the conclusion of the examination; however, the Representative does not participate in the final vote. In connection with the Representative's role as an observer, the Representative is asked to file a written report with the Graduate School after the defense. The Graduate School Representative should be offered a copy of the dissertation at least one (1) week before the defense.

Upon arrival at the defense, the candidate should provide the Chair with the title page of the dissertation obtained from the Graduate School.

The Chair should convene the examination by introducing the candidate, giving the candidate's background, and indicating the general procedures to be followed. The examination is conducted according to the rules of the Graduate School.

Although there will likely be some variation from committee to committee, the following general procedures are appropriate. Initially, the candidate is given a short period of time (15 to 20 minutes) to give an overview of the dissertation for the benefit of those in attendance who have not read the dissertation. After this presentation, the candidate will be questioned by members of the committee in a way that will require a genuine defense of both the dissertation and its research procedures.

All members of the dissertation committee should have read and thoroughly familiarized themselves with the dissertation prior to the defense. Copies of the dissertation should be available for reference during the examination.

After dissertation committee members have examined the candidate, others in attendance should be permitted to raise questions or make comments. As indicated earlier, the examination is a public affair, and the candidate should be able to defend the work before anyone who cares to question it.

When ample opportunity has been given for questions from the audience, those not on the dissertation committee should be excused. The committee will ask any final questions. When the committee is satisfied, the candidate will be dismissed from the room while the committee deliberates and comes to a decision concerning the adequacy of the candidate's performance.

After the examination, the committee may make one of four decisions:

- 1) It may approve the dissertation as presented;
- 2) It may ask for minor revisions which must be approved by the Chair;
- 3) It may ask for major revisions which must be approved by the entire committee;
- 4) It may refuse to approve the dissertation.

In cases where the Committee decides to accept the dissertation as is, the committee members will sign the title page of the dissertation as approved.

When a decision is reached, the candidate will be informed, and the Chair will forward a report of the outcome to the Graduate School for the record. If the committee approves the defense of the dissertation, the Chair sends a formal letter to the Graduate School certifying that the candidate completed the defense of the dissertation on the particular date, and states that the committee recommends the candidate for the degree.

Upon the (successful) candidate's request, the Chair will write a letter to prospective employers attesting that the candidate has successfully defended the dissertation.

## **Graduate School Approval**

Once approved by the Dissertation Committee, the dissertation must then be approved by the Graduate School. The candidate must follow all deadlines and requirements set by the Graduate School. The dates and times change each semester. Any questions about this document should be referred to the Thesis/Dissertation Coordinator at the Graduate School.

## **Grade Requirement for Graduation**

For the PhD in Fine Arts degree, the minimum requirement for graduation is an average of B or better in the major subject (Theatre), a B or better on the dissertation work, and an overall B average on all courses comprising the official program for the degree.

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## **Guidelines for a Professional Problem Dissertation Proposal**

If the topic is approved by a student's Dissertation Committee, a professional problem may constitute the focus of examination for a dissertation.

By their nature, professional problems can derive from myriad subjects. Like an internship, professional problems involve the researcher in an experiential situation that constitutes a single, unique set of circumstances that requires analysis. It is not always assumed that conclusions gained from this type of situation-specific study can be generalized directly to other situations.

Depending upon the type and structure of examination proposed, professional problems might include extended critical analysis of one's own creative work, examination of a specific educational or artistic situation or issue, preparation and evaluation of an administrative program, devising and delivering a course of study, and so on. Any such project, when written as a dissertation, includes the stated problem, a thesis, a planned structure of execution, and research of relevant literature on the topic or strategies to explore it. The final form conforms to all Graduate School requirements for dissertations.

The student's Dissertation Chair must supervise the project closely since professional problems are potentially open-ended investigations. Students who desire to exercise this option should communicate effectively with all concerned throughout the duration of the project, as appropriate. The proposal form that follows constitutes a model that the student and Dissertation Chair, in consultation, might use as a guide so as to conform to the parameters of the specific professional problem.

### **1. Working Title**

### **2. Introduction**

Describe the proposed project and its scope or limits. Provide definitions as necessary.

### **3. Background information**

Explain the need for and significance of the proposed project. Describe relevant studies and research related to the problem, explaining how the proposed project will contribute to knowledge about the topic. Describe your qualifications to work on this problem.

This section should demonstrate the researcher's competence to work in this field of study. Descriptions and background research should provide clear evidence of a thorough and disciplined approach to the proposed topic. Discussion must indicate familiarity with relevant literature, ability to distinguish significant works, and consideration of current publications related to the topic proposed.

### **4. Thesis Statement**

Present a specific statement of the problem proposed for investigation. This statement represents the focal point of study, and may be stated either as a concise question or as a thesis that is examined (and, one hopes, supported) through this study. A

carefully crafted thesis statement implicitly delineates the boundaries or scope of inquiry.

### **5. Methodology**

Describe the methods used to complete the project, including critical strategies, if relevant. Justify the use of these method(s) for gathering and analyzing data in relation to the specific project as proposed. If proposing the use of multiple methods, demonstrate the compatibility of the methods in terms of their philosophical bases. This is particularly important if different critical strategies (as opposed to “objective” data analysis) are to be combined. Include all sources that, at this time, you think would contribute to the final work: databases, surveys, interviews, documents, etc.

