

**Department of Theatre Arts - Graduate Student Handbook**  
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**2019-2020**

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# 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 Department of Theatre Arts Handbook <http://www.play.pitt.edu> and the Graduate and Professional Catalog <http://www.pitt.edu/~graduate/courses.html>.

**IMPORTANT: This publication is the revised Fall 2019 edition. All graduate students entering in the Fall of 2019 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, Quantum Theatre, the Kelly Strayhorn Theatre, barebones productions, Unseam'd Shakespeare Company, and Pittsburgh Playwrights Theatre 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.

# DEPARTMENT FACULTY

## Department Chair

**Anmarie Duggan**, *Professor / Department Chair* MFA, University of Arizona, Lighting and Stage Management

## Graduate Programs Faculty

**Cynthia Croot**, *Associate Professor / Head of Performance/Head of the MFA Program* (on leave Fall 2019)  
(Graduate Faculty)  
MFA, Columbia University, Directing, Devising

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

**Michelle Granshaw**, *Associate Professor/Director of Graduate Studies/Head of History, Literature, and Criticism*  
(Graduate Faculty)  
PhD, University of Washington, American and Irish Theatre and Popular Entertainment, Diaspora and Global Performance Histories, Theatre Historiography, Dramaturgy

**Patrick McKelvey**, *Assistant Professor*  
PhD, Brown University, U.S. Theatre and Performance, Disability Culture/Politics/Aesthetics, Queer and Feminist Studies, Histories and Theories of Performance Labor

**Bria Walker**, *Assistant Professor/Acting Head of the MFA for Fall 2019*  
MFA, National Theatre Conservatory - Denver Center for the Performing Arts, Acting

## Faculty in the Department of Theatre Arts

**Gianni Downs**, *Lecturer / Head of Design and Production/Director of Undergraduate Studies* MFA, Brandeis University, Scenic Design

**Karen Gilmer**, *Lecturer* MFA, Boston University, Costume Design, Costume History

**Ricardo Vila-Roger**, *Lecturer* BA, University of Colorado, Acting, Directing

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 2019-20 are:

**Niffer Clarke**, *Richard E. Rauh Teaching Artist-in-Residence*, Acting, Musical Theatre, Directing

**MK Hughes**, *Philip Chosky Teaching Artist-in-Residence*, Scenic Design, Props

## Programs in the Department of Theatre Arts

The Department of Theatre Arts at the University of Pittsburgh offers an array of programs that allow 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 producing theatre—the University of Pittsburgh Stages—offers a great range of opportunities to act, direct, and design in three separate venues. The department, founded in 1982, offers a BA, MFA, PhD.

- **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 an effective 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 University of Pittsburgh Stages and/or direct in our lab productions.
- **PhD in Theatre and Performance Studies:** The PhD program in Theatre History and Performance Studies is distinguished by its emphases on historical and contemporary engagement with exigencies of mobility, ranging from exile, migration, and diaspora to translation and adaptation. The program prioritizes the transnational, the global, and the decolonial in theatre history and performance studies. Gender, race, ethnicity, class, sexuality, and disability function as primary areas of scholarly and artistic enquiry across historical, historiographical, literary, performance, and practice-based research methodologies. The program prioritizes the integration of scholarship with teaching and artistic practice.

### APPLICATION DEADLINES

The application deadline for the MFA graduate program is January 15, 2020. The application deadline for the PhD program is January 15, 2020.

## Theatre Production at the University of Pittsburgh Stages

University of Pittsburgh Stages annually produces a Mainstage Season (directed and designed by faculty, guest artists, and qualified students) and a Lab Season (directed and designed by graduate and undergraduate students). Casting is open to the university community, and plays range in type from the Greek plays to musicals to cutting edge contemporary works. University of Pittsburgh Stages presents its season on three university venues:

- **The Charity Randall Theatre:** a fully restored 460-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 Richard E. Rauh Studio Theatre:** a 100-seat flexible black box theatre located in the Cathedral of Learning.

# UNIVERSITY & THEATRE ARTS DEPARTMENT 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 Catalog at <http://www.pitt.edu/~graduate/courses.html>. Information 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 <https://www.policy.pitt.edu/policy-listing-category>

The information below lists several key university-wide policies affecting graduate students.

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)

Allies Network - <https://www.studentaffairs.pitt.edu/lgbtqia/allies/>

Computing Use Policy - <http://www.cfo.pitt.edu/policies/policy/10/10-02-05.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)

[http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright\\_on\\_campus.html](http://www.copyright.com/content/cc3/en/toolbar/education/resources/copyright_on_campus.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)

Graduate Student Parental Accommodation Guidelines - [http://www.provost.pitt.edu/documents/Grad\\_Parental\\_Accommodation\\_Guidlelines.pdf](http://www.provost.pitt.edu/documents/Grad_Parental_Accommodation_Guidlelines.pdf)

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)

Right to Review, Inspect and Release Education Records - [www.bc.pitt.edu/policies/policy/09/09-08-01.html](http://www.bc.pitt.edu/policies/policy/09/09-08-01.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- <https://www.cfo.pitt.edu/policies/policy/09/09-04-09.html>

TA/TF/GSA Policy Statement – <http://www.pitt.edu/~graduate/TATFGSAPolicyStatement.pdf>

Title IX - <http://www.titleix.pitt.edu/>

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 Procedures

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 Student Services Administrator, Joshua Oliver, 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 Student Services Administrator 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 Graduate Student Services Administrator'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. 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. Direct all questions first to the Graduate Student Services Administrator or the Director of Graduate Studies in the Department of Theatre Arts, who can help you contact the correct individual in the Office of the Graduate Dean.

## 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 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 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 Office of International Services 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.

## **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.

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 Department of Theatre Arts.

## **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 Department of Theatre Arts 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 current teaching assistants/fellows, financial support and visa documents), please see the current Graduate and Professional Catalog at <http://www.pitt.edu/~graduate/courses.html>

## **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.

A maximum of 30 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 Catalog at <http://www.pitt.edu/~graduate/courses.html>.

