

**Department of Theatre Arts  
Graduate Student Handbook  
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2011-12**

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\*(revised fall 2011)

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See inside front cover, opposite  
Also visit [www.pitt.play.edu](http://www.pitt.play.edu) and click on 'ABOUT'

## GENERAL INFORMATION

### Using the Handbook

This handbook is designed to address policy and practice for graduate students in the Department of Theatre Arts at the University of Pittsburgh. It includes information ranging from admission procedure to filing for graduation, and is intended as a guide for students to be used concurrently with the University of Pittsburgh's Graduate and Professional Bulletin, the official university-wide publication detailing policy and procedure for all graduate students matriculating at the University of Pittsburgh. Many important regulations the student must be aware of and compliant with are to be found in the Graduate Bulletin and are not repeated here

All graduate students enrolled in the Department of Theatre Arts are required to read this handbook and the Graduate and Professional Bulletin and to follow the policies and procedures described therein. Students should also be advised that policy and procedures change from time to time, and it is their responsibility to stay apprised of the latest edition of both the Theatre Department Handbook at <http://www.play.pitt.edu> and the Graduate and Professional Bulletin at <http://www.bulletins.pitt.edu/graduate/index.html>.

**IMPORTANT:** This publication is the revised Fall 2010 edition. All graduate students entering in the fall of 2010 and after must adhere to the regulations outlined in this edition of the Graduate Student Handbook.

### The Arts in Pittsburgh

Pittsburgh has a thriving professional theatre scene. The city's downtown Cultural District hosts an exciting array of new and refurbished theatres: Heinz Hall for the Performing Arts--home of the Pittsburgh Symphony and major Broadway touring shows; the Benedum Theatre--home of the Pittsburgh Opera, the Pittsburgh Ballet and the Civic Light Opera (in addition to touring shows); The O'Reilly Theater (designed by Michael Graves)—home of the Pittsburgh Public Theatre, the city's largest resident professional LORT company; and the Byham Theatre--a renovated vaudeville house from 1904 that serves as the venue for Pittsburgh Musical Theatre, and many other local theatre and dance companies. In addition, Pittsburgh has a lively alternative theatre movement, led by City Theatre--a LORT company located on the city's South Side, the Pittsburgh Irish and Classical Theatre (resident on campus), Quantum Theatre and Unseam'd Shakespeare Company. University of Pittsburgh graduates have played founding and/or other prominent roles in all of these companies

Located at the picturesque confluence of the Allegheny, Monongahela and Ohio rivers, Pittsburgh is America's Renaissance City. "Renaissance II," the city's second building boom in the past 50 years, has recently added many striking skyscrapers to the skyline, including a shimmering glass tower designed by Philip Johnson. In recent years Pittsburgh has frequently been judged to be among the "most livable" cities in the U.S. by the Rand-McNally *Places Rated Almanac* and other national publications. Frequently cited are the city's low crime rate, affordable housing, cultural institutions, and world-class health care.

In addition to the large resident performance companies in town, Pittsburgh plays host to world-renowned museums (including the Carnegie Museum of Natural History, the Scaife Galleries, the Mattress Factory, and The Andy Warhol Museum), a major annual Arts Festival, an annual River Regatta, the tri-annual Carnegie International—one of the world's foremost exhibits of contemporary art—and Pittsburgh Filmmakers, a film production school and presenting organization with several screens located around the city. A variety of music clubs operate in Oakland and downtown, ethnic food festivals spice holiday seasons, and restaurants of all types abound.

## **Faculty in the Department of Theatre Arts (*and their specialties*)**

**Cynthia Croot**, *Assistant Professor*, MFA Columbia University, Theatre Directing

**Annmarie Duggan**, *Assistant Professor in Lighting*, MFA, University of Arizona

**Attilio Favorini**, *Professor/ Director of Graduate Studies* PhD, Yale. Shakespeare, Tragic and Comic Theory, Documentary Theatre and Memory Studies

**Kathleen E. George**, *Professor* PhD, University of Pittsburgh. Dramatic Theory, Playwriting, Directing, Shakespeare

**Tamara Goldbogen**, *Lecturer*, MFA, University of Pittsburgh. Drama and Theatre for Youth, Director of Shakespeare-in-the-Schools

**Lisa Jackson-Schebetta**, *Assistant Professor*, PhD University of Washington, Theatre and Performance of Spain and the Americas

**Don Mangone**, *Associate Professor and Costume Designer*. MA, West Virginia University Costume Design and Construction, Makeup

**Bruce A. McConachie**, *Professor and Department Chair* PhD, University of Wisconsin. Theatre History, Historiography, Directing, Contemporary Theory

**Julie Allardice-Ray**, *Senior Lecturer / Head of Design and Production/Scenic Director* B.F.A, California Institute of the Arts. M.F.A, University of California, Irvine

**Holly Thuma**, *Acting Director of MFA in Performance Pedagogy / Teaching Artist-in-Residence* , MA, University of Pittsburgh

In addition to regular faculty, the Department annually employs a cadre of **Teaching Artists-in-Residence** – professional actors, directors and designers who work with undergraduate and graduate students in the classroom, as coaches and in mainstage productions. The Teaching Artists-in-Residence for 2011-12 are:

**Ken Bolden** – Teaching-Artist-in-Residence/Visiting Lecturer

**Theo Allyn Kelly** – Teaching Artist-in-Residence/Visiting Lecturer

**Andy Nagraj** – Teaching- Artist –in-Residence/Visiting Lecturer

## **Programs in the Department of Theatre Arts**

The Department of Theatre Arts at the University of Pittsburgh offers an array of programs that allows graduate students to study theatre in both performance and academic contexts. All faculty members are active in both teaching and artistic or research activities. The department's lab—the University of Pittsburgh Repertory Theatre—offers a great range of opportunities to act, direct, and design in three separate venues (see below). The department, founded in 1982, offers a BA, MA, MFA, and PhD in Theatre Arts. The MA and PhD programs involve students in practical as well as critical, theoretical, and historical education, sustaining our mission of providing the widest possible spectrum of educational and training opportunities to future scholars and artists.

- **PhD in Theatre and Performance Studies:** Our goal is to forge students who will be “philosophers of theatre.” Seminars emphasizing theatre history, criticism, and dramatic literature, theory, and performance studies form the core of the program. To help PhD candidates obtain fulfilling teaching positions, we have designed a Special Option Program in which students practice a theatrical skill or specialty, while working toward their research degrees. In addition to numerous production and teaching opportunities for students pursuing a PhD, Pitt features several interdisciplinary options and offers generous financial aid.

- **MA in Theatre and Performance Studies:** A concentrated program that emphasizes research and dramatic literature. Many of our MA students have continued study in notable PhD programs, including our own.
- **Combined MA/PhD Program:** For a few, highly qualified students who have completed a BA in theatre. These students proceed to the doctoral degree more efficiently, receiving their MA en route.
- **MFA in Performance Pedagogy:** The MFA Degree in Performance Pedagogy was created to provide the opportunity for working professionals in the theater, who have not completed graduate education, to expand their employment opportunities into the field of educational theater. The degree is designed to equip the student to teach acting and related topics at the college and university level. It is based on the premise that a professional artist already has a level of craft that can be drawn upon to create a good teacher. Therefore, emphasis in course work is placed on the techniques of teaching acting, movement, or voice with additional course work designed to enhance the student's background in theater history, literature, and criticism. Optional courses for continued professional development are available as well. MFA candidates characteristically perform with the Pitt Rep and/or direct in our lab productions.
- The application deadline for the PhD, MA, MA/PhD graduate programs is January 15th.
- The application deadline for the MFA graduate program is December 15<sup>th</sup>. MFA candidates are admitted every other year.

### **Theatre Production at the University of Pittsburgh/ The University of Pittsburgh Repertory Theatre**

The University of Pittsburgh Repertory Theatre annually stages a Mainstage Season (directed and designed by faculty and guest artists) and a Workshop Season (directed and designed by faculty and qualified graduate students). Casting is open to the university community, and plays range in type from Shakespeare to musicals to cutting edge contemporary works. Pitt Rep stages its season on three university venues:

- **The Charity Randall Theatre:** a fully restored 458-seat proscenium house in a landmark building listed on the National Register of Historic Places.
- **The Henry Heymann Theatre:** a new, state-of-the-art 151-seat thrust space located in the Stephen Foster Memorial.
- **The Studio Theatre:** a 100-seat flexible black box theatre located in the Cathedral of Learning.

# UNIVERSITY OF PITTSBURGH AND THE DEPARTMENT OF THEATRE ARTS REGULATIONS

## Rights and Responsibilities

All graduate students in the Department of Theatre Arts are expected to be fully aware of the University's official policies affecting students. For complete and current text on all University policies, please see the current *Graduate and Professional Bulletin* at <http://www.bulletins.pitt.edu/graduate/index.html>. Information under 'General Academic Regulations' includes the following:

- Advising
- Allowable Credits
- Registration (Enrollment)
- Grading and Records
- Editorial Assistance and Publication of Theses/Dissertations
- Regulations Pertaining to Master of Arts and Master of Science Degrees
- Regulations Pertaining to Professional Master's Degrees
- Regulations Pertaining to Doctoral Degrees
- Statute of Limitations/Leaves of Absence
- Graduation
- Rights and Responsibilities

For complete and current text on all University policies, see [www.pitt.edu/HOME/PP/pp\\_handbooks.html](http://www.pitt.edu/HOME/PP/pp_handbooks.html)

The information below lists several key University-wide policies affecting graduate students, but students are also responsible for being cognizant of those University, school, and departmental regulations relevant to their programs of study.

Academic Integrity Policy - [www.pitt.edu/~provost/ai1.html](http://www.pitt.edu/~provost/ai1.html)

Affirmative Action and Non-Discrimination Policy - [www.bc.pitt.edu/policies/policy/07/07-01-03.html](http://www.bc.pitt.edu/policies/policy/07/07-01-03.html)

Computing Use Policy - <http://technology.pitt.edu/subpages/ethics.html>

Copyright Policy - [www.bc.pitt.edu/policies/policy/11/11-02-02.html](http://www.bc.pitt.edu/policies/policy/11/11-02-02.html)

Drug-Free School and Workplace Policy - <http://www.bc.pitt.edu/policies/policy/06/06-02-01.html>

E-mail Communication Policy - [www.bc.pitt.edu/policies/policy/09/09-10-01.html](http://www.bc.pitt.edu/policies/policy/09/09-10-01.html)

Faculty-Student Relationships - [www.bc.pitt.edu/policies/policy/09/09-10-01.html](http://www.bc.pitt.edu/policies/policy/09/09-10-01.html)

Family Educational Rights and Privacy Act - [www.bc.pitt.edu/policies/policy/09/09-08-01.html](http://www.bc.pitt.edu/policies/policy/09/09-08-01.html)

Harassment Policies - [www.bc.pitt.edu/policies/policy/07/07-06-04.html](http://www.bc.pitt.edu/policies/policy/07/07-06-04.html)

Smoking Policy - [www.bc.pitt.edu/policies/policy/04/04-05-03.html](http://www.bc.pitt.edu/policies/policy/04/04-05-03.html)

Student Code of Conduct - [www.studentaffairs.pitt.edu/conduct](http://www.studentaffairs.pitt.edu/conduct)

Student Service Holds Policy - [www.bc.pitt.edu/policies/policy/09/09-04-09.html](http://www.bc.pitt.edu/policies/policy/09/09-04-09.html)

TA/TF/GS A Policy Statement - [www.bc.pitt.edu/policies/policy/09/09-04-09.html](http://www.bc.pitt.edu/policies/policy/09/09-04-09.html)

Use of Alcohol - [www.bc.pitt.edu/policies/policy/04/04-05-02.html](http://www.bc.pitt.edu/policies/policy/04/04-05-02.html)

The Operations Manager handles the policies and procedures governing the use of Departmental facilities. Graduate students should contact the Operations Manager with any questions or concerns.