### **6. Chapter Outline**

List chapter titles and include a brief overview of each.

Suggested chapter outline:

Chapter I: Introduction  
Chapter II: Background  
Chapter III: The Project  
Chapter IV: Resolution and Implications  
Bibliography  
Appendices

NB: Consultation with the Dissertation Chair is essential. In some cases, appendices may comprise the major portion of the dissertation, e.g., surveys, playscripts, documentation of works.

### **7. Preliminary Bibliography**

Include references that led to the selection of this project, basic literature already examined, and references that will be examined in the course of study.

### **8. Projected Timetable**

Project a chronology of the steps leading to the completion of the proposed problem. Be as detailed as possible, working backwards from the projected date of defense. Consult with the Dissertation Chair to ascertain the time required to review each draft of every chapter, and remember that chapters usually require several reviews. Consult any additional qualifications stipulated by the Major unit. Meeting all deadlines is the student’s responsibility.

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## **Guidelines for Internship Dissertation**

A professional internship may be approved as a part of the dissertation requirement of the doctoral program in Fine Arts. The internship itself is extended as a research project that requires analysis, evaluation, and synthesis within a dissertation. Ordinarily, approval is given through the student’s dissertation advisory committee on behalf of the Graduate Committee and is based on

review of the stated professional goals of the student and on the nature and location of the internship proposed. Students should follow the guidelines for acceptable internships presented below.

### **1. What factors distinguish an internship?**

The internship must provide the student an opportunity to work under quality professional supervision in the area of specialization, and must allow the student to become acquainted with current best practices in a specific arts situation. It constitutes a legitimate learning situation wherein the research experience extends beyond merely viewing operations in a delimited setting for a specified period of time, and serves primarily the student's educational needs.

### **2. What responsibilities lie with the host institution?**

The host institution assumes responsibility for assigning specific tasks to the student, subject to the qualifications listed above. The mentor associated with the host institution may be appointed as an auxiliary member of the student's committee provided that the person meets graduate faculty standards at Texas Tech University. The host institution bears no obligation to employ the student after completion of the internship.

### **3. What is the role of the advisory committee and the GC in arranging an internship?**

The student's dissertation advisory committee bears responsibility for approving the internship proposal, submitting it to GC scrutiny only in instances when its provisions appear not to conform to the intent of these guidelines. In addition, the advisory committee is responsible for formulating agreements and arrangements with the host institution (or for delegating those tasks). With the approval of the advisory committee, either the institution or the student may, for good reason, terminate the relationship at any time before the originally agreed-upon date of completion.

### **4. How is an internship approved?**

Students wishing to use the internship as part of the doctoral program in Fine Arts must submit a proposal in writing to the dissertation advisory committee well in advance of the projected starting date (ideally, six months). The proposal must provide the title and description of the project, including location, relevance to the program, expected outcomes, and other pertinent information. Wherever appropriate, the proposal should provide a review of relevant literature on the project, of critical strategies for completing it, and/or of aspects of the student's background which might be expected to facilitate successful completion. Finally, the proposal should provide evidence of interest on the part of the proposed host institution if that is possible.

### **5. When is an internship undertaken?**

The Graduate Committee recommends that internships not proceed until qualifying examinations (core and departmental) are satisfactorily completed and the student's advisory committee has approved the proposal. Neither the GC nor the advisory committee bears any responsibility for difficulties that may result from an internship initiated prior to qualifying examinations, initiated prior to committee approval, or proposed fewer than six months in advance of the project.

#### **6. Do I receive credit for an internship?**

Students may elect to intern for a period of not less than six months nor more than one year. Normally, only credit for dissertation research or individual research courses may be earned during the internship period. The internship and its presentation in dissertation form will carry no fewer than 12 credit hours toward the degree with no fewer than four terms of 8000 in the major area.

#### **7. What happens during the period of internship?**

Communication is essential for an effective internship. During it the student must submit a written report at least every two weeks to the chair of the dissertation advisory committee. The advisory committee is responsible for arranging periodic oversight, whether by means of forwarded reports, site visits, instructional technology (interactive video, virtual galleries, tapes and recordings, etc.), and so on. In addition, the host institution is provided an opportunity to evaluate the internship.

#### **8. How is the project completed?**

Upon completion of the internship itself, the student writes a dissertation describing the project, identifying a significant problem or issue addressed within it, explaining his or her approach to the problem through the internship, analyzing the data and/or experience gained, resolving the problem, and evaluating the effectiveness of the resolution. This document must survey previous studies of related projects, acknowledge all relevant scholarship on the subject, and address original aspects of the project itself. The paper must meet the Graduate School's standards for doctoral dissertations as to format and quality and is submitted to the Dean of the Graduate School when completed.

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## **Guidelines for a Dissertation Proposal in Playwriting**

A student wishing to write a professional problem dissertation in playwriting must complete the Playwriting Track of coursework. The student must also demonstrate potential and competence in the area.

Playwriting Ph.D. students are encouraged to consider and select dissertation projects as soon as their programs allow and as soon as their Advisory Committee Chair is satisfied as to their readiness. The dissertation proposal should be formulated by the student in consultation with the Advisory Committee Chair. When the proposal is ready, the student's Advisory Committee will meet with the student to examine the proposal. The Committee may direct the student to make changes in the proposal. The proposal must be approved by all the members of the Advisory Committee.