## Registration Procedure and Maximum Credits per Term

During orientation week of their first semester, students will meet with an academic faculty advisor in the Department of Theatre Arts to register for classes. Following the first semester, University of Pittsburgh students can self-enroll. Students are assigned an "enrollment appointment" each semester. The enrollment appointment is the day and time when a student can begin enrolling. Once a student's enrollment appointment begins, adding, dropping, or editing classes can be done until the end of the add/drop period. Students can view their enrollment appointment date and time by logging into *my.pitt.edu*, click on **Student Center Login**, click on **Self Service**, and then click on **Student Center**. Students will meet with their advisors prior to registering for classes. Once courses are approved, the advisor will contact the Graduate Student Services Administrator (GSSA) via an email giving the student permission to register. The GSSA will remove the academic hold on the student's account and the student will be able to register at or after the day and time of their enrollment appointment.

Permission numbers are required for classes that have prerequisites attached to them. Permission numbers must be requested from the department offering the course.

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.

Graduate students in the Department of Theatre Arts typically take on 9-15 credits a semester.

## 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, prerequisites not satisfied, career conflict). 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.pitt.edu/~graduate/courses.html> 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 MFA 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 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. Re-admission 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 or TF.
- **I** - grades are used for incomplete work in dissertation research, thesis, and similar courses where the scope of the student's project may require more than one term for its proper completion. I grades for thesis or dissertation research should be removed when the thesis or dissertation has been approved. I grades given for other courses must be removed within one

year. If the grade is changed after one year, it must be accompanied by a letter of explanation from the instructor for the time delay in completion of the course work.

## 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 of 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.

### UPDATE

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. 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. Per the Regulations Governing Graduate Study, students must have active status per policy 09-04-01 in their term or graduation, however graduate students do not need to be registered in the term of graduation. This does not affect that students must be registered in the term that they are completing any university milestones which include for MA/MS/MFA: comprehensive exams, thesis defense, manuscript submission and approval and for PhD: prelim, comprehensive, candidacy, defense. If any milestone occurs in the term of graduation students must be registered.

## 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

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

For more information, please see the section Policies for Graduate Student Assistantships (TA/TF) in the Department of Theatre Arts.

## Advising Guidelines

### INITIAL INTERVIEW

During their first year, students will meet with their advisor and the Director of Graduate Studies (separately) during orientation prior to the start of the fall semester. Students' advisors will work with the student to plan their course of study, identify career goals, and orient the student to the department's curricular requirements, both in formal coursework and in production work. Although students may also speak about these questions with their advisor, questions pertaining to regulations, policies, and procedures as outlined in this handbook and in the most current edition of the Graduate and Professional Bulletin should be directed to the Director of Graduate Studies. In addition, the meeting with the Director of

Graduate Studies will address procedural issues such as the transfer of MA credits, possible course exemptions, and teaching assistantship responsibilities and supervision, among others.

## **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.)

The advisor's responsibilities are as follows:

- To meet with the student and clear them for registration 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 advise student on best practices for meeting developing educational and career goals.

## **END-OF-YEAR ADVISING MEETING**

Students will meet with the graduate faculty at the end of each Spring semester (excluding the semester in which they graduate) for an end-of-year interview. The meeting may address the student's seminar work generally, progress-to-date in required areas of their chosen course of study, and other areas as necessary. PhD students at the end of their first year will also complete their preliminary exam oral defense during this meeting.

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

### **Master of Fine Arts in Performance Pedagogy**

The MFA Degree in Performance Pedagogy offers a dynamic synthesis of teaching, practice and scholarship and 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. This program is based on the premise that the professional actor has already gained a level of craft and broad experience that can become the foundation for solid teaching skills. Therefore, emphasis is placed on exploration and strengthening of pedagogical techniques as related to areas of acting and performance training, 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. Directed Study courses also form a significant part of the curriculum.

This program accepts applications every two years, with the next admission cycle scheduled for Fall 2019 with a Fall 2020 start date. The MFA in Performance Pedagogy is a full-time program designed to be completed in two years. The program includes practical and supervised experience in teaching throughout the period of study, culminating in a thesis class of the candidate's specialty. MFA candidates are also given the opportunities to be involved in productions as a performer or part of the creative team at UP Stages, for which credit is given. Credit may also be given for work on productions at outside professional theaters in the summer or during the school year (pending academic duties and in consultation with the advisor). It is our expectation that teachers of performance will continue to practice their craft to enhance their own pedagogy as well as to model examples for other students.

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 five or more years of professional theater experience. An undergraduate major in theatre arts is normally a prerequisite for admission to the program, though degrees in other fields may be accepted if circumstances warrant. Because candidates will be teaching extensively during their residency, some teaching experience is preferred. International students must pass either the TOEFL (must score 90 with at least a score of 22 in all sections) or the IELTS (must score at least an 8.0 with at least a 6.5 in all sections) exam in order to be admitted to the program.

## **ADMISSIONS PROCEDURES**

Admissions requirements include:

1. University of Pittsburgh's on-line application (there is a \$50.00 application fee)
2. Statement of Purpose
3. One writing sample
4. Curriculum Vitae
5. Official or Unofficial College Transcripts are uploaded with application. Once a student is admitted an official copy will need to be sent from the institution to the Dean's office before a student can be matriculated.
6. 3 letters of recommendation
7. Headshot and Resume

In addition, some candidates will be invited to interview and audition as part of the application process.

All application material should be uploaded to the University of Pittsburgh's online application which needs to be submitted by January 15, 2020.

Once all materials have been received, the department will contact candidates selected for a phone/skype interview, typically during the month of January 2020. Candidates will then be considered for an in-person audition, teaching demonstration and interview, to be held in Pittsburgh or New York during the months of January (2020) and February (2020). For the audition and teaching demonstration, applicants should prepare two contrasting monologues (one contemporary, one classical) and be prepared to teach a warm-up and/or short exercise or game. Those unable to travel to the auditions will need to make alternative arrangements with the Head of the MFA Program. This may include submitting a tape or DVD along with the two monologues and any samples of teaching.