## Department of Theatre Arts Office Procedure

The members of the office staff can help with a variety of questions, problems and directions. We urge you to make their acquaintance and to consult them when you need assistance. The Graduate Secretary is directly concerned with graduate records and can be reached at 412-624-6568 if you have any questions about the degree requirements described in this handbook or for any other problems that might arise. The Department maintains a file on every student admitted to the program. In accordance with the provisions of the Buckley Amendment (<http://www.registrar.pitt.edu/ferpa.html>) all students, upon formal request, are entitled to see all those documents in their folders placed there after January 1, 1975. Please check with the graduate secretary from time to time to make sure that your folder is up-to-date, and notify your departmental advisor if any significant documents are missing. Be sure that the secretary's record includes your current address and telephone number.

Every graduate student will have a mailbox located in the main office on the 16th floor of the Cathedral of Learning. You are responsible for checking your mailbox and email during the academic year.

## Office of the Graduate Dean

Many important issues related to the successful completion of your graduate career are handled through the Office of the Graduate Dean. Personnel in this office are skilled professionals who serve the entire Graduate School. It is prudent to make the acquaintance of these professionals early in your career and always to treat them with respect. Please be attentive to approaching deadlines, as it is unreasonable for the office to be able to serve hundreds of individual students with last-minute requests.

## Admission Status

Full Graduate Status: For admission to full graduate status an applicant must be a graduate of a recognized college or university, have completed undergraduate requirements for admission to the proposed graduate department and have achieved at least a B average in both an undergraduate program and the field of intended study. Normally, *a B average (3.0 GPA) is required, but applicants with GPA of 2.75 to 2.99 will be considered for full admission if they have outstanding GRE scores or other indicators of excellent potential for graduate work.* Please use comment section or attach an explanatory letter if you are requesting special consideration.

*An applicant with a GPA of 2.75 to 2.99 will be considered for full admission, BUT cannot be awarded a TA/TF/GSA position upon admission.* After completing 12 graduate credits with a B average or better, an applicant can be considered for an award.

*Applicants from outside the U.S. must show evidence of having completed an undergraduate program of study equivalent to a baccalaureate degree and be prepared to present certification of the degree or license at the time of registration. If the credentials are incomplete or not familiar, please send a copy of the application to OIS for evaluation.*

Provisional Graduate Status: Applicants who are graduates of a recognized college or university but who do not qualify for admission to full graduate status because of deficiencies in either their undergraduate course program or their scholastic achievement may be considered for provisional status, if strong supporting evidence of their ability to complete a graduate program is provided. There are two types of provisional status, each has its appropriate letter of admission:

1. Questionable scholastic achievement, but no specific deficiency. There is some question about the applicant's ability to complete a graduate program, usually due to a low GPA (2.5 to 3.0) or to a concern about the quality of the undergraduate program. To be advanced to full status, a student admitted under this provision must complete 12 credits of graduate work with grades B or better, and be recommended for full status by the department.
2. Questionable scholastic achievement with specific deficiencies. To be recommended for full status, the student must complete prerequisite coursework and 12 credits of additional graduate study with grades B or better.

**NOTE: Students on provisional status may not hold a Teaching Assistantship or Fellowship, but are eligible for graduate research assistantships and graduate student assistantships (GSR or GSA).**

Special Students Program (Non-degree).

The Special Students Program is designed to enable students to take graduate courses in arts and sciences without the commitment of enrolling in a degree program. Admission to special student status requires a bachelor's degree from a recognized undergraduate program with a minimum GPA of 2.75. Special status is for one term only (although the student may reapply for special status in a subsequent term). Up to 4 courses (12 credits) taken as a special student can be transferred to a degree program if the student is subsequently admitted into an Arts & Sciences Department, and if the department recommends the transfer. A transferred course must carry a grade of B or higher.

NOTE: Students who are seeking to take one or two advanced undergraduate courses as prerequisite to future graduate study should be advised to consider registering through CAS in Post-Baccalaureate Status: P-b students are those who have completed an undergraduate degree and wish to take additional undergraduate courses on a non-degree seeking basis. Most p-b students are interested in taking courses in order to facilitate a career change, as prerequisites for admission to a graduate program, or for personal enrichment. Students are permitted to register for one graduate level course among the undergraduate courses provided they have obtained the permission of the instructor. Post-baccalaureate students are charged at the undergraduate rate. Students interested in this program should be referred to CAS for application and admission information. Graduate courses taken as an undergraduate Post-baccalaureate will not be applied towards the degree requirements in Arts & Sciences, Graduate Studies.

Not recommended for admission in this department. Each department is responsible for sending letters of denial since the department is best equipped to provide the reason for non-admission and to respond to inquiries from non-admitted students.

Acceptable students are admitted to graduate study in the department with "full," or "provisional graduate status, depending on their qualifications and objectives. Students admitted on provisional status (without deficiency) will be subject to dismissal if they fail to achieve a 3.0 average in their first four graduate courses. Students admitted on provisional status (with deficiency) may be required to complete additional undergraduate work satisfactorily before proceeding with their graduate program. Courses taken to remove deficiencies do not contribute toward completion of graduate degree requirements. Transfer from provisional to full graduate status is possible only after removal of deficiencies noted at the time of admission, achievement of an overall "B" average in the first four courses for which graduate credit is received, and upon formal recommendation of the Theatre Arts Department.

## **International Student Graduate Admissions**

The University of Pittsburgh welcomes applications for admission from students in other countries. Students who have completed a Bachelor's degree or its equivalent, and who wish to apply for graduate studies, should write for application forms directly to the graduate school or department in which they plan to pursue their major studies. As requested by the Office of International Services, applications should be initiated nine to twelve months before the date of intended enrollment and must be completed at least three months before the registration date for each term. In addition, the admission deadlines set by the Theatre Department must also be taken into consideration.

For complete and current text on University policies and procedures related to application and admission for any graduate program (including information on academic background, credentials, English language proficiency requirements, English language fluency for teaching current assistants/fellows, financial support and Visa documents), please see the current Graduate and Professional Bulletin at <http://www.bulletins.pitt.edu/graduate/application.htm>.

## **Transfer of Credits**

Students who have completed graduate courses in degree-granting graduate programs at other accredited institutions prior to admission to the University of Pittsburgh should submit official transcripts from those institutions at the time they apply so that the courses can be evaluated for transfer credit. In no case may the total number of credits transferred exceed the maximum number stated in the sections of the latest edition of the *Graduate and Professional Bulletin* published by the University of Pittsburgh.

Students requesting advanced standing credits by transfer should indicate this with a written request to the Director of Graduate Studies. Students admitted with temporary or provisional status cannot transfer credits until full status has been granted. Transfer credit will not be accepted for courses in which a grade lower than B or its equivalent has been received. Six credits may be accepted by transfer toward the requirements for the MA. A maximum of 24 credits may be accepted toward the requirements for the PhD degree from a Master's Degree earned in another approved graduate school. No more than 12 additional credits may be accepted for work beyond the Master's Degree and directly related to the student's PhD program.

For more information on transfer credits, please see the Graduate and Professional Bulletin at <http://www.bulletins.pitt.edu/graduate/regulations.htm>.

## **Registration Procedure and Maximum Credits Per Term**

After being admitted to a graduate program, students will meet with an academic advisor in the Department of Theatre Arts to register for classes. University of Pittsburgh students can self-enroll. Students are given an 'appointment time', which opens the registration portal. Service indicator holds are removed by the department's Graduate Secretary prior to the student's appointment time. Students are required to obtain faculty permission in order to register for any class that requires department consent or has a class limit / unit load / time conflict / career conflict / or requisition restriction code attached to it. Graduate students will then contact the department's Graduate Secretary in order to receive a permission number that will allow them to override the restriction codes listed above. Students will be required to acknowledge their financial obligation to the University of Pittsburgh during the registration process. No student is permitted to register for more than 15 graduate credits without the written permission from the dean of the academic center in which the student is pursuing a degree. Graduate students who receive permission to register for more than 15 credits will be billed for each additional credit that exceeds their full-time tuition rate.



## **Late Enrollment and Add/Drop Period**

Students must have written permission from the instructor to add a class late. (In the case of internships/directed studies/research, the Permission Number will count as the instructor's permission – see below.) They must get the dean's permission for a late enrollment or drop. (Students should bring the written permission from the instructor when meeting with a dean for approval of late transactions.)

Students must get Permission Numbers from the department if the course would have required a Permission Number before the deadline, i.e., closed courses, department consent, requisites not satisfied, career. **(Late add is not a reason for a Permission Number. If the course is open, with no restrictions, the student will need written permission from the instructor, not a Permission Number.)**

All later transactions must be processed in the University Registrar's Office, G-1 Thackeray Hall.

Detailed information concerning registration can be found at <http://www.bulletins.pitt.edu/graduate/regulations.htm> under 'Registration (Enrollment)'

Before completing their comprehensive exams, graduate students are expected to register for 1-2 graduate seminars in the department, on average, for each semester. Once registered for a departmental seminar, students should not drop the course. If students must use the add drop period to drop a seminar, they should make the change in the first two days of the semester and must notify all affected professors as soon as possible.

## **Statute of Limitations**

The purpose of the statute of limitations is to ensure that a graduate degree from the University of Pittsburgh represents mastery of current knowledge in the field of study

- All requirements for MA and MS degrees must be completed within a period of 4 consecutive calendar years from the student's initial registration for graduate study.
- All requirements for the PhD degree must be completed within a period of 10 years from the student's initial registration, or within eight years if the student has received credit for a master's degree appropriate to the field of study.

There is also a strictly enforced limit of four-calendar-years on the master's comprehensive examination or its equivalent for students beginning or re-admitted for graduate study in the fall 2002 or later, and a seven calendar- year limit on the PhD comprehensive examination for students entering graduate study programs in fall 1999 or later. (The ten year limits on PhD comprehensive examinations apply for doctoral students enrolled prior to fall 1999). A student who exceeds the statute of limitations for a degree will be subject to dismissal.

Under exceptional circumstances, a candidate for an advanced degree may apply for an extension of the statute of limitations. The request must be approved by the department and submitted to the dean for final action. Requests for an extension of the statute of limitations must be accompanied by a departmental assessment of the work required of the student to complete the degree as well as documented evidence of the extenuating circumstances leading to the requested extension. Students who request an extension of the statute of limitations must demonstrate proper preparation for the completion of all current degree requirements by submitting a detailed plan of study. This plan of study will also include a statement acknowledging that failure to meet the deadline dates outlined will lead to dismissal from the program.

## **Leaves of Absence**

Under special conditions, graduate students may be granted one leave of absence. A maximum leave of two years may be granted to doctoral students or one year to master's students. The length and rationale for the leave of absence must be stated in advance, recommended to the dean by the department, and approved by the dean. If approved, the time of the leave shall not count against the total time allowed for the degree being sought by the student. Readmission following an approved leave of absence is a formality.