In preparing the playwriting proposal, the student should consider the following matters: Two long playscripts, or the equivalent, must be completed to the satisfaction of the playwright's committee. One of the two playscripts must receive the equivalent of a Maedgen Laboratory Theatre production by a theatre acceptable to the committee. The producing theatre must be an established institution (not an ad hoc organization assembled to produce the script in question), and the play must be produced as part of the theatre's normal season.

The project should be identified by a heading that states the student's name and the degree being sought. The personal data should include the student's Lubbock address and telephone number and his or her home address and telephone number. The Chair may recommend, also, that the student provide certain information about an area of special concentration, professional experience, or educational background. The proposal should be organized as follows:

- I. Heading and Personal Data
- II. A clear, complete statement of the artistic problem to be addressed by the project.
- III. An explanation of how the project will address the focal problem, including criteria for judging the project's success.
- IV. An explanation of how this project fits into current playwriting practice.
- V. Full scenarios for the two plays.
- VI. An outline of the dissertation chapters.
- VII. Plans, including a timetable, for the completion of the proposed works and the production of one of the works.

In completing the playwriting dissertation, the following points are applicable:

1. A play written to fulfill the requirements of the playwriting classes may or may not be acceptable to the playwright's committee as one of the dissertation plays.
2. When the play is produced as part of the season of the Maedgen Laboratory Theatre, the script fulfills the production requirements of the degree. Upon approval by the

committee, the production requirements may also be fulfilled by the script going through the normal selection process of any other equivalent producing organization and subsequently being produced. The Advisory Committee will determine the equivalency of a producing organization other than the Texas Tech University Maedgen Laboratory Theatre.

3. Upon completing the production requirement for the degree, the student will complete the playwriting dissertation with appropriate chapters outlining the nature of the study.

4. The Advisory Committee will be involved as they wish in the process, beginning with viewing the production of the play. The candidate is responsible for notifying all members of the committee of the production. The committee then follows the standard procedures in evaluating the project.

### **Guidelines for the Chapter Format of the Playwriting Dissertation**

The following are suggestions for a playwriting dissertation outline:

Chapter I: The problem and the playwright's plan for addressing it, including criteria for judging the playwright's success in dealing with the artistic problem.

Chapter II: A survey of current playwriting and theatre practices as they relate to the playwright's problem and project. What other playwrights have addressed this problem, and with what success have they done so?

Chapter III: A narrative of the writing process for the two scripts.

Chapter IV: An account of the production of one of the scripts with particular attention to playwriting issues.

Chapter V: An evaluation of the success of the project.

Appendix: The Appendix consists of copies of the playscripts. The manuscript format used for the playscripts will be the format adopted by the School of Theatre and Dance.

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# POLICIES

## Academic

### Attendance

Since timelines and presence are crucial to excellence in the performing arts, the School of Theatre and Dance has adopted the following attendance policy: Each student is allowed one week's worth of absences (e.g. in the case of a class that meets two times per week, a student is allowed two absences) before the final grade is affected: For each absence beyond these allotted absences, the final grade will be reduced by ½ point with each subsequent absence. In addition to unexcused absences, three tardies or early exits will equal one absence.

*Note: The only university-recognized excused absences are for participation in official university business or for bona fide religious holy days, in accordance with OP 34.19. Participation in official university business must be documented by a written notice from the sponsoring faculty or staff member one week prior to the event.*

### TA/GPTI Course Load

Students holding TA/RA/GPTI assignments are limited to 9 hours in their first long semester. In subsequent semesters, students may seek permission to take 12 hours based on their successful progress in course work, production assignments, and research. MA and MFA students must obtain permission from their area heads, and PhDs from both of their track heads. Students requesting permission to take twelve-hour loads should bear in mind that production assignments demand a great deal of time, generally equivalent to at least a three-hour course. Students need to realize that neither their professors nor their production supervisors will make special allowances for students who elect to take overloads.

### Civility in the Classroom

Students are expected to assist in maintaining a classroom environment which is conducive to learning. In order to assure that all students have an opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from using cellular phones or beepers, eating or drinking, making offensive remarks, reading newspapers, sleeping, or engaging in any other form of distraction in the classroom.

In the case of a violation of this policy, the instructor will talk with the student about the inappropriate behavior immediately and will follow up after class or with a scheduled meeting.

In the case of a second incident, the instructor will refer the student to the Director of Theatre and Dance who will schedule a meeting with the student. At this meeting or any subsequent meeting, the chairperson will inform the student that repeated deviations from expected classroom behavior will result in an immediate referral to the [Vice President of Student Affairs](#) for disciplinary action in accordance with the Code of Student Conduct at Texas Tech University.

### Disability

If you require special accommodations in order to participate in courses in the School of Theatre and Dance, please contact the individual instructor. Students should present appropriate

documentation from Student Disability Services. Student Disability Services can be contacted at 742-2405 or in West Hall 335. No requirement exists that any accommodations be made prior to the completion of this approved university process. Any requests for special accommodations should be presented by the end of the second week of classes.

### **Proficiency in English**

A student found deficient in English may be required to pass certain specified courses in English usage (without graduate credit) before being considered for admission to candidacy for a graduate degree.