## **DIAGNOSTIC EXAM**

All entering MFA students will be asked to take the Diagnostic Test in World Theatre History before the first week of classes in the Fall. Because a general knowledge of world theatre history is necessary for all graduate degrees in the Department, this test will help us to determine which courses in the 3-semester theatre history sequence should be taken by each graduate student.

## **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 each 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 diagnostic review meeting with the faculty as well as a written report which will be reviewed by the student and their advisor, and become a part of the student's file. In addition, the University conducts evaluations of everyone teaching a course. These scores become a part of the student's file as well.

At the end of year, MFA candidates meet with the graduate faculty to discuss and evaluate progress in the program. 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), 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.

## **CURRICULUM**

The curriculum for the MFA degree in Performance Pedagogy centers around three focus areas:

1. Pedagogical Study
2. History/Literature/Criticism
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 CHECKLIST 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. While several of these courses are Directed Study classes, no Independent Study classes may be applied toward the MFA degree.

- 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.
- Faculty Development 3 credits  
Theatre Pedagogy and Professionalization is designed to prepare MFA and PhD students to excel at effective teaching within both the academy at large and the unique demands of the field of Theatre and Performance Studies. The course fulfills the university faculty development requirement and is offered in students' first semester.
- 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 during the second semester of the program.
- Production Mentorship 6 credits  
Student serves as actor, director or coach in two productions in the University of Pittsburgh Stages 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.
- Course Development 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 Orientation 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.
- TOTAL PEDAGOGY 39-42 credits**

**History/Literature/Criticism**

Students are required to take two graduate seminars within the department, and one, two, or three graduate-level theatre history courses (as designated by the Diagnostic Exam). No lower-level undergraduate courses numbered 0001–0999 may be applied toward a graduate degree. Please note that Faculty Development does not count as one of the two seminars listed below.

- World Theatre 2205, 2206, 2207 9 credits
  - 2 Seminars 6 credits
- TOTAL HIST/LIT/CRIT 15 credits**

- Other Electives 3-6 credits**
- TOTAL OTHER 3-6 credits**

**TOTAL FOR DEGREE 60 CREDITS**

**THESIS**

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 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. There will be a Thesis Defense attended by the committee and open to the public, prior to final approval of the Thesis. 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. In matters related to corrections, uploading to web site and other ETD procedures, the MFA Thesis will follow the model of the MA Thesis and the PhD dissertation. All MFA students who start during the Fall 2016 semester and after are required to submit an ETD. Students admitted before Fall 2016 may opt in and submit an ETD after defending their thesis.

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.

## **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 Acting I)	3 credits
World Theater (1) (2205, 2206, or 2207)	3 credits
2000 Level Seminar	3 credits
Faculty Development (THEA 2100)	3 credits
Secondary Emphasis I	3 credits

**Total** **15 credits**

Teaching: Introduction to Performance (2 sections)

### **First Year Spring Semester**

Techniques in Performance Pedagogy (2147)	3 credits
World Theater (2) (2205, 2206, or 2207)	3 credits
2000 Level Seminar	3 credits
Production Mentorship	3 credits
Secondary Emphasis II	3 credits

**Total** **15 credits**

Teaching: Introduction to Performance  
Acting I

### **Second Year Fall Semester**

Course Development	3 credits
Professional Orientation	3 credits
World Theater (3) (2205, 2206, or 2207)	3 credits
Pedagogy Elective	3 credits
Other Elective	3 credits

**Total** **15 credits**

Teaching: Introduction to Performance  
Acting I

### **Second Year Spring Semester**

Thesis Preparation (2000)	6 credits
Professional Orientation	3 credits
Pedagogy Elective	3 credits
Other Elective	3 credits

**Total** **15 credits**

Teaching: Acting I  
Thesis Course

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

# **Doctor of Philosophy in Theatre and Performance Studies**

The PhD program in Theatre History and Performance Studies is distinguished by its emphases on historical and contemporary engagement with exigencies of mobility, ranging from exile, migration, and diaspora to translation and adaptation. The program prioritizes the transnational, the global, and the decolonial in theatre history and performance studies. Gender, race, ethnicity, class, sexuality, and disability function as primary areas of scholarly and artistic enquiry across historical, historiographical, literary, performance, and practice-based research methodologies. The program prioritizes the integration of scholarship with teaching and artistic practice.

The PhD program in Theatre History and Performance Studies trains scholars in historiographical methodology; performance studies; critical theory; historical, performance, and textual analysis. By the completion of their training, students are expected to demonstrate fluency with established scholarly paradigms of the field as well as facility with emergent and cross-disciplinary approaches. The rigorous five-year curriculum is comprised of departmental seminars offered by the graduate faculty and complemented by a range of seminars from across the University's thriving intellectual departments and communities, including History of Art and Architecture, Film Studies, the Center for Latin American Studies, the Global Studies Center, the Gender, Sexuality, and Women's Studies Program, and the Cultural Studies program, among others. The PhD program mentors a student's professionalization by actively supporting publication, conference participation, and membership in professional organizations. The program prepares students to participate in and contribute to scholarly conversations nationally and internationally.

The program's scholarly training is directly linked to teaching and artistic creation. All PhD students instruct a variety of undergraduate courses under mentorship of the faculty, which may include history, dramatic analysis, and/or performance. The PhD program is integral to the department's BA's stated goals of training the next generation of artist-citizens as well as to the creative and critical work of the department's production season. Graduate students often serve as undergraduate mentors and advisors as well as artistic collaborators with the faculty. Through the Special Option, PhD students are mentored on an individual basis towards enhancing a primary, or developing a secondary, fluency with artistic practice and production processes, most often in the area of directing, dramaturgy, or playwriting. The PhD program welcomes applicants with MAs, MFAs, and other Masters degrees.