## **Probation and Dismissal for Enrolled Graduate Students**

A graduate student who fails to maintain an overall GPA of 3.00 or to make satisfactory progress in a degree program is subject to dismissal from graduate study at the University. When the overall GPA of a student falls below 3.00, the student is automatically placed on academic probation; is not eligible for a teaching assistantship, fellowship, or participation in the department comprehensive examination; and is subject to dismissal at the end of the following term. The department should so warn the student in writing. In addition, any student who is not making satisfactory progress toward the completion of an advanced degree (completion of an acceptable number of required courses and/or research each term or year) may be placed on academic probation by the department. The student must be informed in writing of this action by the department. Normally, one term will be granted in which to correct the deficiency.

A student whose performance on a preliminary or comprehensive examination is judged to be inadequate may be subject to dismissal at the end of the term.

Students on probation are not eligible to take the PhD preliminary evaluation or the MA, MS, or PhD comprehensive examination, or to be graduated.

## **Grading Practices**

Grades in graduate courses and seminars are defined as follows:

- A - Genuinely exceptional work, at a level of both ability and performance above the acceptable graduate level.
- B - Acceptable graduate work, short of distinction, but of solid graduate quality.
- C - Attainment below graduate expectations.
- F - Failure (may be awarded for poor performance, for plagiarism, nonattendance, or non-fulfillment of course requirements).
- G - Work incomplete because of genuine emergency circumstances beyond the student's control. Must be removed within the next term of residence or the student will not be permitted to receive credit for the course. Except in cases of documented illness or other serious personal difficulty, a student who receives more than one "G" or "I" grade in a single term will be considered to be making unsatisfactory progress and may be placed on probation. Such probation may lead to loss of a TA, a TF or a GSA.
- I - Work incomplete in departmentally-designated research, directed or independent studies, thesis or dissertation credits, or other courses in which the scope of the student's project requires more time for its proper completion. An "I" grade given for courses other than thesis or dissertation study is to be removed within two terms after the end of the term of registration of the course to receive credit for the course. Instructors should require a written statement from the student outlining the specific timetable for completing the work. Except in cases of documented illness or other serious personal difficulty, a student who receives more than one "G" or "I" grade in a single term will be

considered to be making unsatisfactory progress and may be placed on probation. Such probation may lead to loss of a TA, a TF or a GSA.

### **Evaluation, Termination and Grievance Procedures for Graduate Assistants, Teaching Assistants and Teaching Fellows**

This section of the *Handbook* is for the benefit of graduate students and faculty members. The procedures are designed to protect TA/TFs against arbitrary treatment, to ensure further that their teaching performance is carefully examined according to reasonable criteria, and to provide advice and resources for improving teaching practice if warranted.

#### **Evaluation of Performance and Requirements for TA/TFs.**

- Every TA or TF must have a classroom visitation at least once a term by a designated faculty member (the designation is made by the Director of Graduate Studies). In preparation for the classroom visit, TA/TFs will discuss with their evaluator their plans for the class session and provide the evaluator with a current syllabus and lesson plan (if applicable).
- Evaluators can ask to examine all materials relevant to the TA/TF's teaching (assignments, exams, etc.)
- Following class visits, the evaluator will complete the written evaluation form (distributed by the Graduate Secretary) and distribute a copy to the student teacher and the Director of Graduate Studies. In addition, the evaluator or the student may seek a conference to discuss the evaluation.
- If difficulties in a TA/TFs teaching warrant, an evaluator may seek a second class visit by another faculty member in consultation with the Director of Graduate Studies.
- All TA/TFs teaching in the Department of Theatre Arts are required to apply for and submit to an OMET (Office of Measurement and Evaluation of Teaching) course evaluation. It is the student's responsibility to fill out the request for evaluation form distributed by OMET at the beginning of each semester. More information concerning OMET's can be found at: <http://www.omet.pitt.edu/>. *If OMET course evaluations are not turned into the Theatre Arts Department by the TA/TF, the Graduate Advisor will request a copy be forwarded from the OMET department.*

#### **Guidelines for Graduate Research Assignments**

Most doctoral students will serve one or more terms as a research assistant to a member of the faculty. Student's work assignments might entail technical assistance in securing books, films and other research materials. It might also involve preparation of new courses, bibliographic assistance, helping in the preparation of a manuscript for publication or guided research on a particular project actively pursued by a faculty member.

Each graduate student will receive an assignment letter prior to the start of each semester which will specify the work assignment and hours per week. It is the student's responsibility to seek an appointment with the faculty research advisor during the first week of the semester. While weekly hours can be flexible, depending upon classes and personal commitments, students are expected to complete the required total of hours by the end of the semester. (If a faculty member does not provide sufficient work, the student will not be required to make up the forfeited hours.)

Students may wish to set aside a regular period during the week for their research assignment. Work logs will be distributed to each student at the beginning of the semester to track hours. It is also expected that

each student be have command of the basic methodologies covered in research methods courses, especially the ability to access data bases.

Early and subsequent interviews with research advisors should have the purpose of clarifying and facilitating an assignment. Students should feel free to ask questions about sources, priorities, documentation, copying procedures, etc. (You should not incur the cost of copying.) Any problems arising in the course of your work should first be discussed with your research advisor, and if unresolved, with your primary graduate advisor.

### **Guidelines for Practicum Requirements**

Most graduate students will serve one or more terms in a practical theatre assignment, assisting one or more faculty and/or staff members in offices and shops. Familiarity with practical aspects of theatre production is an essential part of the graduate program, and practicum assignments are designed to enhance and develop a student's practical theatre knowledge.

Each graduate student will be assigned a faculty or staff member as supervisor. The supervisor will make and monitor assignments; record hours worked and evaluate performance. Students are responsible for keeping their supervisor informed of progress by regularly reporting to him/her.

Practicum assignments usually have an hours-per-week responsibility for the entire term. While some assignments offer regular hours, such as working in the box office, others may have slower or busier times during the term, such as working in the scene shop. It is the student's responsibility to work with their assigned supervisor to minimize disruptions between their academic schedule and assigned production work schedule.

### **Termination Procedures**

The Department of Theatre Arts subscribes to the provisions of the University Policy Statement for TAs/TFs and GSAs which can be found at <http://www.pitt.edu/~graduate/TATFGSAPolicyStatement.pdf>. This states that any TA/TF/GSA who believes that he or she has been treated unfairly should first discuss the problem with the supervisor or department chair. If a resolution cannot be reached at the departmental level, the TA/TF/GSA should present the grievance to the dean for informal evaluation, adjudication, and, if necessary, advice on additional, formal grievance procedures.

*Termination of Appointment:* Termination proceedings may be initiated only if the TA/TF/GSA has been evaluated on a regular basis and has received an appropriate written warning with respect to his or her performance, or has violated one or more of the major canons of institutional responsibility or University policy. The TA/TF/GSA must be informed in writing by the dean of the reasons for termination, and the appeals procedure (see below) must be included.

Termination may result from unsatisfactory academic performance or from unsatisfactory professional conduct or performance. Examples of the latter include failure to meet classes regularly or failure to carry out departmental assignments.

In addition, the Department will observe the following procedures:

1. Termination of a Teaching Assistantship/Teaching fellowship cannot take place without the TA/TF having received proper advance warning, which can come at any time in the first term and certainly at the end of the term. Any TA/TF in serious trouble with teaching (as documented by a supervisor or other evaluators in consultation with the Director of Graduate Studies) may be terminated after the first term. In very unusual circumstances such termination might come during the first term.

2. The advisor or supervisor must inform the Director of Graduate Studies (in writing) of problems concerning TA/TF performance, presenting evidence of problems.
3. The Director of Graduate Studies will call a meeting of the full faculty to evaluate the material in the TA/TFs record and to recommend courses of action. In preparation for this meeting the TA/TF may submit any extenuating or supporting documents and may request that the Committee invite relevant persons to provide testimony. The TA/TF may also elect to appear on his or her own behalf.
4. The Graduate Procedures Committee will recommend:
  - a) continuation
  - b) further investigation
  - c) notification to the TA/TF in writing of probation
  - d) termination.
5. If the Committee recommends termination, the Director of Graduate Studies will take the recommendation to the graduate faculty. The TA/TF must also be informed of this action, and may submit, in preparation for this meeting, any extenuating or supporting documents, and may request that the Graduate Faculty invite relevant persons to provide testimony. The TA/TF may also elect to appear in person on his or her own behalf.
6. If the graduate faculty recommends termination, the TA/TF may file a request with the Chairperson for an explanation in writing of the termination.
7. Following departmental action, if the TA/TF is still dissatisfied, the student can initiate the appeals procedure.

*Appeals procedure:* (1) The TA/TF/GSA may appeal, in writing, within one week of notice of termination, to the Provost, who will convene an appeals committee; (2) The Provost or Provost's designee will serve as chair of an appeals committee and will appoint to the committee two faculty members from the University Council on Graduate Study and two graduate students, who must be TAs, TFs, or GSAs and who are recommended by the Graduate and Professional Student Association. No one from the involved academic department shall be on the appeals committee, and involved parties shall represent themselves before the committee; (3) Within 21 days from notice of termination, the appealing TA/TF/GSA shall be provided an appeals hearing, and he/she shall be notified of the appeals committee decision as soon as is possible.

## **Requirements for Graduation**

In order to graduate from the University of Pittsburgh, a graduate student must be an active University of Pittsburgh student registered for at least one credit or full-time dissertation study in the term of graduation. Students must file an application for graduation in the dean's office of their school early in the term in which graduation is expected. Students should check with the Arts and Sciences (A&S) dean's office for the deadline. As noted above, students must be active and registered in the term in which they are to graduate; in exceptional circumstances, students who complete all the degree requirements at the end of a term but graduate in the next term may petition the dean of A&S for a waiver of this registration requirement. Waivers may be requested by submitting a written request to the University registrar from the dean of the school. The request should be based on extenuating circumstances, e.g., inability of the student's dissertation committee to meet during the final term when a student has given reasonable notice or the student has completed all degree requirements in a previous term. Waivers will not be granted to students who are inactive. The requirement that a student be on active status cannot be waived. Prior to the end of the term in which they graduate, all doctoral candidates must submit to the dean's office a completed Survey of Earned Doctorates.

## **Certification for Graduation**

The Graduate Faculty of the department evaluates the performance of the student in all university and departmental requirements. If the performance is satisfactory, a report will be submitted to the dean certifying that the candidate has satisfactorily completed all departmental requirements for a graduate degree. The dean, after confirming that the overall school and University requirements have been met, certifies the candidate for graduation.

## **Financial Aid Information**

Teaching Assistantships, Teaching Fellows and Graduate Student Assistantships are available each year. These assistantships and fellowships are awarded on a competitive basis by the Graduate Faculty to qualified students and may be renewed for students making satisfactory progress in both their graduate study and their teaching. Teaching Assistants and Fellows must be registered as full-time students, which mean being enrolled for a minimum of nine credits per term.

More information concerning Financial Aid can be found at: <http://www.pitt.edu/~graduate/financial.html>

For a complete statement of Department of Theatre Arts policy and procedure for Graduate Student Teachers and Graduate Student Assistants please see Addendum A of this handbook.