### **Transferred and Extension Work**

In fulfilling the departmental requirements, students may transfer from another institution up to six graduate hours, taken within six years of enrollment at Texas Tech, with a grade of B or better. (For PhD students, the time limit is within seven years of the date of acceptance by Texas Tech.) These hours may only come from classes in programs other than the one in which the student earned the MFA. E.g., two courses in playwriting taken by a Performance and Pedagogy MFA could be counted towards a doctoral playwriting track. MA's may transfer any six hours from their TTU coursework as approved. These hours must be approved by the faculty at the time of the Diagnostic Examination and by the Graduate Dean. Graduate credit is not granted for courses taken by extension at another university or for courses taken by correspondence.

### **Withdrawal**

To withdraw from the Graduate School for a semester, the student must make the request at the Registrar's Office. A student who quits a course without official withdrawal is likely to receive an F in that course. A student may be eligible to receive a refund of tuition and fees, depending on the date of withdrawal. To withdraw from the program, the student should send a letter of resignation to the Graduate School.

### **Continuous Enrollment**

Students who have begun thesis or dissertation research must register for 3 hours of Th A 6000 (Thesis) or Th A 8000 (Dissertation) in each regular semester and for at least one credit each Summer (either Summer 1 or Summer 2) until all degree requirements have been completed, unless granted an official leave of absence from the program for medical or other exceptional reasons. A student who fails to register for Fall, Spring, or Summer may be required to apply for readmission.

In the semester of graduation the student must register for at least three hours of thesis or dissertation unless *all* requirements for the degree have previously been met.

### **Change of Address**

It is the student's responsibility to inform the Graduate School of any change of address or telephone number prior to completion of the degree. (This requirement is especially important, and most often neglected, after completion of course work.) The student should enter the new information on line.

## **Style for Dissertations and Theses**

The student should be familiar with the requirements of the Graduate School with regard to the style and execution of the document. It is suggested that the student check with the Thesis/Dissertation Coordinator at the Graduate School for questions on style and format.

All theses and dissertations must also conform to the most recent edition of the *MLA Handbook for Writers of Research Papers*. In case of discrepancy between the two authorities, the Graduate School requirements take precedence.

## **Procedure for Dissertation and Thesis Committee and Chair Selection**

The Graduate Advisor will meet with the student and inquire her/his area of interest of in terms of thesis or dissertation research. The Graduate Advisor will check faculty load—including the number of (written) theses and dissertations already assigned to each faculty member and how far the students are in the program in order to suggest a chair. This decision will also be made by assessing student interest, student tracks of study, and the student's preference for chair. If at all possible, a chair with whom the student is comfortable will be suggested. After considering all this, the Graduate Advisor will advise the student to ask a particular faculty member to chair the committee. The Graduate Advisor generally sends an e-mail to the faculty member in order to alert her/him that a student will be visiting with the professor.

The student must assure the assent of all members by acquiring their signatures on the [Thesis or Dissertation Advisory Committee Membership Form](#), indicating agreement to serve either as a chair or committee member prior to filing the degree plan. The Thesis Committee will consist of at least two members of the graduate faculty in Theatre and Dance. The committee is appointed by the Graduate School upon the recommendation of the Graduate Advisor on behalf of the Department. The student's degree plan will be reviewed and filed by the Graduate Advisor once the student accumulates signatures from all committee members.

The Chair of the Thesis Committee is normally a member of the faculty who has expertise in the area of the student's thesis. Any other members need not have expertise in that area. Sometimes, a student's research interest will change. The student may then visit with the Graduate Advisor about the possibility of changing chairs or members to those more suitable to the student's research interests, taking into consideration faculty load/student preference for chair/committee makeup, etc. If, subsequently, a faculty member wishes to be replaced on the committee, the faculty member will indicate this desire on the form. Committee chairs and members will not be replaced unless they agree to sign the form.

Not all faculty will have the same number of students to direct due to the fact that some programs have more students and faculty. For instance, at present (and historically) the department employs more faculty members in acting/directing, and there are more students enrolled in this area. Some areas may have fewer students, and hence the faculty member may have fewer theses/dissertation to direct. Ideally, the student will be steered toward a faculty member in her/his area, but sometimes this is not possible due to faculty (over)load or other considerations. As we have 5 members on a dissertation committee, the student should be sure to include faculty in her/his area as a *member*, if not necessarily a *chair*.

### **Personal References in Theses and Dissertations**

The Graduate School has no global policy on the use of names in theses and dissertations. It suggests that each department devise its own policy. The School of Theatre and Dance has done so.

The first principle is that students should take a professional attitude in the writing of theses and dissertations. Malice, gossip, and personal attacks should be avoided; these documents are destined to be available to the public, and therefore are to be considered as published documents.

Furthermore, raw journals are seldom appropriate for inclusion, even in an appendix, if for no other reason than that they would tend to compromise the confidentiality of the rehearsal (etc.) process.

Within these strictures, there is no reason to avoid the use of actual names as a rule; but the Thesis or Dissertation Committee for each final document should be cognizant of these guidelines in granting or withholding approval of a final document and may decide that the use of particular names, or a particular line of discussion of an individual, is inappropriate for inclusion in a published document.