The PhD program in Theatre History and Performance Studies develops versatile, flexible graduate students with unique creative and critical aptitudes. Graduates of the program are well-qualified and competitive candidates for academic positions at a variety of institutions, post-doctoral research opportunities, and non-academic employment sectors.

## **ENTRANCE QUALIFICATIONS**

The Doctor of Philosophy program typically admits applicants who will complete MA and MFA degrees prior to registration at Pitt. The Department also will consider for admission BA applicants that demonstrate strong potential and capacity for doctoral level work. If admitted, BA students may choose to receive an MA en route to the PhD.

## **ADMISSIONS PROCEDURES**

Students applying for the PhD program are expected to demonstrate superior writing and research abilities and to have a substantial background in performance history and dramatic literature and criticism. They must also have a demonstrable interest in and disposition for the Special Option, with a view toward developing a specialized theatrical 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 Director of Graduate Studies prior to their visit. Admissions requirements include:

1. University of Pittsburgh's on-line application (there is a \$50.00 application fee)
2. A personal statement indicating your reasons for pursuing a graduate degree at the University of Pittsburgh and your academic and professional goals
3. Official or Unofficial College Transcripts are uploaded with application. Once a student is admitted an official copy will need to be sent from the institution to the Dean's office before a student can be matriculated.
4. 3 Letters of Recommendation
5. 2 samples of academic writing.
6. Non-US citizens: TOEFL or IELTS scores

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.

## **DIAGNOSTIC EXAM**

All entering PhD students will be asked to take the Diagnostic Test in World Theatre History before the first week of classes in the Fall. A general knowledge of world theatre history is necessary for all graduate degrees in the department. Scores on the diagnostic exam determine which courses in the 3-semester theatre history sequence should be taken by each graduate student.

## **EVALUATION PROCEDURES**

Students are evaluated on a continuing basis by their advisors and the graduate faculty. 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 of each student and are required of all active status graduate students in the department.

## **TEACHING REQUIREMENT**

Since students who receive the PhD normally anticipate a career in teaching as well as research, all doctoral candidates will be educated 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 the section Policies for Graduate Student Assistantships (TA/TF) in the Department of Theatre Arts.

All PhDs must enroll for the departmental Faculty Development course under THEA 2100 Theatre Pedagogy and Professionalization for 3 credits. It is required by the university for graduation. The course is offered every other fall.

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

### **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, of which 24 can be granted for an approved Master's degree or its equivalent, 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 to the Graduate Student Services Administrator within the first year of graduate study and provide official transcripts. Students requesting transfer credits from international graduate programs must submit their request to the Office of International Services 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 30 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 maximum of 30 credits from most 3-year MFA programs may also be acceptable. A student who transfers 30 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 details on transfer credits, see <http://www.bulletins.pitt.edu/graduate/regulations.htm>

### **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 Dietrich 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 exam, or the 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 may also be 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.
4. 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.

### **Preliminary Evaluation Examination**

Students who enter the PhD program with an MA degree from another institution are required to take a preliminary exam by the end of their first full year of residence (see pp. 31-32 for details).

### **Comprehensive Examination**

The comprehensive examination is given in two parts – a written and an oral examination (see pp. 32-33 for details). Students who enter the PhD program should plan to take the exam in the Spring semester of their third year of residence.

### **The Prospectus**

The prospectus proposes the subject and plan for the completion of the dissertation.

### **The Dissertation**

This written work, which must embody an extended original investigation of a problem of significance to theatre arts and/or performance studies, is the capstone to the research program of a student's education.

# CURRICULUM

## Required Course Program

- One, two, or three sections of World Theatre (as designated by the Diagnostic Exam)
- Nine seminar-level courses in the history, literature, and critical theory of theatre and performance studies. During the first two semesters of a full-time PhD student's program, he or she must take at least three of these seminars in the Department of Theatre Arts.
- At least seven of the nine required courses will be advanced graduate seminars in the Department of Theatre Arts (2000 series). The others may be graduate-level seminars (2000 series) 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.

## Special Option Program

Concurrent with preparation for scholarship and research in the field, the candidate prepares an additional specialization in theatre or performance practice. The Special Option is most often centered in directing, dramaturgy, and/or playwriting. A student may work with their advisor to construct a special option in a field other than directing, dramaturgy, or playwriting, subject to the approval of the graduate faculty. In recent years, students have completed special options in devising and choreography, for example.

Working with their department advisor, the student proposes a compendium of 12-15 credits for the Special Option. If a student is proposing a Special Option that is not directing, dramaturgy, or playwriting, the student must submit their proposed Special Option for approval by the graduate faculty **before** they start working on their credits to have their course of study approved. This proposal should include a brief explanation of the planned course of study and why the student is interested in pursuing it (no more than 2 pages).

Working with their advisor, students will compile a Special Option portfolio that documents their work. After six credits are completed, students will participate in a mid-Special Option review during their annual meeting in April. After completing their proposed Special Option credits, students will submit their course of study to the graduate faculty for final approval and feedback as well as complete a post-Special Option evaluation. The submitted course of study document should outline the course of study, what it involved, and number of credits (no more than 2 pages). When they review the document, the graduate faculty may approve the special option, require students to complete additional work to fulfill the requirement, and/or ask the student to submit additional material to the faculty for review.

Special Option credits may be comprised of a combination of practical training, production work (either as lead artist or as faculty assistant), coursework, directed study, and independent study. Most credits are completed within the department, but extra departmental study, training, and production work may also be approved as part of the Special Option. An essential feature of the program is its flexibility, intending to be responsive to the educational 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 and performance--i.e. it is intended to make University of Pittsburgh students who complete the doctoral degree increasingly marketable.

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.

## **DESCRIPTIONS OF SAMPLE PhD SPECIAL OPTIONS (12-15 credits, each)**

Prior to securing an assistant position, graduate students interested in assisting faculty on productions should consult first with their advisor to clarify project expectations and evaluation processes. All graduate students working on a Mainstage production and registered for directed study credits need to be supervised and graded by a faculty member who is not working on the production.