## **ADVISING GUIDELINES**

### **Initial Interview**

This interview takes place during orientation prior to the start of the first semester. Generally, this interview will be with the Director of Graduate Studies and/or the student's faculty advisor. The purposes of this interview are:

- To introduce the student to regulations, policies and procedures as outlined in this handbook and in the most current edition of the Graduate and Professional Bulletin
- To plan a course of study
- To identify the career goals of the new student
- To orient the student to the department's curricular requirements, both in formal courses and in productions
- To schedule the appropriate diagnostic exams (see below)

### **Diagnostic Examination-Required of all attending students**

The Department administers a diagnostic examination to candidates at the start of the first semester of their doctoral study to determine if they should be assigned coursework beyond minimum residence requirements of the degree. Students without a prior degree in theatre arts are characteristically required to undertake remedial coursework and may be required to take the year-long graduate course in the History of Theatre.

### **Subsequent Advising Sessions**

Subsequent advising sessions will be with the faculty member designated as the student's advisor. The student is required to seek out an advising session at least once during each semester for the purpose of registering for the following semester's classes. (Keep in mind that students are required to obtain their advisor's permission in order to register for classes requiring class permission numbers.)

The advisor's responsibilities are as follows:

- To register the student in each semester of residence. It is imperative that students register as early as possible in the registration period to prevent cancellation of courses due to under-enrollment.
- **It is the responsibility of the student to be familiar with all regulations and requirements imposed by the University and FAS, as well as the department Advisors are responsible for keeping students apprised of all departmental changes in requirements.**
- To keep the student apprised of progress towards meeting the standards and requirements of the department.
- To identify and advise on ways of meeting the changing curricula needs of the student.

## **PROGRAMS OF STUDY: DETAILED DESCRIPTIONS**

### **Master of Arts in THEATRE AND PERFORMANCE STUDIES**

#### **ENTRANCE QUALIFICATIONS**

The MA in Theatre and Performance Studies is open to all qualified students who have completed an undergraduate degree or who will complete one prior to registration. An undergraduate major in theatre arts is not a prerequisite for admission to the program. In some cases this MA degree will be preliminary to a PhD in Theatre Arts (see the separate section on the Combined MA/PhD); and in other cases it may be a terminal degree.

#### **ADMISSIONS PROCEDURES**

A personal interview is not required for candidates applying to this program. Admissions requirements include the University of Pittsburgh's on-line application (there is a \$50.00 application fee assessed), a statement of purpose, 2 copies of original college transcripts (these are to be sent directly to the Theatre Arts Department in care of the Graduate Secretary), 3 letters of recommendation, GRE examination scores (these must be sent directly to the University) and 2 samples of research writing. This process must be completed by January 15. International students must pass the TOEFL exam in order to be admitted to the program.

#### **CURRICULUM**

##### **Required Course Work:**

- Materials and Methods of Research in Theatre Arts
- One course in technical theatre (can be waived)
- One course in performance (can be waived)
- Six additional courses in dramatic literature, theatre history, criticism, or theory at least 3 of which are graduate seminars in the Department.

At least 3 of the required 6 additional courses in dramatic literature, theatre history, criticism, or theory will be graduate seminars in the Department. The others may be undergraduate (1000 series) or graduate (2000 series) courses in the Department; with approval of the student's advisor no more than two of these may be taken in other departments in the University. Courses labeled "research," "directed study," or "independent study" cannot be used to fulfill this requirement, except by the approval of the Graduate Faculty. No lower-level undergraduate courses numbered 0001-0999 may be applied toward a graduate degree. The student's advisor will regularly monitor selection of courses and approve the overall sequence chosen.

#### **EVALUATION PROCEDURES**

The evaluation of student performance is based on the following criteria:

1. **Course grades:** Graduate students must maintain average grades of B or better in their courses (3.0 QPA). Students who have completed at least 9 quality point credits and whose GPA falls below 3.00 will be placed on academic probation by the dean of Graduate Studies of the School of Arts and Sciences. Academic probation subjects a student to academic suspension and restriction from registering for classes. Students on probation are not eligible to take the PhD preliminary exam or the MA comprehensive examination, or to be graduated.



2. **Year-end Evaluation by Graduate Faculty:** This meeting with the Graduate Faculty appraises the student of strengths and weaknesses, records whether the student is making adequate progress toward a degree, advises the direction in which a student's studies should go, and considers the advisability of continuing in the program.

## **REQUIREMENTS FOR COMPLETION OF THE DEGREE**

### **Residency**

A minimum of one-and-a-half years or three semesters of residency is required.

### **Courses**

33 hours of courses, made up of those stipulated in the curriculum and electives (including independent study, supervised study, and/or in-training programs), are required.

### **Minimum Grade Requirement**

The MA degree is conferred only on those students who have completed all courses required for the degree with an average grade of "B" (i.e., a 3.00 QPA).

### **Comprehensive Examination**

The Master of Arts Comprehensive Exam is centered on theatre history and dramatic literature. For this purpose the periods of theatre are divided into two groups:

#### **GROUP A**

Greek and Roman  
Medieval European  
Continental Renaissance  
English Renaissance (1558-1642)  
Seventeenth Century European  
Specified non-Western areas\* (to 1700)

#### **GROUP B**

Eighteenth Century European  
Nineteenth Century European  
Modern (1880-1939) European  
Contemporary (1960) European & American  
American (to 1914)  
Specified non-Western areas\* (after 1700)

\*Non-text Driven Western Performance (African, Japanese, Chinese, Indian, etc.)

Students must choose two periods from one group (either A or B) and three from the other

## **MA Comprehensive Examination Procedure**

1. Any student who wishes to take the MA Comprehensive Exam must fill out a "Request for Scheduling Form" no later than the first week of the semester. If the student wishes to take the Exam in the first month of the semester he / she must file the form during the previous semester.
2. The student must choose five of the designated examination study areas at least one month prior to the anticipated date of the MA Comprehensive Examination. (See the MA section of the *Graduate Handbook* for more details.)
3. In consultation with the area advisor, the student prepares and submits the following:
  - A list of twenty (20) key terms, names, or concepts (referred to as "identifications") that correspond to the study area and are in addition to a list of thirty (30) other identifications provided by the study area advisor. The student will then be responsible for preparing all fifty (50) identifications.
  - A list of plays (usually about 20)
  - Five essay questions for each of the five selected study areas. The questions are based on the student's list of plays.
4. Each study area advisor must approve the identifications, the plays, and the essay questions before the student sets an examination date. This examination is ten hours long and is normally taken over the course of two or three days. Students are strongly encouraged to schedule their examination dates during or near the start or finish of the fall or spring semesters. Examinations scheduled over the summer months require the special approval of the graduate faculty.\*
5. The student prepares the identifications and essay questions for each of the five study areas.
6. Just prior to the time of the examination each area advisor will choose fifteen (15) identifications and three questions for each area from among those submitted by the student. On the examination day the student chooses ten of the identifications and two of the essay questions to answer for each of the five study areas. The allotted total writing time for each study area is two hours. (The student will devote a maximum of ten hours writing time to complete the entire examination.)
7. The graduate committee (made up of the study area advisors) will grade the examination. In order to pass the MA Comprehensive exam students must successfully complete all five essay papers. If a student fails in more than two of the areas the student must take the entire exam again. If the student fails in two or less areas, he/she may retake the exam in those areas only.

**\*Please note that full-time faculty members are normally not available to compose and correct exams between May 15 and August 15. Students wishing to take exams during that period must receive special permission from the Graduate Faculty.**

The MA degree is conferred only upon those students who show they have mastered the general field of their graduate study by successfully completing the comprehensive examination. Students on inactive, special, or provisional status or on probation are not eligible to take a comprehensive examination. These examinations must be taken at least one month prior to the last day of the term in which the degree is to be granted.

## **Statute of Limitations**

MA candidates must complete all requirements for the degree within four years of their first enrollment as graduate students. Extensions may be granted by the Graduate Dean only in exceptional cases.

**Please see the Graduate and Professional Bulletin for more information.**

## **Master of Fine Arts in PERFORMANCE – PEDAGOGY**

The MFA Degree in Performance Pedagogy was created to provide the opportunity for working professionals in the theater to learn to teach acting and related performance subjects at the university level. It is based on the premise that a professional artist already has a level of craft that can be drawn upon to create a highly skilled teacher. Therefore, emphasis in course work is placed on the techniques of teaching acting, movement, or voice with additional course work designed to enhance the student's background in theater history, literature, and criticism. Optional courses for continued professional development are available as well. Independent and directed study also form a significant part of the curriculum.

**This program accepts applications every two years, with the next admission cycle scheduled for fall 2011 with a fall 2012 start date.** The degree is designed to be completed in two years and includes practical and supervised teaching experience throughout the period of study, as well as the opportunity to perform, direct or design with Pitt's academic theater. Successful applicants will be experienced artists willing to make a full commitment of time and energy to the program. Although it is possible – and encouraged – for the student to continue to work in Pittsburgh on a part-time and project basis, longer term professional engagements cannot be accommodated within the structure of the program. Opportunities to perform with the Pittsburgh Irish and Classical Theatre, in residence at the University, are available but not guaranteed.

Graduates of the program will be particularly well qualified to teach at the university level as the result of the combination of previous professional experience and tangible and effective classroom training.

### **Entrance Qualifications**

The MFA in Performance Pedagogy is open to all qualified applicants who have completed an undergraduate degree (or who will complete one prior to registration), along with an expectation of eight or more years of professional theater experience. An undergraduate major in theatre arts is normally a prerequisite for admission to the program, though exceptions can be made if circumstances warrant. Because candidates will be teaching extensively during their residency, some teaching experience is preferred. Applicants are not required to take the GRE but it is strongly recommended. International students must pass the TOEFL exam in order to be admitted to the program.

### **Admissions Procedures**

An interview and audition is required for candidates applying to this program. Admissions requirements include the University of Pittsburgh's on-line application (there is a \$50.00 application fee assessed), a statement of purpose, 2 copies of original college transcripts (these are to be sent directly to the Theatre Arts Department in care of the Graduate Secretary), 3 letters of recommendation, a headshot and resume. MFA candidates are not required to submit GRE examination scores or writing samples, but it is strongly recommended. GRE scores must be sent directly to the University of Pittsburgh. This process must be completed by December 15. International students must pass the TOEFL exam in order to be admitted to the program.

All applicants must interview and audition for admission consideration. After submitting all of the required application materials, **the department will contact candidates to set up a time for an interview and audition.** The entire application process will be completed by January 15, 2012. Auditions will be held in Pittsburgh and New York City during the months of December (2011) and January (2012). You should prepare two contrasting monologues (one contemporary, one classical) and be prepared to teach a short exercise or game if called back. Those unable to make the auditions will need to make alternative arrangements with the Director of the MFA Program. This may include submitting a tape or DVD along with the two monologues and any samples of teaching.

## **Curriculum**

The curriculum for the MFA degree in Performance Pedagogy centers around three focus areas: 1. Pedagogical Study, 2. History/Literature/Criticism, and 3. Other Electives. Each semester students are expected to carry a 15 credit load in addition to teaching two performance classes. Classroom teaching serves as fulfillment of the student's work obligation to the university in addition to providing a laboratory for applying the pedagogical ideas under study. No lower-level undergraduate courses numbered 0001–0999 may be applied toward a graduate degree.

## **Requirements for Completion of the Degree**

### **Performance Pedagogy**

The bulk of a student's course of study centers on learning to teach. This work is carefully sequenced and culminates in the creation of a course of the student's choosing.

Directed Study Pedagogy 3 credits

Student serves as assistant to a faculty member for a performance class. This class occurs the first semester of the program.