### **Deadlines for Graduation**

All students who have indicated an expected graduation date in a given semester will be sent a list of deadlines for graduation by the Graduate School. Deadlines to be met include filing the “Statement of Intention to Graduate” and the official title form, and removing grades of “I,” and “CR.” Failure to meet scheduled deadlines will delay graduation.

### **Statement of Intention to Graduate**

A student planning to graduate must file with the Graduate School a “Statement of Intention to Graduate” early in the semester of intended graduation. No candidate’s name will be placed on the “Tentative List of Graduates” for any graduation date unless this statement has been received at the Graduate School by the specified deadline.

During the semester they graduate, students writing Theses or Dissertations must register for a minimum of 3 hours of TH A 6000 or TH A 8000 as appropriate.

A candidate who fails to graduate at the expected time is required to file a new “Statement of Intention to Graduate” for any subsequent graduation.

### **Time Ticket**

If a student doesn’t graduate by the date noted on the degree plan, the student will receive a Time Ticket (an administrative hold) and must contact the Graduate School.

### **Letter of Completion**

Students who have completed all requirements for degrees, but for whom final transcripts or diplomas are not yet available, may request from the Graduate School a letter certifying that they have met all requirements and that further enrollment is not necessary. Completion letters will be sent to employers upon the student’s request.

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## **Graduate Academic Disputes**

### **TCVPA Graduate Academic Committee (GAC)**

**TCVPA Graduate Academic Committee (GAC) is located on the ttu.edu website at:**

**<http://www.depts.ttu.edu/cvpa/students/AcademicDisputes&Appeals.asp>**

#### **Procedures for addressing academic issues disputed by graduate students**

Graduate students shall follow one of the two following procedures for resolving disagreements with faculty involving substantive academic issues. The first is a departmental process described herein; the second is a more formal process that requires several of the steps established within the departmental process and that may culminate in a hearing convened by the Graduate School (see OP64.07). Students must follow the departmental process as initial attempts to resolve academic disagreements; failure to do so could result in disciplinary action up to and including suspension from the program.

The departmental process requires the student to discuss the complaint with the Graduate Advisor or Graduate Coordinator (the student can proceed directly to Chair or Director if the Graduate Advisor / Coordinator is a party named in the complaint). If the matter is not resolved at this stage, the student discusses the complaint with the Chair or Director, who issues a summary judgment. (If the Chair or Director is involved in the complaint, the student contacts an Associate Chair or Director of the unit.) Should the student be dissatisfied with the outcome, he/she notifies the Chair, Director, or Associate and requests a hearing by a GAC. The unit administrator then confers with the Dean or Associate Dean charged with graduate and faculty issues to ascertain whether the dispute meets criteria for a hearing by the GAC as the culmination of the departmental process to resolve such issues (see also individual unit handbooks for graduate students).

#### **The Graduate Academic Committee**

The GAC decides substantive academic disputes between graduate students and faculty. Such disputes are referred to it as the final stage of the departmental process of complaint described above. The committee does not address issues for which other procedural means are specified, e.g., grade appeals, employment, harassment, and the like. Formal appeals proceed according to provisions specified in OP64.07.

The GAC is convened on behalf of the dean, ordinarily by the associate dean charged with graduate and faculty issues. Membership is selected ad hoc from (in order of preference) faculty members from the student's home unit who are not involved in the dispute, TCVPA Graduate Committee members, TCVPA Awards & Research Committee members, and/or other qualified faculty members in the TCVPA. To the extent that it is feasible, the committee should include faculty who have experience with programs equivalent or similar to that of the complainant. The dean's representative, in consultation with the home unit's chair or director, invites a graduate student who participates as a fully-functioning member of the GAC.

## **Process for GAC Consideration**

The student must provide a written statement specifying the nature of the disagreement, the faculty member(s) involved, and evidence or documentation supporting issues or charges to be addressed. Faculty member(s) involved in the disagreement will receive a copy of this statement and will be invited to provide a written response to issues raised by the complainant and to provide supporting documentation or evidence.

The GAC will meet to consider the disagreement; both student and faculty member(s) involved are invited to attend the meeting but need not do so. The GAC may require an additional meeting(s) should circumstances warrant, and concludes its deliberations in private session. If members cannot arrive at decisions by consensus, vote(s) shall be taken in which a simple majority prevails. The dean's representative votes only should a tie vote need to be broken. The dean's representative issues GAC findings, recommendations, and rationale for recommendations using a **standardized form**. This is addressed to the dean and is copied to chair or director, the parties involved in the disagreement, and to the unit's appropriate graduate advisor.

## **Theatre and Dance Policy / Procedures**

Graduate students wishing to pursue a complaint related to substantive academic issues must observe the following procedural chain of notification. The student discusses the complaint with the unit's Graduate Advisor or degree program Coordinator (the student can proceed directly to Chair or Director if the Graduate Advisor / program Coordinator is a party named in the complaint). If the matter is not resolved at this stage, the student discusses the complaint with the Chair or Director, who issues a summary judgment. (If the Chair or Director is involved in the complaint, the student contacts an Associate Chair or Director of the unit.) Should the student be dissatisfied with the outcome, he/she notifies the Chair, Director, or Associate and requests a hearing by the GAC. The unit administrator then confers with the Dean of the TCVPA or Associate Dean charged with graduate and faculty issues to ascertain whether the dispute meets criteria for a hearing by the GAC.