### **SPECIAL OPTION IN DIRECTING**

Students may construct a special option in directing through training and production work dedicated to directing, as well as coursework and production work considered complementary to the skill sets expected of a director. Students wishing to complete a special option in directing will be expected to assist at least one faculty or guest directed production and must direct at least one production or reading on or off campus. In consultation with their advisor, students may opt to pursue a range of production work, including, but not limited to, an observation in design or other processes; proposing and directing a lab production; or assisting or completing production work in dramaturgy, choreography, playwriting, acting and/or acting coaching.

### **SPECIAL OPTION IN DRAMATURGY**

Students may construct a special option in dramaturgy through training and production work dedicated to dramaturgy, as well as coursework and production work considered complementary to the skill sets expected of a dramaturg. Students wishing to complete a special option in dramaturgy will be expected to assist a faculty dramaturg, when possible. Students will dramaturg at least one mainstage and one lab production. In consultation with their advisor, students may opt to pursue additional production work, including playwriting, an observation in design or other processes; assisting or completing production work in directing, choreography, acting and/or acting coaching.

### **SPECIAL OPTION IN PLAYWRITING**

Students may construct a special option in playwriting through training and production work dedicated to playwriting, as well as coursework and production work considered complementary to the skill sets expected of a playwright. Students wishing to complete a special option in playwriting will be expected to complete coursework in playwriting I, playwriting II and new play practicum (when offered). Students should have at least one script brought to performance as a reading or a lab production. In consultation with their advisor, students may opt to pursue additional course work and production work, including coursework in genre, narrative, structure, and form within or outside department; and/or assisting or completing production work in dramaturgy and/or directing.

### **ADDITIONAL SPECIAL OPTIONS**

The graduate faculty is open to working with students who wish to construct special options in practice other than directing, dramaturgy, and playwriting. Students are encouraged discuss their interests and aspirations with the faculty as soon as possible.

### **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 defended and received approval of the prospectus (proposed subject and plan of the dissertation) from the PhD committee.

## General Policies for the Dietrich 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 prospectus and dissertation defenses.
- 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 dissertation defense. Furthermore, the date of admission to candidacy is the date on the letter sent by the Dietrich 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.

## DETAILED DESCRIPTIONS OF EXAMS, PROSPECTUS, AND DISSERTATION

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

### PHD PRELIMINARY EVALUATION EXAMINATION

All students who enter the PhD program are required to take the preliminary examination. Students who enter with an MA or MFA from another institution should plan to take their prelim exam at the end of their first full-time year of residency. As described below, all prelim exams are administered after the end of Spring term classes.

### PhD Preliminary Examination Procedure

1. As noted above, students in their first year of doctoral study must take a minimum of three seminars in the department. Their work in those seminars shall constitute the basis for the prelim exam. The exam is designed to assess students' critical thinking, facility with methodology, and writing skills as well as ability to articulately discuss the course material in the selected seminars.  
  
In consultation with the appropriate graduate faculty, students select three department seminars for their exam. Students should notify the graduate faculty and Director of Graduate Studies of their selected seminars by March 15. Faculty members will write one question that all students who select their seminar will answer. Students will not see the questions in advance.
2. On the Monday of finals week, the Graduate Student Services Administrator will email the students their 3 exam questions, one from each seminar, at 9AM. The students will write their answers (at home) to each of the three questions. Students are responsible for returning their answers to the Graduate Administrator by 9AM on the Thursday of finals week.
3. The defenses will be held the Monday after finals week. The Director of Graduate Studies will schedule the defense times with the entire graduate faculty and notify the students. The faculty understands the oral defense as an important part of the end-of-year advising meeting. The defense meeting will last approximately an hour and will primarily address the student's written examination. The meeting also will address the student's seminar work generally, progress-to-date in required areas of the PhD, plus other areas as necessary.

Should the written and/or oral portion of the exam be deemed unsatisfactory, students may be asked to rewrite all or part of it. Students who are asked to rewrite will have until August 1 to submit their rewritten exam electronically to the graduate faculty members who participated in their defense. The graduate faculty will decide whether or not to call a second defense after reading the rewritten exam. If a second defense is necessary, the defense will be held at the beginning of the fall term. A student's rewritten exam may pass without a second defense.

### PHD COMPREHENSIVE EXAMINATION

By the end of their second year, students should begin to consider and discuss with faculty areas for their comprehensive exam that fall into the three categories below. By the beginning of their third year, three areas of study should be approved.

Through the comprehensive examination, students demonstrate both breadth and depth in regards to theatre and performance history, theory, and practice. Students may register for THEA 2980 – Comprehensive Exam Prep – for up to 9 credits during the terms in which the student is preparing.

## **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—Critical Methodologies and 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. Students may write their exam on each discourse area at home, over a two-day period. 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. Students may not start an exam area over a weekend and the start time must be during the Graduate Student Service Administrator’s regular hours. At the same time, students should work with the faculty to schedule their oral defense for 7-14 days after they turn in their final question. The committee for the defense is comprised of the three area advisors.
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, at the beginning of the two-day examination period, students will receive the 3 questions from the Graduate Student Services Administrator. The student should find a quiet place to write, either at the office or at home, choose two of the three questions to answer, and then return her/his answers to the Graduate Student Services Administrator 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. Seven to fourteen days after turning in their final question, students sit for their oral defense. 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 a half to two hours. 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. 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 the last week of Spring semester and the first week of Fall semester. Students wishing to take exams during that period must receive special permission from the Graduate Faculty.***

### **Area one: critical methodologies and theoretical discourses**

This area of study engages one or more theoretically based methods of theatre and performance study. 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 and/or performance 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.

### **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

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 area advisor.

**NOTE:** Areas Two and Three should be substantially separated in historical period.

## **THE PROSPECTUS**

The prospectus proposes the subject and plan for the completion of the dissertation. The prospectus addresses the following items:

- A general overview of the project
- The planned methodology
- Source materials
- A review of related literature
- A chapter outline
- Chapter summaries
- A working bibliography

The graduate faculty member who will serve as chair for the student's dissertation committee (see below) will provide guidance for the completion of the prospectus. Once the committee chair has approved the prospectus, the student will schedule a defense with all of the members of their PhD committee.