Assisting a Master Teacher 3 credits

Student serves as assistant to a faculty member for a performance class. The course is selected in consultation with the student, is based upon a combination of previous experience and personal goals, and is designed to allow the student to begin to analyze the teaching process. This class occurs the first semester of the program.

Techniques in Performance Pedagogy 3 credits

A graduate level investigation of teaching methods and common practices currently used in undergraduate performance classes. This class occurs second semester of the program.

Production Mentorship 6 credits

Student serves as actor, director or coach in two productions in the Pitt Repertory season. Emphasis is placed on using the academic production as a teaching environment. The class can occur during any semester in the program. Rehearsal time functions as class time and credits may be adjusted for specific production requirements.

Creating a Course 3 credits

Student researches and designs a course which is then used as the classroom laboratory for the written thesis. This class occurs in the second year of the program.

Thesis Preparation 6 credits

Student synthesizes classroom experience into a written document. This document is directly connected to the created course. This class occurs during either semester in the second year of the program and requires no classroom time.

Secondary Emphasis 6 credits

These classes provide the opportunity for the student to develop a secondary area of specialization. Most commonly classes in the secondary emphasis are resourced outside of the department. Students are encouraged to use the summer break to fulfill all or part of this requirement.

Professional Experience	3-6 credits
Students are given credit for previous professional experience when appropriate. No classroom time is required. These credits may be granted in any semester.	
Pedagogy Electives	6 credits
Students may select the course of their choice (with approval). These electives are designed to supplement the development of the secondary emphasis or area of specialization but may be used for other pedagogical pursuits.	
<b>TOTAL PEDAGOGY</b>	<b>36-39 credits</b>
<b>History/Literature/Criticism</b>	
Students are required to take three classes in theatre history and at least two literature/criticism seminars of their choice. These seminars must be at the graduate level (2000 or higher) within or outside of the department. No lower-level undergraduate courses numbered 0001–0999 may be applied toward a graduate degree.	
World Theatre 1341, 1342, 1343	9 credits
Seminars	6 credits
<b>TOTAL HIST/LIT/CRIT</b>	<b>15 credits</b>
<b>Other Electives</b>	3-6 credits
<b>TOTAL OTHER</b>	<b>3-6 credits</b>
<b>TOTAL FOR DEGREE</b>	<b>60 CREDITS</b>

### **Thesis Project**

The thesis project is the final requirement for the Performance Pedagogy degree. It is comprised of an original, created course plus a substantial written document that serves as a teaching guidebook for other instructors interested in using the thesis topic in the classroom. The thesis document identifies a pedagogical question, investigates that question through research or classroom work, and then identifies conclusions reached. Thesis documents should be written in such a way that a performance teacher could use the document as a study guide on the topic in question. Thesis documents typically range from 40-80 pages in length and are directly connected to the created course devised by the student.

Thesis planning occurs fall semester of the second year. The thesis document must be completed and approved by a two or three person committee selected by the student. An outline of the thesis proposal and the names of the thesis committee are due at the beginning of the final semester. At least one committee member must be from the performance faculty. All thesis documents require a committee signature page. The student must submit the final document (after committee approval) by the end of April of the graduating year.

Common formats for thesis documents include: an introduction that identifies the pedagogical question under study, an overview of supporting research usually gathered during the created course research, course materials from the created course (course description, syllabus, exercises with detailed goals and instructions), an analysis of discoveries while teaching the course, and a conclusion that includes next steps. Copies of thesis documents from previous students are available for review.

## **Evaluation Procedures**

MFA students are given an advisor from the performance faculty during the first week of their first semester. They will meet regularly (usually weekly) with this mentor to discuss progress in the program. The department creates a file for every graduate student. This file contains copies of documents that identify work accomplished during the course of study.

MFA students' teaching is evaluated several times during the course of the semester. The student's advisor will visit the class at least twice and another member of the performance faculty will observe the class near the end of the term. Each of these visits results in a written report which will be reviewed by the student and his or her advisor, and become a part of the student's file. In addition, the University conducts in-class evaluations of everyone teaching a course. These scores become a part of the student's file as well.

At the end of each semester, MFA candidates meet with the graduate faculty to discuss and evaluate progress in the program. The advisor provides the student with a written report of his or her progress to date, which becomes a part of his or her departmental file. A student who does not meet departmental expectations in any area will be put on probation and/or may be asked to leave without notice.

## **Service**

Service is a significant portion of a teaching position at a university. For example, students may be asked to serve on a committee, assist a production (as a one-time event, not as a coach), serve as tour guide for a prospective student, or teach an Honors Workshop for Introduction to Performance students, or depending on expertise, coach students for auditions and competitions etc. They do not receive credit for these endeavors. Although they are encouraged to participate when time and experience allow, they may opt out when the work load in a given semester would make such participation a hardship.

## **Statute of Limitations**

MFA candidates must complete all requirements for the degree within four years of enrollment in the program. Extensions may be granted by the Graduate Dean only in exceptional cases.

## **Sample Course of Study**

Although some courses are fixed and immovable in their sequencing, many are not. Students will work closely with the advisor to devise a four semester schedule that best suits their needs while accomplishing the requirements for the department. The following is offered as an example of what to expect but should not serve as the only possible sequencing of course requirements.

**First Year Fall Semester**

Directed Study Pedagogy (Assisting Basic Acting)	3 credits
World Theater (1) (1341, 1342, or 1343)	3 credits
Professional Experience	3 credits
Faculty Development	3 credits
Secondary Emphasis I	3 credits
<b>Total</b>	<b>15 credits</b>
Teaching -Introduction to Performance (2 sections)	6 credits

**First Year Spring Semester**

Techniques in Performance Pedagogy (2147)	3 credits
World Theater (2) (1341, 1342, or 1343)	3 credits
2000 Level Seminar	3 credits
Production Mentorship I	3 credits
Secondary Emphasis II	3 credits
<b>Total</b>	<b>15 credits</b>
Teaching -Introduction to Performance	3 credits
Basic Acting	3 credits

**Second Year Fall Semester**

Creating a Course	3 credits
2000 Level Seminar	3 credits
Production Mentorship II	3 credits
World Theater (3) (1341, 1342, or 1343)	3 credits
Pedagogy Elective	3 credits
<b>Total</b>	<b>15 credits</b>
Teaching -Introduction to Performance	3 credits
Basic Acting	3 credits

**Second Year Spring Semester**

Thesis Preparation (2000)	6 credits
Professional Experience	3 credits
Pedagogy Elective	3 credits
Other Elective	3 credits
<b>Total</b>	<b>15 credits</b>
Teaching -Basic Acting	3 credits
Thesis Course	3 credits

No lower-level undergraduate courses numbered 0001–0999 may be applied toward a graduate degree.

## **Doctor of Philosophy in THEATRE AND PERFORMANCE STUDIES**

The doctoral program at the University of Pittsburgh seeks to develop philosophers of theatre. It is distinguished by an integration of theory with practice and by attention to theatre as social interaction and historical event. A philosopher of theatre -- someone who thinks about theatre as a cultural process distinct from literature or other forms of communication -- cannot, we believe, perform that thinking isolated from the ways that theatre actually affects audiences.

The program, while manifestly academic in nature, encourages doctoral candidates to combine active theatre work with their intellectual work, often in self-developed projects. Thus, the Department offers a double emphasis: preparation for scholarship, research, and teaching on one hand; and preparation for intensive professional specialization on the other.

For the second specialization, candidates choose a Special Option, and in consultation with their advisors, outline a program of study and training to prepare for expertise in a particular theatre-based field. This double objective gives successful PhD candidates a competitive advantage in attaining a fulfilling position in the profession.

### **ENTRANCE QUALIFICATIONS**

The Doctor of Philosophy program is open to all qualified students who have completed, or will have completed prior to registration, a Master of Arts degree or its equivalent. An MA in Theatre Arts is not a prerequisite for admission to the program, however. The Department admits some highly qualified students with BAs directly into the PhD program. These students proceed to the higher degree more efficiently, receiving an MA en route. (See the separate section on the Combined MA/PhD program of study, following the PhD program description.)

### **ADMISSIONS PROCEDURES**

Students applying for the PhD program are expected to demonstrate superior writing and research abilities and to have substantial background in dramatic literature, theatre history, and criticism. They must also have a demonstrable interest in and disposition for the Special Option, with a view toward developing a specialized professional skill.

A personal interview is not required for candidates applying to this program. (Candidates who wish to visit the campus and would like to arrange a meeting with available graduate faculty are advised to contact the Graduate Secretary prior to their visit. ) Admissions documents must include the University of Pittsburgh's on-line application (there is a \$50.00 application fee assessed), a statement of purpose (addressing qualifications and interests in theatre and drama studies, experience applicable to the choice of a Special Option, and career objectives), 2 copies of original college transcripts (these are to be sent directly to the Theatre Arts Department in care of the Graduate Secretary), 3 letters of recommendation, GRE or MAT examination scores (these must be sent directly to the University) and 3 samples of research writing. The completed application must be received by January 15. International students must attain sufficient scores on the TOEFL exam in order to be admitted to the program.



## **REQUIREMENTS FOR COMPLETION OF THE DEGREE**

### **CHECK LIST**

#### **Residency**

A minimum of three years or six terms of full-time residency is required. It is not possible to complete the degree on a part-time basis.

#### **Courses**

72 credit hours are required past the BA, made up of courses stipulated in the curriculum and electives (including independent study, directed study, in-training programs, and dissertation credits).

#### **Transfer of Credits**

Students may transfer credits earned at another accredited institution in an approved degree-granting graduate program toward the requirements for an advanced degree at the University of Pittsburgh. Students requesting advanced-standing credits by transfer should indicate this within the first year of graduate study and provide official transcripts. The department evaluates each applicant's credentials and indicates to the student at the time of admission its recommendation to the assistant dean of graduate studies concerning advanced-standing credit. Students requesting transfer credits from international graduate programs must submit their request to the Office of International Services (708 WPU) before their department can evaluate the credits for transfer. Credits for course work taken 10 or more years prior to admission for graduate study at the University of Pittsburgh are not automatically transferred. Departments must evaluate such coursework in terms of its currency of knowledge in the field when submitting transfer credit requests for approval by A&S. Students admitted with special or provisional status cannot transfer credits until full status has been granted. Graduate students already enrolled, when approved in advance by their department and the assistant dean of graduate studies may spend a term or more at another graduate institution to obtain training or experience not available at the University of Pittsburgh and may transfer those credits toward the requirements for an advanced degree at the University of Pittsburgh.

A maximum of 6 credits may be accepted by transfer toward the requirements for the master's degree. A maximum of 24 credits may be transferred toward the requirements for the PhD degree for course work at the master's level earned in another approved graduate school. A student who transfers 24 credits due to completion of a master's degree at another institution is not eligible to earn a master's degree in that discipline at the University of Pittsburgh. If a student has completed relevant graduate work beyond the master's level at another institution, up to 12 additional credits may be accepted for transfer. (No more than 36 credits can be accepted for transfer from all other graduate institutions.) Acceptance of credits by transfer from other graduate schools does not relieve the student from the requirement to register at the University of Pittsburgh and satisfactorily complete a minimum of 18 credits for a master's degree and a minimum of 36 credits for a PhD degree.

*For further detail on University requirements on transfer credits, see Acceptance of Transfer Credits under the allowable credits section of the Graduate and Professional Bulletin.*

#### **Exemptions**

Exemption from Materials and Methods of Research, without transfer of credit, may be granted on request to students who took similar courses in an MA program in theatre arts at another institution.