The Associate Dean charged with this responsibility ordinarily requests GAC service from (in order of preference) appropriate faculty members from the home unit identified in consultation with the Chair or Director, members of the TCVPA Graduate Committee, TCVPA Awards & Research Committee members, and/or other qualified faculty members in the TCVPA. In consultation with the Chair or Director, the dean's representative invites a graduate student to participate as a fully-functioning GAC member. The GAC issues the final decision in this process of complaint through departmental channels of communication. (For additional information, see TCVPA >>> For Students >>> Graduate >>> Academic Disputes & Appeals, or <http://www.depts.ttu.edu/cvpa/students/AcademicDisputes&Appeals.asp>) Students deviating from the departmental process shall receive written reprimand at the first infraction; the second may result in disciplinary action, up to and including suspension from the program.

Students remaining dissatisfied have the option of filing a formal Appeal or Grievance using the procedures discussed in OP64.07, Graduate Student Appeals.

## Other

### Student Participation in Non-Departmental Productions

1. The School of Theatre and Dance aims to provide its students with the best theatre education available, including frequent opportunities to participate in a variety of theatrical productions under faculty leadership and supervision. The Department realizes that students may occasionally wish to broaden their educational experience by participating in non-departmental productions. The following policy is intended to regulate this participation for the good of the students, the department, and local producing agencies. To that end, the purposes of this policy are:
  - a. To insure a valid educational experience for majors in the department
  - b. To insure full student participation in departmental productions
  - c. To facilitate good relations with off-campus producing agencies in the community
2. Full-time students majoring in Theatre Arts or Dance must receive permission before participating in non-departmental theatrical or dance productions during the two long semesters of the academic year.
3. “Non-departmental productions” include, among others, community theatre and dance productions, semi-professional and professional theatre, film, television, radio, and video productions, and productions produced by TTU entities other than Theatre and Dance.
4. Students need not obtain permission to participate in one-time, non-rehearsed events which occupy no more than a day (e.g., TV commercials, load-in/load-out for touring theatre events, etc.). However, the department does not recognize such activities as meriting excused absences from classes, rehearsals, or other academic or production responsibilities.
5. “Participating” includes, among other activities, the following: dancing or performing an acting role, designing (sets, costumes, lights, or sound), directing, house managing, stage managing, producing and business managing, and working on production crews.
6. If students are uncertain whether or not a given activity comes under this policy, it is their obligation to obtain a ruling from the Director of Theatre and Dance.
7. Students need not request or receive permission to participate in non-departmental productions during the summer terms unless rehearsal or performance schedules overlap into the long semesters.
8. Students request permission for participation in non-departmental productions by filing a “[non-departmental request](#)” form with the Director of Theatre and Dance. The Chair will approve or decline to approve the proposal after conferring with the student’s program head. The Chair will communicate the decision to the applicant and also to all full-time members of the faculty and staff.

9. Since the Chair will need time to consult with the Director of Theatre and other faculty members before making a decision, applications should be presented at least a week prior to auditions or other response deadlines of non-departmental producing organization.
10. “[Non-Departmental Request](#)” forms may be obtained from the Departmental Secretary.

## **Building Use**

Use of the Maedgen Mainstage Theatre and Maedgen Laboratory Theatre facilities is primarily for the support of the University Theatre and Maedgen Laboratory Theatre production program. Use of the facilities for support of the academic programs of the Theatre and Dance Department is second priority. Use of the facilities for programs sponsored and conducted by the University academic and administrative departments is third priority. Beyond these three priorities, the Director of Theatre may permit registered student organizations to use the Maedgen Mainstage Theatre or Maedgen Laboratory Theatre for activities which provide a service or benefit to the entire University community. Non-registered student groups and off-campus organizations may not use the Theatre Facilities.

The Maedgen Mainstage Theatre building is normally open from 8:00 a.m. to 5:00 p.m. Monday through Friday. After 5:00 p.m., or when the last faculty or staff member leaves for the day, all students will be required to leave promptly and the building will be locked. During normal operating times, spaces are reserved for either class or production activities. Such spaces include the Maedgen Mainstage Theatre, Maedgen Laboratory Theatre, Green Room, Scene and Costume Shops, Design Studio, and Makeup Room. Use of these spaces for production, classes, rehearsals and other activities requires permission. To obtain permission to use one of these spaces, see the departmental secretary.

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## **School of Theatre and Dance Graduate Student Production Participation Policy**

Participation in University Theatre productions is open to all students registered for six hours of undergraduate or three hours of graduate credit at Texas Tech University or Health Sciences Center. Faculty and staff members of the University may also participate. Under special circumstances, persons not enrolled at the University may also participate with the approval of the Director of Theatre and the Theatre and Dance faculty.

Students will have the opportunity to indicate on the audition form if they wish to be cast in only one production during the semester. This is a request the directors will consider whenever possible, during the casting process, but it is only a request; the student may be required to perform in two shows in one semester.

The School of Theatre and Dance is committed to a program that includes scholarship, training, and production simultaneously, and that each of its graduate students should have experience in each of these areas during their time at Texas Tech.

To that end, the following policies will be enforced.