## **FULL TIME DISSERTATION STUDY CREDITS**

**FTDA 3999** – (Full Time Dissertation Study for students in the Arts and Humanities). **FTDA 3999** is a fixed-fee registration for doctoral students which registers you for one credit only at a much-reduced rate of tuition, and allows students to be considered full time students for loans and benefits.

Students can register for **FTDA 3999** after meeting the following requirements:

- You have completed all course requirements
- You have passed the PhD comprehensive examination
- You have completed 72 credits of graduate study and are working full-time on your dissertation

## **THE 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.pitt.edu/~graduate/courses.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. 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 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 Dietrich School of Arts and Sciences, and must have graduate faculty status.
- A different school in the University of Pittsburgh or a different 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 prospectus overview and defense. Exceptions may be approved on a case by case basis and with prior permission from the Dean's office.

A PhD committee may be comprised of more than four members. See below for the remote attendance policy. 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.

The candidate and the Committee Chair must attend in person both the dissertation proposal/prospectus/overview meeting and the defense. All other committee members should also be physically present at both meetings. In exceptional circumstances, however, this requirement may be waived as described below.

*External committee members only:* Remote attendance may be requested from the Assistant Dean for the dissertation proposal/prospectus/overview meeting and the defense for the external committee from a distant location if, and only if, remote attendance can be arranged according to the guidelines detailed below.

*Other committee members.* Remote attendance may also be requested from the Assistant Dean for no more than one of the other committee members. Where an external member from outside the University of Pittsburgh is already attending remotely, however, the request must also be accompanied by a memo from the department explaining the need for this second member to attend remotely. Such a request may not be granted by the Assistant Dean if the situation could easily be resolved by a shift in the meeting date of one month or less. A committee member who participated remotely in the overview meeting must attend the defense in person. It is the responsibility of the student to consult as early as possible with committee members about their availability such that remote attendance by more than one member is avoided if at all possible. Remote attendance by more than two committee members will not be permitted.

### Remote Attendance Requirements

To satisfy the requirements of remote attendance, any remotely attending committee member must have full audiovisual interaction. The attendee must be visible to other committee members and the graduate student presenter and must be able to see the presenter as well as others in the room as necessary. The attendee must be able to hear and participate orally in all parts of the discussion and questioning. The candidate's department is responsible for arranging the necessary technology to fulfill the remote attendance requirements and it is recommended that someone with technological expertise be present to resolve difficulties if they arise. **The dissertation proposal/prospectus/overview meeting or the defense of**

**the dissertation must be rescheduled (or finished at later time) if –**

1. it is not technologically possible to accomplish the required level of audiovisual interaction at the time and place appointed; or
2. the video portion of the connection fails before the defense is 50% completed (reasonably determined by the Committee Chair) and cannot be reestablished; or
3. the audio portion connection fails before 90% of the meeting or defense is completed (reasonably determined by the Committee Chair) and cannot be reestablished.

**Chair Certification of Compliance with Remote Participation Requirements**

The Chair of a dissertation committee in which any members participate remotely will be required to complete a form ("Remote Attendance Certification"), in which the Chair attests that the requirements for remote attendance have been met. This form must be included with the results of the dissertation proposal/prospectus/overview meeting or defense in the submission to the Graduate Office. If the Chair of the committee signs the student's paperwork in the name of the remotely attending member, a copy of the authorization for this signature (an email from the remotely attending member authorizing the signature is sufficient) must also be provided when the documentation is submitted.

The form is available at: <http://www.asgraduate.pitt.edu/forms-policies> (see also the Appendix to this document).

**ANNUAL MEETING OF THE DISSERTATION COMMITTEE**

In the new Regulations Governing Graduate Study approved in 1991 by the University Council of Graduate Study there appears the following regulation:

- Meetings of the doctoral candidate and their dissertation committee must occur at least annually from the time the student gains admission to doctoral candidacy. During these meetings, the committee should assess the student's progress toward the degree and discuss objectives for the following year and a timetable for completing degree requirements.
- The annual meeting ensures that any changes in direction or methodology have the advice and consent of the committee. It is the responsibility of the Director of Graduate Studies to maintain a record of students who have been admitted to doctoral candidacy and to notify the student and the dissertation advisor of the need to arrange for a review meeting. The annual meetings will occur during the second half of the spring term. In order to assess the student's progress to degree, the student and their advisor should decide what materials best serve the student to discuss at this point in their process. This might include a detailed progress report and/or a revised prospectus. Regardless of the material submitted, the student should be prepared to discuss the progress and changes to the dissertation project overall and their current timeline.

In some cases, a student may be geographically distant from campus and cannot return without hardship. It might then be appropriate for the student to provide a written progress report with timetable, and for the committee to meet and approve or disapprove the revised proposal. The decision is made by the dissertation advisor in conversation with the committee and Director of Graduate Studies. The advisor would then inform the student of the committee's action. When any member of the committee is away on leave or sabbatical, he or she should provide comments for the meeting.

After the end of the meeting, the approval form, signed by the student and committee, along with any submitted writing and a brief summary of the committee's suggestions, written by the dissertation advisor, will be placed in the student's file.

## SAMPLE COURSE OF STUDY (post MA/MFA) \*

### Year 1—Fall

Grad Seminar  
 Grad Seminar  
 World Theatre History\*\*  
 Theatre Pedagogy and Professionalization

### Year 1—Spring

Grad Seminar  
 Grad Seminar  
 World Theatre History \*\*

### Year 2—Fall

Grad Seminar  
 Grad Seminar  
 Special Option Course (Grad  
 Directing, Grad Playwriting, etc.)