## **Minimum Grade Requirement**

Students in the PhD program must maintain a 3.0 QPA in courses after completion of the MA. Students who have completed at least 9 quality point credits and whose GPA falls below 3.00 will be placed on academic probation by the dean of the School of Arts and Science Graduate Studies. Academic probation subjects a student to academic suspension and restriction from registering for classes. Students on probation are not eligible to take the PhD preliminary evaluation or the MA or PhD comprehensive examination, or to be graduated.

## **Language Requirement**

Students are required to demonstrate advanced knowledge in one foreign language sufficient to read criticism and drama in the language and sufficient to allow them to attend a play in the language and understand it reasonably well. The language requirement may be fulfilled in four ways:

1. Pass a test administered by the identified language department. Testing procedures, which are worked out on an individual basis with the foreign language departments at the University, require students to translate portions of critical studies and plays. An auditory component is also required.
2. Pass the fourth semester of a language class with a grade of "B" or better.
3. Pass with a grade of "B" or better in an upper division course (1000 series or above) with a significant segment on dramatic literature.

Qualify out of the language requirement by requesting acceptance of a similar course taken no more than three years prior to the term in which the PhD Comprehensive exam is taken.

## **Comprehensive Examination**

The comprehensive examination is given in two parts – a written examination and an oral examination. The written portion is a three-day examination in dramatic literature, theatre history, and criticism, theory, and performance studies. The areas to be covered in this examination are determined in consultation with the candidate's advisor soon after the candidate passes the qualifying exam. The oral examination is scheduled for a later date, after the graduate committee has read the written exam. Students who entered the program with an MA normally take the exam by the end of their third year of residence; those who entered without an MA normally take it by the end of their fourth year. (See below for complete details.)

## **CURRICULUM** (Beyond the Master's degree)

### **Required Course Program**

- Materials and Methods of Research in Theatre Arts (can be waived)
- Eight additional seminar-level courses in dramatic literature, theatre history, criticism, performance studies, or in a related field
- At least one course in theory (See below)
- At least six of the eight required courses will be advanced graduate seminars in the Department of Theatre Arts (2000 series). The others may be graduate (2000 series) courses listed in any appropriate University department. Courses labeled "research," "directed study," or "independent study" cannot be used to fulfill this requirement except by approval of the Graduate Faculty. The student's advisor will regularly monitor selection of courses and approve the overall sequence chosen. **No lower-level undergraduate courses numbered 0001–0999 may be applied toward a graduate degree.**

## THEORY REQUIREMENT

During the time of their residence, PhD students are expected to become familiar with some of the major contemporary theories of or approaches to theatre, drama, literature, or art.

Students must complete at least one appropriate advanced course (1000 series or above) in aesthetic theory, either in this Department or in a relevant department such as English, Fine Arts, or Philosophy. The course can be either a general treatment or survey of theory (such as "Theories of Theatre," "Contemporary Literary Theories," "Film Theory," or "Aesthetics") or a specifically oriented approach (such as "Semiotics in Drama," "Marxist Criticism," or "Feminist Approaches to Shakespeare"). This course is *in addition to the required eight for PhD students unless it is directly connected with theatre or drama.*

## Special Option Program

Concurrent with preparation for scholarship and research in the field, the candidate prepares an additional specialization. Acting, directing, design, playwriting, dramaturgy, or community performance would qualify as special options, but other fields may also be acceptable. The key to the Special Option is its practicality and relevance to the candidate's professional career goals.

The resources to be used by the candidate in pursuing the Special Option need not be confined to coursework within the Department. They embrace in principle a variety of means of study and training in the forms of independent and supervised study, coursework outside the Department, and in-training programs that make use of theatrical and institutional resources both in and out of the University. An essential feature of the program is its flexibility, intending to be responsive to the training objective of the individual candidate.

The special option program is meant to train graduate students in practical, hands-on abilities desirable in teachers of theatre--i.e. it is intended to make University of Pittsburgh students who complete the doctoral degree more marketable. **For a complete and detailed description of individual special options (including the required course work) please see Appendix B of this handbook.**

The appropriateness of the chosen option in each case must be agreed upon by the faculty from evidence of past experience or classes taken at Pitt. There is always the chance that someone will have an idea for a special option that is out of the ordinary (e.g., Children's Theatre). If the faculty agrees to it, the guidelines will be drawn up to match those in the established programs.

The student will take between 12 and 15 credits in the special option area. Some of these credits should be in course work and some in production. At times, teaching an undergraduate class might be an appropriate assignment; more often assisting a faculty member in a class (for credit) could be part of the option.

The student should propose an option by the end of the first term of residence. The faculty should approve the option by the end of the second term. At the latest, in special cases, approval may be delayed until the end of the third term. Evaluation and approval of the student's candidacy for a particular option will be part of the formal evaluations at the end of the first year.

While it is valuable to work in more than one area of theatre, it is not permissible to declare more than one option. If there is significant expertise in more than one area, faculty will address this in letters of recommendation. It is understood that some students come into the program with a history of practical work in the theatre, in some cases with completed MFA degrees. Such students should normally choose a second area of interest for their Special Option.

In extreme cases the Graduate Faculty may recommend that a student be exempted from the Special Option Requirement, usually in response to exceptional practical experience in the field.

## **Preliminary Evaluation Examination (formerly called the Qualifying Exam)**

Students who enter the PhD program with an MA degree from another institution are required to take an evaluation exam (qualifying exam) in dramatic literature and theatre history by the end of their first full year of residence.

Students admitted to the Combined MA/PhD program should refer to the Combined MA/PhD program description on pages 32-33.

## **Description of PhD Preliminary Evaluation Examination**

Students who enter the PhD program with an MA from another institution must take a written preliminary evaluation exam in theatre history and dramatic literature by the end of their first full year of residence. This exam is six hours long, normally taken in a single day, and requires students to demonstrate their competence in four of the major periods as identified here. Students must choose two periods from each group.

### **GROUP A**

Greek and Roman  
Medieval European  
Continental Renaissance  
English Renaissance (1558-1642)  
Seventeenth Century European  
Specified non-Western areas\* (to 1700)

### **GROUP B**

Eighteenth Century European  
Nineteenth Century European  
Modern (1880-1939) European  
Contemporary (1940- )  
European & American  
American (to 1914)  
Specified non-Western areas\* (after 1700)  
\*(African, Japanese, Chinese, Indian, etc.)

The exam consists of a 1 and 1/2 hour essay paper on each of the four chosen areas in addition to a list of terms to be identified in a brief paragraph. Essays should be focused on important issues in their respective fields, should marshal data in support of an argument, and should be relatively narrow in scope, rather than comprehensive or intensely theoretical. Identifications should be no more than 100 words, but should give detailed information and should indicate the significance of the identified term to the field.

The examining committee is composed of at least 2 members of the faculty.

## **PhD Preliminary Examination Procedure**

1. Any student who wishes to take the Preliminary Exam must fill out a "Request for Scheduling Form" no later than the first week of the semester. If the student wishes to take the Exam in the first month of the semester he / she must file the form during the previous semester.
2. At least one month prior to the anticipated date of the Preliminary Examination (formerly called the Qualifying Exam), the student chooses four of the designated examination study areas.
3. In consultation with the area advisor, the student prepares and submits the following:
  - A list of twenty key terms, names, or concepts (referred to as "identifications") that correspond to the study area and are in addition to a list of thirty other identifications provided by the study area advisor. The student will then be responsible for preparing all fifty identifications.
  - A list of plays (usually about twenty)
  - Five essay questions for each of the four selected study areas. The questions are based on the student's list of plays.

4. Each study area advisor must approve the identifications, the plays, and the essay questions before the student sets an examination date. This examination is six hours long and is normally taken in a single day. Students are strongly encouraged to schedule their examination dates during or near the start or finish of the fall or spring semesters. Examinations scheduled over the summer months require the special approval of the graduate faculty.\*
5. The student prepares the identifications and essay questions for each of the four study areas.
6. Just prior to the time of the examination each area advisor will choose fifteen identifications and three questions for each area from among those submitted by the student. On the examination day the student chooses ten of the identifications and one of the essay questions to answer for each of the four study areas. Each identifications/essay will be written in no more than one and one half hours. (The student will devote a maximum of six hours writing time to complete the entire examination.)
7. The graduate committee (made up of the study area advisors) will grade the examination.

**\*Please note that full-time faculty members are normally not available to compose and correct exams between May 15 and August 15. Students wishing to take exams during that period must receive special permission from the Graduate Faculty.**

## **EVALUATION PROCEDURES**

Students are evaluated on a continuing basis by their advisors. Graduate students must maintain a B average (3.0) or better in all their courses, as well as a 3.0 average in their graduate courses. An annual evaluation of each student is conducted by the graduate faculty who discuss the student's progress and plans. These meetings allow faculty and students to look at the general academic situation and are required of all active status graduate students in the department.

### **Dissertation**

The final stage of the PhD program is the composition and defense of a dissertation, which must be an extended original investigation of a problem of significance in the field. (See below for complete details.)

## **TEACHING REQUIREMENT**

Since students who receive the PhD normally anticipate a career in teaching as well as research, all doctoral candidates will receive training as teachers of theatre and performance subjects. Usually this will be accomplished as part of the student's assistantship and will include supervised teaching experience, seminars on method, and other practical advice. For complete information on teaching assistantships and fellowships see Appendix A.

## **THE PhD COMPREHENSIVE EXAMINATION**

After passing the Preliminary Exam, the candidate should submit for approval a choice of three areas of study from the categories listed below. The areas are designed to ensure the student's wide understanding of the theatre process and of intellectual approaches to it.

### **PhD Comprehensive Examination Procedure**

1. At least eight months prior to the anticipated date of the Comprehensive Examination, the student chooses a specific topic within each of three examination areas—Theoretical Discourses; Historical Discourses; Textual Discourses.

2. In consultation with the area advisor, the student prepares and submits five questions in each area. Each area advisor must approve the questions before the student sets an examination date.\* Each discourse area requires approximately 7 hours of writing. Students may write their exam on each discourse area at home, over a two-day period in which they set aside seven hours for this purpose. The entire exam on the three discourse areas should be scheduled within a ten-day period. Students are strongly encouraged to schedule their examination dates near the start or finish of the fall or spring semesters. Examinations scheduled over the summer months require the special approval of the graduate faculty.
3. The student prepares each of the five questions in each of the three areas.
4. Just prior to the time of the examination each area advisor will choose three questions from among the five submitted by the student. For each of the three discourse areas, students will receive the 3 questions from the graduate secretary. The student should find a quiet place to write, choose two of the three questions to answer, and then return her/his answers to the grad secretary within 48 hours. While writing, students may consult whatever sources they wish. Students may cite specific references (and note the source parenthetically), but should avoid long quotations. The answers will take the form of a paper, which will be judged as a piece of writing as well as for the cogency and scope of the response. Papers are to be composed on a computer.
5. After the graduate committee (made up of the area advisors) has read the papers, an oral exam is scheduled. It usually begins with a review of the candidate's written answers, but will likely move to other questions that might have been chosen, or to any questions relevant to the candidate's areas. The oral examination lasts about one and one half hours. Following the oral examination the candidate withdraws and waits for the examiners to come to a decision. There is no fixed or quantitative relationship between the written and oral portions of the comprehensives. A mediocre written examination might be redeemed by a good oral. Following the oral examination the candidate withdraws and waits for the examiners to come to a decision. If the candidate fails, the major advisor will talk with the candidate about the reasons for failure. Usually each examiner speaks individually to the candidate, as well. A course of study for the future is then established. Occasionally a candidate may be passed in all but one area, in which case the examiners will arrange for a re-examination in that area. If a student fails the entire exam or an individual area of it a second time, the exam may be retaken only with the approval of the Graduate Faculty.