### **1. ACTING REQUIREMENTS—**

All students who receive financial assistance from the Department (scholarships, TA/GPTI assignments, etc.) are required to audition and perform if cast, except in the following circumstances:

- a. Graduate Design Track students who function in a substantial production as defined by the Director of Theatre and head of the student's area
- b. Graduate students who serve as Box Office Manager
- c. Graduate students who serve as Raider Red's One-Act Play Coordinator (exempt spring semester only)
- d. Graduate students who are directing (exempt the semester of the play's production only)
- e. Graduate students who serve as the dramaturge for a mainstage production
- f. Graduate student playwrights who are having their play produced as part of the Department's regular season (but not Raider Red's One-Act Play Spectacular)
- g. PhD students who have been officially admitted to candidacy
- h. PhD students may choose not to audition in the semester prior to and the semester of departmental qualifying exams, if they declare their intent to take the exams at the start of that semester and before the audition dates. (Summer I and II "count" as the semester prior to the Fall exam.)
- i. Any graduate student who functions in a substantial production role as defined by the Director of Theatre in consultation with the head of the student's area is exempt from auditioning.

**NOTE:** Students without departmental financial aid:

- MA students are required to make themselves available for production work in one of the following ways: design a production if called upon;

submit a good-faith proposal to direct in the Lab Theatre Season or Wild Winds Performance Lab (and direct if their proposal is accepted); or perform in a significant role as defined by the director of theatre in consultation with the Graduate Advisor.

- MFA Performance & Pedagogy students are also required to audition except under the above (a-f) circumstances.
- PhD students with an Acting/Directing Track are required to audition only during the declared residency terms.

2. **DESIGN REQUIREMENTS—**

MFA and PhD Design track students in Design will be assigned a design project by the Head of Design or will submit a good-faith proposal to design in the Lab or Summer Theatre; they will be expected to design if assigned or if their proposal is accepted.

Enforcement of these policies will be effected by the following means:

- a. For students with departmental financial assistance, this assistance will be retracted in cases of non-compliance.
- b. Students required to direct or design will not be permitted to write/produce the thesis or dissertation until this obligation has been fulfilled.
- c. In instances where a student does not comply with one of these policies, all faculty members will be urged to include the following statement in any letter of recommendation: “The School of Theatre and Dance requires the student to participate substantially in its production program along with their curriculum work, but [name] failed in meeting this obligation [fully].”

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## **Sexual Harassment**

The objective of the University is to provide an environment in which faculty, staff, and students may pursue their careers and studies with maximum productivity and enjoyment. Behavior or conduct which interferes with this goal will not be tolerated.

Students should be aware however, that theatre encompasses all aspects of human activity, including sexuality. If the enactment or discussion of sexually charged material might be offensive to you, you should consider matriculating in a different program.

It is the policy of the university to maintain a workplace and a learning environment free of sexual harassment and intimidation.

Please refer to University Operations and Procedures Manual OP 10.09.

## **Financial Support**

Departmental scholarships are available to both entering and enrolled graduate students who show outstanding ability in performance and academic areas. To hold and retain a scholarship, students must maintain a high standard of artistic progress and acceptable grade point average and must audition for all Theatre productions. Scholarship applications and all supporting documents must be completed and returned by March 1 for the fall term. [Scholarship applications](#) may be downloaded from the Theatre's [website](#). Competitive scholarships in the amount of \$1,000 or more also include an out-of-state tuition waiver.

Teaching Assistantships are available to qualified master's and doctoral students. Full-time assistantships carry a stipend of approximately \$5,500 per semester and include an out-of-state tuition waiver. A few teaching assistantships might be available during the summer term.

Further information concerning general university scholarships and loans may be obtained from:

Office of Financial Aid for Students  
Texas Tech University  
Box 45011  
Lubbock, Texas 79409-5011  
(806) 742-3681  
<http://www.financialaid.ttu.edu/>

A number of the scholarships offered by the Department itself are of particular interest to graduate students:

### **Clifford A. Ashby Endowed Scholarship**

For worthy graduate students in the theatre history track with an overall minimum 3.0 GPA. Administered by Faculty Scholarship Committee. Established by Dr. Clifford A. Ashby, Professor Emeritus, and friends. Application deadline: March 14.

### **Marie Hermann Endowed Scholarships in the Fine Arts**

For undergraduate or graduate majors in voice and/or theatre arts. Recipients are selected through auditions. Two awards of \$500, one each in voice and theatre arts, are made annually and may be renewed in competitions with other candidates. Recipients must maintain a 2.85

GPA (3.0 for graduate students). Administered by Faculty Scholarship Committee. Established in memory of Mrs. Marie Hermann. Application deadline: March 14.

### **Horizons Endowed Scholarship**

For students who demonstrate leadership in theatre design, technology, and /or dance and maintain a 3.0 GPA. Administered by Faculty Scholarship Committee. Established by the proceeds from the 75<sup>th</sup> Gala Celebration ticket sales. Application deadline: March 14.

### **Charles Kerr Memorial Scholarship**

For outstanding majors in theatre arts. Based on talent, leadership, and service to the department. Amount and number vary. Administered by Faculty Scholarship committee. Established by friends of Charles Kerr, outstanding graduate in theatre arts, in his memory. Application deadline: March 14.