### Year 2—Spring

Grad Seminar  
 Grad Seminar  
 Special Option Course

### Year 3—Fall

Grad Seminar  
 Special Option Directed Study  
 Directed Study (Comp Preparation)

### Year 3—Spring

Directed Study (Comp Preparation)  
 Independent Study (Research for Prospectus)

### Year 4—Fall

Grad Course (Language Requirement)  
 Directed Study (Prospectus Defense for  
 Admission to Candidacy)

### Year 4—Spring

FTDA 3999 (Full-time Dissertation for Arts &  
 Sciences)

### Year 5—Fall

FTDA 3999 (Dissertation Research  
 and Writing)

### Year 5—Spring

FTDA 3999 (Dissertation Defense)

\*This sample course of study is only one of several possibilities for the PhD student.

\*\*New grad students generally take 2 of the 3 World Theatre History courses (taught in sequence), depending on their scores in the Diagnostic Test.

## TIME TO DEGREE: COMPLETING MAJOR MILESTONES

YEAR ONE		YEAR TWO	
FALL	SPRING	FALL	SPRING
By the end of the term, student decides on Special Option	Final Examination Week: Take Preliminary Exam  Schedule Oral Defense for one week after Prelim Exam		

YEAR THREE		YEAR FOUR	
FALL	SPRING	FALL	SPRING
Select areas for Comprehensive Exam.  Prepare and develop Comprehensive Exam questions	Take Comprehensive Exam and then defend answers	Complete Foreign Language requirement and Special Option  Defend Prospectus	

<b>YEAR FIVE</b>	
<b>FALL</b>	<b>SPRING</b>
	Defend Dissertation

## **RECEIVING AN MA DEGREE WHILE PURSUING A PhD**

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. If a student wishes to receive the MA degree, it is the responsibility of the student to notify their advisor and the Director of Graduate Studies, so they can assist the student in planning their course of study. Regardless of whether or not students decide to complete the MA degree, all students admitted to the PhD program only receive 5 years of funding.

# **POLICIES FOR GRADUATE STUDENT ASSISTANTSHIPS (TA/TF) IN THE DEPARTMENT OF THEATRE ARTS**

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

## **ASSISTANTSHIP POLICY**

The department is given a certain number of TA/TF lines for the academic year. If you are awarded an assistantship or fellowship, this will include full tuition remission, health benefits at no additional cost, and a stipend. During students' first year teaching at the University of Pittsburgh, they receive a teaching assistantship (TA). If the student's teaching is deemed satisfactory by the graduate faculty based on OMETS and teaching observations, the student will receive a teaching fellowship (TF) during their remaining years teaching in the department.

University Fellowships, such as Provost's Humanities Fellowships, K. Leroy Irvis Fellowships, Mellon Predoctoral Fellowships, and Gutierrez Fellowships, count towards the total number of years funded. PhD students who are awarded funding receive five years of funding. If a student chooses to earn an MA while earning the PhD, they still only are eligible for five years of funding. MFA students receive two years of funding.

For information on current stipend rates, see <http://www.pitt.edu/~graduate/stipends.html>

## **POLICY STATEMENT FOR TEACHING ASSISTANTS AND TEACHING FELLOWS**

The definitions, responsibilities, and rights of Teaching Assistants and Teaching Fellows are outlined in the following document. It also includes the official procedure for handling grievance situations related to assistantships.

<http://www.pitt.edu/~graduate/TATFGSAPolicyStatement.pdf>

## **TRAINING, SUPERVISION AND EVALUATION**

All graduate students with assistantships are required to attend the New Graduate Student TA Orientation offered by CIDDE the week before Fall classes begin. During the same week, all new and continuing instructors of Introduction to Performance, the first course MFA and PhD students teach independently, attend a training workshop. The goal of the workshop is to lead new instructors through the expectations of the Department of Theatre Arts and the University, guide them through the development of their first syllabus, and provide them with exercise and assignment examples that they can adapt and use in class. It also is an opportunity for discussion about pedagogical strategies and classroom challenges among new and continuing Introduction to Performance teachers.

Every year, the department hosts two teaching colloquiums (fall and spring) organized by our department teaching mentor. Graduate students are required to attend both colloquiums during their first year and they are strongly encouraged to attend during their second year and beyond. The colloquiums take an in-depth look at a specific teaching topic. Past teaching colloquiums have addressed incorporating and valuing diversity in the classroom, developing teaching objectives, writing a teaching philosophy, trigger and content warnings, and creating rubrics for the theatre arts classroom. The colloquium brings together new and experienced theatre arts graduate students and is attended by a broad range of Theatre Arts faculty. The colloquium provides an opportunity for the entire department to reflect on their teaching, discuss current challenges and new approaches, and share strategies for teaching Theatre Arts at the University of Pittsburgh.

In fulfillment of the university Faculty Development requirement, all graduate students with assistantships are required to take THEA 2100: Pedagogy and Professionalization (FACDEV) (3 credits) during their first year. The Theatre Arts Pedagogy and Professionalization course incorporates reading, discussion, and practical application under the close mentorship of faculty. Over fifteen weeks, the course focuses on essential aspects of effective teaching, including but not limited to: active verb learning objectives, spectrum of passive to active learning, kinds of learners, student centered teaching; building a syllabus, courses and curriculum, scaffolding assignments; writing assignments and evaluation rubrics

and criteria; grading and evaluation, including self evaluation; teaching-directing-coaching distinctions; strategies and resources for varying classroom learning formats, including lectures, discussion, small group work, presentation and creative and active learning.

Students serve as a teaching assistant and/or as an instructor of record. Issues related to course development, teaching, and student problems should be addressed with the course's faculty advisor. For Introduction to Performance, the course's faculty advisor is the Head of Performance. If a student serves as the teaching assistant for a faculty member, the faculty member is the course's faculty advisor. If a graduate student is instructor of record for a Hist/Lit/Crit course, the Director of Graduate Studies or an assigned faculty member will serve as the course's faculty advisor. Students will be informed of their supervisor when they receive their assignment. The Director of Graduate Studies should be kept informed of any issue that prevents or may prevent a graduate student from fulfilling the assistantship contract. Faculty advisors also will inform the Director of Graduate Studies of any major teaching issues with the graduate students they supervise.