*\*Please note that full-time faculty members are not normally available for composition and correction of the exams between May 15 and August 15. Students wishing to take exams during that period must receive special permission from the Graduate Faculty.*

## **AREA ONE: THEORETICAL DISCOURSES**

This area of study involves Structures, Approaches, and Genres. It is designed to cover the theoretical bases of theatre and performance study. Students choose a single conceptual construction and prepare it in detail. Theoretical discourses include: rhetoric, theatre semiotics, Marxist theory, feminism and theatre and drama, cultural studies and performance, ritual and performance, structuralist and poststructuralist methods, cognitive and/or memory studies, genre theory and neo-Aristotelianisms, psychological, phenomenological, and response theories, theories of spatiality, and so on. Students may prepare a combination of two structures or approaches (e.g., cultural semiotics or Marxist historiography) or may propose alternatives to the above list. As part of this area, students must also propose a restricted body of material that will form the examples for the theoretical investigation. The material of study may come from written drama, from performance history, from popular culture, or from other relevant categories. It may not, however, overlap in any substantial way the material proposed for Areas Two and Three.

## **AREA TWO: HISTORICAL DISCOURSES**

A major period of theatre history is selected for in-depth investigation. Relevant topics include playhouses, audiences, performance strategies and styles (acting, directing, etc.), scenography, "movements" in playwriting, dramaturgy, cultural attitudes to theatre and performance, institutions, and systems of finance. The theoretical and critical conclusions reached by major theatre scholars on these topics within the chosen period will substantially shape the student's investigation. Students choose one major period from the list below and propose the chief ways they wish to approach the material.

### **Major Periods of Theatre History**

- Greek and Roman
- Medieval Europe
- Renaissance Europe
- Seventeenth Century Europe
- Eighteenth Century Europe
- Nineteenth Century Europe
- Twentieth Century (the "modern" period): 1880-1945 (Europe & North America)
- Twentieth Century (the "contemporary" period): 1945-present (Europe & North America)
- North American Theatre (from the beginnings to World War I)
- Japanese Theatre (period to be specified)
- Chinese Theatre (period to be specified)
- Indian Theatre (tradition to be specified)-
- African Theatre (tradition and period to be specified)
- Latin American Theatre (national traditions to be specified)
- Interculturalism (cultures/period to be specified)

## **AREA THREE: TEXTUAL DISCOURSES**

The work of one major dramatist or of two related dramatists is investigated in detail. Three "texts" are relevant:

- the written drama
- the history and tradition of its theatrical production (including its contemporary performance)
- the history and tradition of its reception

Because of the orientation of the program and the research interests of the graduate faculty, the major dramatists listed are from the Western tradition. These include Aeschylus, Sophocles, Euripides, Lope de Vega, Calderon, Ben Jonson, Aphra Behn, Molière, Racine, Corneille, Goethe, Schiller, Henrik Ibsen, George Bernard Shaw, Anton Chekhov, Eugene O'Neill, Susan Glaspell, Harold Pinter, Bertolt Brecht, Samuel Beckett, Arthur Miller, Tennessee Williams, Sam Shepard, Caryl Churchill, Irene Fornes, Paula Vogel and Shakespeare (in this case, familiarity with all the plays is expected, but detailed knowledge of the criticism of only ten plays is required).

Another strategy would be to combine two related playwrights. If the candidate is interested in creating a combination he/she will need to seek the approval of the Director of Graduate Studies.

**NOTE:** Areas Two and Three should be substantially separated in historical period. If a student chooses the Greek and Roman period from Area Two, for example, then post- Renaissance dramatists should normally be chosen from Area Three.

## **ADMISSION TO CANDIDACY FOR THE DOCTOR OF PHILOSOPHY DEGREE**

Admission to candidacy for the Doctor of Philosophy degree constitutes a promotion of the student to the most advanced stage of graduate study and provides formal approval to devote essentially exclusive attention to the research and the writing of the dissertation. To qualify for admission to candidacy, students must fulfill the following requirements:

- Be in full graduate status
- Have satisfied the requirement of the preliminary evaluation
- Have completed formal course work with a minimum quality point average of 3.00
- Have passed the comprehensive examination
- Have received approval of the proposed subject and plan of the dissertation from the doctoral committee following an overview or prospectus meeting of the committee

General Policies for the School of Arts and Sciences Graduate Studies Office:

- Normal expectation, following University of Pittsburgh policy, is that all members of a committee must be physically present at both the overview and the defense.
- The Admission to Candidacy form requires the signatures of all committee members.
- Students must be admitted to candidacy at least eight months prior to the date of defense. Furthermore, the date of admission to candidacy is the date on the letter sent by the School of Arts and Sciences Graduate Studies Office and signed by the Dean.
- The Department Chair must sign all Admission to Candidacy forms and Change of Committee requests.

## **THE PhD DISSERTATION**

The University of Pittsburgh's *Graduate and Professional Bulletin* outlines the requirements for the final stage of the degree, which is the preparation and defense of a dissertation. This written work, which must embody an extended original investigation of a problem of significance to theatre arts or performance studies, is the capstone to the research program of a student's training. More information is available at <http://www.bulletins.pitt.edu/graduate/index.html>.

### **Composition of a PhD Committee**

Each PhD committee must contain three members from inside the student's department, all of whom must have graduate faculty status. Adjunct members or members with a secondary appointment in the home department may also serve as inside members so long as the member has graduate faculty status and the adjunct or joint appointment is current.

Each PhD committee must also have one member from outside the student's department. This outside member may be from:

- A different department in the School of Arts and Sciences, and must have graduate faculty status.
- A different school in the University of Pittsburgh, Pittsburgh campus, and must have graduate faculty status.
- Another university or, in some circumstances, industrial or professional research institution. Should the outside member be in these categories, the Dean needs to determine whether, if this person were at University of Pittsburgh, he/she would have graduate faculty status. In order to do this, the Dean requires a current detailed CV. A complete CV details past and present positions held, lists



publications, and demonstrates graduate student mentoring and advising. Graduate student mentoring and advising may be demonstrated by listing courses taught at the graduate level and service on graduate student committees or roughly equivalent oversight of, for example, post-graduate fellows. In cases when the CV might not provide sufficient information, a memo written by the DGS, Department Chair, or proposed committee chair must be submitted. This letter should address the rationale for inclusion of the outside member and assure that the outside member will be present at both the overview and defense. Exceptions will be approved only on a case by case basis (see below).

A PhD committee may be comprised of more than four members, but all members are treated equally and must be physically present at both the overview and the defense. For all outside committee members, a CV and a memo must be submitted, even if the member is in addition to the four required, in case there are future changes to the committee.

It is official University of Pittsburgh policy that all members of the doctoral committee need to be physically present for both the overview and the defense. Only in extenuating circumstance is the Dean willing to permit a committee member not to be physically present at either the overview or the defense. In no case will a committee member be excused from both the overview and the defense. If a proposed member is unable to attend in person, he/she should not be placed on the committee; rather, the student may acknowledge his/her contribution within the acknowledgements page of the dissertation.

## **COMBINED MA/PhD DEGREE Program**

Students with BAs who are admitted directly to the PhD program may proceed more efficiently, gaining an MA en route. Their basic requirements combine the major attributes of the MA in Theatre and Performance Studies with those of the PhD program. The chief modifications involve the number of required seminars, the relationship between the MA and the PhD Comprehensive Examinations, and the total number of credits and years of residence required.

### **REQUIREMENTS FOR COMPLETION OF COMBINED MA/PhD DEGREE**

#### **Residency**

A minimum of three years or six terms of residency is required.

#### **Courses**

A total of 72 credit hours are required past the B.A. No lower-level undergraduate courses numbered 0001–0999 may be applied toward a graduate degree.

#### **Minimum Grade Requirement**

Same as for the MA and the PhD programs -- students must maintain a B average (3.0 QPA). Students who have completed at least 9 quality point credits and whose GPA falls below 3.00 will be placed on academic probation by the dean of the School of Arts and Science Graduate Studies. Academic probation subjects a student to academic suspension and restriction from registering for classes. Students on probation are not eligible to take the PhD preliminary evaluation or the MA or PhD comprehensive examination, or to be graduated.

#### **Language Requirement**

Same as PhD. See above "Language Requirement."

#### **Preliminary Examination (formerly called the Qualifying Examination)**

Instead of the MA Comprehensive Exam, the Preliminary Examination for the PhD is required. Normally it will be taken in the second year of a student's residence.

#### **Comprehensive Examination**

Same as for the PhD program (see relevant section in the PhD program description). Normally it will be taken in the fourth year of a student's residence.

#### **Dissertation**

Same as for the PhD program (see relevant section in the PhD program description).

## **CURRICULUM (Beyond the Master's degree)**

### **Required Course Program**

- Year-long graduate course in the History of Theatre
- Materials and Methods of Research in Theatre Arts
- At least ten additional courses in dramatic literature, theatre history, criticism, performance studies, or in a related field
- At least one course in theory (see relevant section in the PhD program description)
- At least one course in performance or in technical theatre (may be waived)

At least eight of the ten required courses will be advanced graduate seminars in the Department. The others may be undergraduate (1000 series) or graduate (2000 series) courses listed in any appropriate University department. Courses labeled "research," "directed study," or "independent study" cannot be used to fulfill this requirement, except by approval of the Graduate Faculty. The student's advisor will regularly monitor selection of courses, and approve the overall sequence chosen.

### **Special Option Program**

Same as for the PhD program (see relevant section, Item B in the PhD program description).

### **Receiving the MA Degree**

Students who wish to receive the MA as part of their progress towards the PhD may apply any time after they have satisfactorily completed the basic requirements outlined in the Department's program for the MA in Theatre and Performance Studies. Since students in the Combined Program take a Preliminary Examination, which is less rigorous than the regular MA Comprehensive Exam, it is expected that they pass the Qualifying Exam at a high level. If a student's work on the Preliminary Exam is not at a high level, the Graduate Faculty may require the satisfactory completion of the PhD Comprehensive Exam prior to granting the MA degree.

### **Continuation in the Program**

Continuation in the program towards the PhD is dependent on the student's satisfactory progress and demonstrated ability for further study, which are evaluated annually. If satisfactory progress is not maintained, or if the Preliminary Exam is not adequate, the student will not be permitted to advance further towards the PhD. In such cases the MA degree can be awarded, if requirements for that degree have been met.

## APPENDICES

### *Appendix A*

#### **Department Policies for Graduate Student Assistantships (TA/TF/GSA) in the Department of Theatre Arts**

##### **Financial Assistance Policy**

The department guarantees two years of support to many MA students and four or five years, depending on the student applicant, to PhDs. Most first-year students, at both the MA and PhD levels, enter with partial support, normally three-quarters of a TA/TF or a full GSA. Outstanding PhD applicants, however, may be awarded full support. MAs generally stay at the same level of aid for their second and final year. The department tries to increase the financial support of most PhDs for their second and third years. In their final years, the fourth or fifth year of support, the department may decrease their award somewhat. This support will not be dropped below the amount of his or her first year of assistance.