### **Linda M. Speech Scholarship**

For outstanding majors in theatre arts. Based on talent, grades, leadership, and service to the department. Amount and number vary. Recipients must maintain a 2.0 GPA Administered by the Faculty Scholarship Committee. Established by Dr. and Mrs. Ray C. Mowery, former faculty members of the departments of Animal Husbandry and Speech. Application deadline: March 14.

### **Theatre Scholarship**

For outstanding majors in the theatre arts. Based on academic record, quality of participation in theatre activities, school citizenship activities, and financial need. If funds are available, awards are given to theatre arts majors above the freshman level. Amount varies. Administered by Faculty Scholarship Committee. Established by local citizens and organizations. Application deadline: March 14.

### **Corey Winkle Memorial Scholarship**

For outstanding acting majors in theatre arts. Amount and number vary. Recipients must maintain a 2.85 GPA. Recipients may be undergraduate or graduate students. Administered by Faculty Scholarship Committee. Established by family and friends of Corey Winkle, outstanding acting student and hero of the Gulf War. Application deadline: March 14.

### **Ann Bradshaw Stokes Scholarship**

For undergraduate and graduate students. Recipients must demonstrate artistic and academic potential in relation to career goals. Administered by Faculty Scholarship Committee. Established by Ann Bradshaw Stokes Foundation. Application deadline varies.

### **Trouper of the Year**

For an undergraduate or graduate student majoring in Theatre or Dance who demonstrates: Leadership, selflessness of effort, a positive attitude, congeniality, and productivity. Award of \$500 to be given. Administered by Faculty Scholarship Committee. Nominations due early April.

### **Jia-hua Chin Scholarship**

To be awarded to an outstanding MFA student in the area of design. The student must maintain a 3.0 GPA and exhibit the highest degree of artistry, professionalism, and work ethic. The scholarship will be administered by the Faculty Scholarship Committee. Application deadline March 14.

### **Richard A Weaver Scholarship**

To be awarded to an outstanding M.F.A. or PhD student in the area of Arts Administration. Deserving students must maintain a 3.0 GPA and exhibit the highest degree of professionalism, work ethic, and be active in regional and/or national organizations. The scholarship will be administered by the Faculty Scholarship Committee. Application deadline March 14.

### **George Sorensen Scholarship**

To be awarded to an outstanding B.F.A. Acting senior with a minimum GPA of 3.2 of a second or third year M.F.A. in acting with a minimum GPA of 3.0. The scholarship will be administered by the Faculty Scholarship Committee. Application deadline March 14.

### **The William A. Madeline Welder Smith Endowed Graduate Design Fellowship**

To be awarded to one outstanding Master of Fine Arts student in design in their first year of fulltime study at Texas Tech University.

The fellowship will be administered by the Faculty Scholarship Committee upon recommendation of the Design Faculty. Application deadline March 14.

### **Neal Hanslik Regents Scholarship**

Established to provide scholarships for undergraduate or graduate students majoring in theatre. The scholarship will be administered by the Faculty Scholarship Committee. Application deadline March 14.

### **Travel Funding for Theatre and Dance Graduate Students**

The School of Theatre and Dance has funds available to assist graduate students in attending conferences or other professional activities. This funding may not cover full expenses for travel. Considerations for applications for graduate travel funding will be made by the full graduate committee at their monthly meetings using, as criteria, the nature of the event, the nature of participation, the quality of the proposal, and the history of funding during the current school year. **Graduate students are eligible to apply to apply for travel funds for 3 years after matriculation.**

Below is a rough outline of available funding and how to apply for it:

- Available Funds: There is no fixed amount of money that is annually set aside for funding student attendance at conferences or other professional activities. Monies distributed should be regarded as awards; **funding is not guaranteed.**

Who Can Get Funding: Funds are available to graduate students who apply for monies for appropriate activities. In assessing applications, the graduate committee will

prioritize in the following ways: an application to attend a conference at which the student is presenting generally takes precedence over an application to attend a conference at which the student will not be presenting. Presentations at national or international conferences will generally be given priority over regional conferences, though the graduate committee does recognize the importance of these conferences especially for students who aspire to teach at the high school level.

- How to Apply: Students must fill out two (2) Travel Application forms: [Departmental Travel Form](#) and [Graduate Committee Travel Form](#). Both forms are available online (found on the “Current Student Callboard”) or in the School of Theatre and Dance Office. These forms are due no less than one (1) week prior to the scheduled Graduate Committee Meeting. Students should include (attached to the Travel Application) a full budget for their anticipated conference and travel expenses (typically travel, housing, meals, and registration) as well as a detailed statement of what they will be doing at the conference. Expenses for travel in the form of public transportation should include, whenever possible, an exact price from a specific airline, bus line, or train company; those traveling by car should indicate anticipated mileage and tolls. Be sure to indicate with whom you are rooming or sharing a car. Applications can be submitted at any point, but whenever possible applications should be submitted at least two months prior to attending the conference or other event, and two weeks before the Graduate Committee meeting.
- What to Anticipate: The Graduate Committee will respond to all submitted travel applications no later than one week after the Graduate Committee Meeting. The committee is committed to seeing that all students are considered for some funding. Should you receive monies for a project within the academic year and apply for additional funding for a different project within that same year, priority will be given to those that have not yet received funding.

If students are awarded departmental funding, they may also be eligible to seek TCVPA funding (<http://www.depts.ttu.edu/cvpa/students/HDJGradScholarships.asp>).

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