##### **Training, Supervision and Evaluation**

All TA/TFs must take a university or departmental class to learn the rudiments of course planning and pedagogy at the undergraduate level. In addition, students teaching introduction to Performance (THEA 0830) must take a three-day workshop at the beginning of the year taught by a faculty member in the performance wing of the department. As in Intro to Performance classes, a supervisor oversees the teaching of all graduate students and offers specific advice on syllabus planning and teaching strategies. Departmental policy mandates two modes of teaching evaluation for all graduate students: the standard questionnaire administered by the University and an evaluation involving a classroom visit from a full-time faculty member. The faculty person's written evaluation is shared with the graduate student and can be further discussed in a meeting with the student at the student's or evaluator's request. The written evaluation is then placed in the student's file. The Director of Graduate Studies in the Department oversees these training, supervisory, and evaluation practices.

Note: when a graduate student is serving in a supervisory, academic-related function, with authority over undergraduate students, as in the classroom or in a departmental production, all aspects of the University's policies of Harassment and Non-discrimination apply.

##### **GSA, TA and TF Workloads**

All GSA, TA and TFs are required to fill out a weekly work log to be filed with the Director of Graduate Studies.

On the workload policy for TA and TFs, the *FAS Grad Bulletin* states: "The duties of a TA might include teaching recitation sessions, monitoring quizzes, assisting in laboratory instruction, or participating in related activities involving undergraduate programs." The Department of Theatre Arts interprets work hours in support of our production schedule in venues such as the shops and box office to be in the category of "assisting in laboratory instruction." Because of the variety of work that theatre departments must accomplish to flourish, the department typically rotates graduate students among many work assignments during their tenure at Pitt. These include assignments in the box office, the scene and costume shops, office support for departmental outreach programs, and similar tasks, as well as the teaching of classes. Graduate students should both assist and set an example for undergraduates in the fulfillment of these responsibilities. Work assignments range from 4 to 11 hours per week, depending on the task. Most semesters, and whenever possible, TA responsibilities in any given term will include classroom teaching.

For the teaching of courses, the department has tabulated the real amount of time it takes the typical graduate student to prepare for teaching, meet with students, grade papers, etc. For example, we differentiate Intro to Performance (0830) at 8 hours per week from Intro to Dramatic Art (THEA 0810) at 11-12 hours per week because it takes less preparation time to teach a performance-oriented course than a lecture-discussion one. Graduate students are encouraged to request assignments and interests, though it may not always be possible to fulfill such requests. As well, efforts are made by the faculty both to vary and equalize assignments among students. Any perceived inequities should be brought to the attention of the Director of Graduate studies.

**Currently, the department designates these hours per week for teaching the following courses:**

- 5 hours for one Recitation Section/Intro to Theatre Arts (THEA 0800)
- 8 hours for a performance-oriented course (or 7-1/2 per course when teaching 2 performance-oriented courses in a single term)
- 11-12 hours for a lecture-discussion course or a course in stagecraft (including supervisory time in the shop)

**Variety of Teaching Assignments**

In general, departmental policy tries to give PhD students more teaching and a wider variety of teaching assignments as they progress in the program. By the time of graduation, most PhDs will have assisted a faculty member in Introduction to Theatre and will have taught several stand-alone classes, ranging from Intro to Performance, to Intro to Dramatic Art, to Intro to Stagecraft. Some PHD students will also have been able to teach more advanced courses in their area of scholarly specialization or practical expertise.

## ***Appendix B***

### **DESCRIPTIONS OF SAMPLE PHD SPECIAL OPTIONS**

#### **SPECIAL OPTION IN COMMUNITY-BASED PERFORMANCE**

##### **Expected Outcomes**

1. Students may receive professional internship credit for serving as an Assistant Director/Assistant Leader for a community performance or art education project within the Department of Theatre Arts. An external professional internship may also be submitted for accreditation.
2. Depending upon the student's level of experience, a student may take on an independent community performance or art education project either within the department or in the larger community.
3. Students are encouraged to direct the subject of at least two of their theoretically based seminar papers to issues/themes/practices within the contemporary field of community performance.
4. Students must complete 9-12 credits from the following menu.

##### **Possible Courses for Community-Based Performance Option:**

2990	Independent Study--Playwriting
2160	Directed Study--Directing
2170	Directed Study--Design
2220	Playwriting
2993	Professional Internships
2994	Professional Internships
2995	Professional Internships
2996	Professional Internships
2260	Documentary Theatre
2216	Theatre and Memory
2204	Theories of Playwriting, Acting and Directing

#### **SPECIAL OPTION IN DESIGN**

##### **Expected Outcomes:**

1. Students must complete 9-12 credits from the menu below.
2. Demonstrated competence in one area of design. On a practical level students will be expected to serve as Designer or Assistant Designer on at least two Theatre Arts Department productions (workshop or mainstage). An external professional internship or outside design assignment may be substituted.
3. Depending upon the student's level of experience there is the opportunity to teach introductory level design and production classes (Design for Theatrical Production, Stagecraft, Costume Crafts, Stage Makeup) or serve as a Teaching Assistant in a design class.
4. Students should also be given a GSA assignment in one of the shop areas (costume shop, scene shop, props shop or in electrics) for at least one term.
5. Although students may have a primary area of interest, exploring a secondary design area is encouraged.

**Courses, which may serve as a core:**

2170	Directed Study-Set, Costumes, Light (Design or Assistant Design)
2171	Stage Design and/or Design Studio (New Course)
2172	History of Costume and Period Style
2190	Lighting Design

**Additional graduate level courses that may complete the course of study**

2175	Advanced Lighting
2180	Scene Design
2183	Drafting
2185	Scene Painting
2186	Costume Design
2188	Patternmaking
2990	Independent Study
2995	Professional Internship: Design

**SPECIAL OPTION IN DIRECTING**

The Directing Special Option should be thoughtfully coordinated with the main PhD objective of training scholars. Consequently, directors might suggest plays to direct that jibe with their academic interests or otherwise converge with Department activities such as the New Play Festival or the Shakespeare-in-the-Schools program, both of which afford directing opportunities. In no sense should a student suspend or seriously curtail academic coursework in pursuit of the Directing Special Option. Distinguished directors (as judged from directing class and lab production) may be invited to direct at the workshop level or above, but there is no guarantee for such opportunity and it is not to be considered a normal part of the Special Option in Directing sequence.

**Expected Outcomes:**

1. Students must complete 12 credits from the menu below.
2. Demonstrated expertise as a director.
3. Distinguished students may be provided with additional opportunities to direct or to teach directing.
4. Students should seek directing opportunities outside the university or sophisticated directing internship or apprenticeship opportunities with professional companies. Credit can be provided.

**First Year:**

2161	<b>Graduate Directing I: Concept and Craft</b>	3 credits
2993	<b>Professional Internship: Directing</b> (Serve as Assistant Director to a faculty-directed mainstage production or a professional production outside the Department approved by the Faculty.)	
2171	<b>Stage Design</b> <i>AND/OR</i>	3 credits
2170	<b>Directed Study--Set, Costume, Lights</b> <i>AND/OR</i>	1 to 9 credits
2210	<b>Dramatic Structure</b>	

### Second/Third Years:

2160	<b>Directed Study--Directing</b> (lab level) Subject to evaluation by a Faculty Jury; productions deemed unsatisfactory will be awarded an "I" grade and another production assigned for the satisfactory completion of this requirement. If a second production is deemed unsatisfactory, the student will not be awarded certification in this special option. <b>Teaching Undergraduate Directing</b> AND/OR	1 to 3 credits
2171	<b>Stage Design</b> AND/OR	3 credits
2170	<b>Directed Study--Set, Costume, Lights</b> AND/OR	1 to 9 credits
2210	<b>Dramatic Structure</b>	

### **Special Notes on Directing Option:**

- ❖ Students with Teaching Assistantships should be assigned courses such as Introduction to Performance and Acting I.
- ❖ It is an assumption of this option that the student will receive credit for all work undertaken for its completion.
- ❖ Adjustments in the option can be made based on the individual student's background and needs.

### **SPECIAL OPTION IN DRAMATURGY**

#### **Expected Outcomes**

1. Students must take 9 to 12 credits from the menu below.
2. Depending upon the student's level of experience, there is the opportunity to teach Introduction to Drama or to serve as a Teaching Assistant in an undergraduate playwriting class. Both courses provide opportunities to explore teaching issues related to the theory and practice of dramaturgy.
3. While fulfilling the required course work, students are encouraged to direct the subject of at least two of their theoretically-based seminar papers to issues/themes/practices within the contemporary field of dramaturgy. The seminars in Comedy and Tragedy provide excellent opportunities to apply dramaturgical analyses.
4. After completion of 9-12 hours of coursework (see below), students are expected to serve as dramaturg on at least two Theatre Arts Department productions (lab or mainstage). An external professional internship may also be submitted for accreditation. *Students who are dramaturging mainstage shows must be in regular consultation about their process with a member of the graduate faculty in addition to the production director.*

#### **Core Offerings**

2200	Directed Study--Dramaturgy	3 credits
2203	Script Analysis	3 credits
2214	Seminar--Tragedy	3 credits
	(and/or)	
2215	Seminar--Comedy	3 credits
2220	Seminar--Advanced Playwriting	3 credits

#### **Additional Graduate Level Courses (offered occasionally)**



## **SPECIAL OPTION IN PLAYWRITING**

### **Expected Outcomes:**

1. Students must complete 9-12 credits from the menu below.
2. Students are expected to engage in new play production as actors, directors, and respondents as well as writers. There are opportunities in "lunchtime theatre" presentations of short plays, in New Works contests in the Pittsburgh area, and in lab productions. Projects may be done for varied numbers of credits, 1-3.
3. Students are expected to write at least a long one-act and a full-length play during the graduate years here, but will probably write a good deal more than that.
4. If a student is interested in writing for the stage, but has not done so previously, Playwriting I is required.
5. Work on productions is highly recommended since there is a strong link between acting and directing and playwriting, particularly acting and playwriting.
6. With demonstrated expertise in writing and critiquing, a student will be invited to assist in the teaching of undergraduate playwriting.

### **Courses which may serve as a core, most of which can be repeated for credit:**

- |      |   |
|------|---|
| 1365 | Playwriting I (if needed)   |
| 2220 | Graduate Playwriting (may be taken more than once)  |
| 2168 | New Play Practicum (may be taken more than once)  |
| 2203 | Script Analysis   |
| 2160 | Directed Study/Direction: This course number may be used to:<br>*Direct an original play (not student's own work)<br>*Assist faculty on an original play (not student's own work)   |
| 2200 | Directed Study/Hist/Lit/Crit:<br>*Work with a faculty director or supervisor to have a play, which has been written by the student, produced in a controlled environment (revisions, evaluation, talk-back)<br>*Assist faculty teaching beginning playwriting |

### **Additional Graduate Level Courses which may complete the study:**

- |      |                                     |
|------|-------------------------------------|
| 2111 | Graduate Acting                     |
| 2161 | Graduate Directing                  |
| 2210 | Seminar in Dramatic Structure       |
| 2250 | Avant-Garde Theatre                 |
| 2260 | Documentary Theatre                 |
| 2992 | Professional Internship, Dramaturgy |

## NOTES



The Charity Randall Theatre

## NOTES



The Stephen Foster Memorial