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.

The Director of Graduate Studies oversees these training, supervisory, and evaluation practices. Departmental policy mandates two modes of teaching evaluation for all graduate students: the standard questionnaire administered by the University (OMETs) and an evaluation involving a classroom visit from a full-time faculty member.

### **Evaluation of Performance and Responsibilities for TA/TFs**

- Every TA or TF must have a classroom visitation at least once a term by a designated faculty member. 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 Student Services Administrator) and distribute a copy to the TA/TF 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/TF's 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 will automatically be registered for an OMET (Office of Measurement and Evaluation of Teaching) course evaluation. OMET will distribute the evaluations electronically to students enrolled in courses toward the end of the semester. More information concerning OMETs can be found at: <http://www.omet.pitt.edu/>. At the end of each semester, the students' OMETs are sent to the department chair. The department chair consults with the Director of Graduate Studies about the OMET results as necessary.

In the case that a student's teaching is not deemed satisfactory in the first year, the following procedure must be followed before a student receives a TA instead of a TF during their second year teaching in the department. The student's advisor or faculty advisor for the course must inform the Director of Graduate Studies in writing of problems concerning TA/TF performance, presenting evidence of problems. Students must be informed in advance and in writing that there are problems with their teaching. The recommendation to award a student a TA instead of a TF during their second year needs to be approved by a vote of the graduate faculty. Students will have an opportunity to submit a statement and any evidence to the graduate faculty for consideration during their decision-making process. If the graduate faculty decides to award the student a TA during their second year, the student needs to be informed in writing of the expectations that he or she needs to fulfill to be considered for a TF for the following year.

The Department of Theatre Arts subscribes to the provisions of the University Policy Statement for TA/TF/GSAs, which can be found at <http://www.pitt.edu/~graduate/TATFGSAPolicyStatement.pdf>. The Policy Statement includes procedures for Unfair Treatment, Termination, and Termination Appeals, which are listed below:

**Unfair Treatment:**

A TA/TF who believes that he or she has been treated unfairly according to these guidelines should first discuss the problem with the supervisor or department chair. If a resolution cannot be reached at the departmental level, the TA/TF 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 has been evaluated on a regular basis and has received an appropriate written warning with respect to their performance, or has violated one or more of the major canons of institutional responsibility or University policy. The TA/TF 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 of Theatre Arts 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/TF's 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 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 shall be provided an appeals hearing, and he/she shall be notified of the appeals committee decision as soon as is possible.

## TA and TF Workloads

Each TA/TF assistantship is considered 20 hours of work a week. The following hours are designated for assignments:

- **Teaching Assistant**  
Theatre and Collaboration – 10hrs if there are two TAs/20hrs if there is one TA  
World Theatre – 20hrs  
Enjoying Performances – 20hrs  
Seminar in Theatre Arts - 20hrs
- **Instructor of Record**  
Introduction to Performance - 10hrs  
Acting I – 10hrs  
Special Topics: Performance – 10hrs  
Introduction to Dramatic Art –20hrs  
Enjoying Performances – 20 hrs  
Contemporary Global Stages – 20 hrs  
World Theatre\* – 20hrs  
Seminar in Theatre Arts\* – 20hrs

\*World Theatre and the Seminar in Theatre Arts typically are taught by faculty. The Director of Graduate Studies will inform the graduate students when those courses are teaching options. Generally, in order for a graduate student to teach one of these courses, they should have been a TA for that course already.

## Variety of Teaching Assignments

During their two years in the program, MFA students will teach Introduction to Performance, Acting I, and a Special Topics course that is the basis for their Thesis. The MFA curriculum determines when MFA students teach specific courses.

The Director of Graduate Studies will ask for assignment requests from the PhD students. The Director of Graduate Studies will take requests into strong consideration, however, it will not always be possible to fulfill all student requests. When entering the department, PhD students first teach Introduction to Performance. Every year, the goal is for students to be faced with new challenges (i.e. type of course, type of assignment, type of student population the course serves) to enable the growth and development of their pedagogy. It is the responsibility of the Director of Graduate Studies to keep clear records and work with individual PhD advisors and the graduate faculty as a whole to support the students' education through the assistantships.

Students will have the opportunity to teach as Instructor of Record multiple times at Pitt. They also will have the opportunity to TA and learn from faculty in at least one or more distinct types of courses in our field (Introductory/General Education, Performance Studies, Theatre History, Theatre/Performance Studies Intensive Writing Seminar for Majors). After TAing for a course, students will be eligible to teach the class as Instructor of Record with a faculty advisor, if the opportunity arises.

## Teaching Opportunities and Department Awards/Service

### Contemporary Global Stages

THEA 0825 Contemporary Global Stages is taught by a graduate student each spring. During the preceding academic year, the Director of Graduate Studies will invite application materials, which include a CV, letter of interest that includes a brief articulation of the student's vision for the course, and evidence of teaching effectiveness (OMETS). Proposals should show a clear understanding of how global perspective shapes the

material and spans locations. Additional material may be requested. The instructor will be selected by a vote of the graduate faculty. Preference will be given to those who have not yet taught it.

### **Summer Introduction to Performance**

If a summer Introduction to Performance is offered and open to an MFA or PhD graduate student instructor, the Director of Graduate Studies will invite application materials at the start of the Spring term. These materials include a one-page double spaced proposal detailing your interest and qualifications for the position, a sample Intro syllabus, and your OMETS. The instructor will be selected by a vote of the Graduate Faculty. In making the decision, the Graduate Faculty will consider interest, excellence of OMET scores, approach of the syllabus, progress to degree, and seniority. Typically, only one section of Introduction to Performance is offered each summer.

### **Special Topics Performance and Design**

On occasion, proposals for Special Topics in Performance or Design courses will be invited by the chair of the curriculum committee. Proposals must be approved by the Performance or Design area and the student's advisor before a course may be offered.

### **Directing a Main Stage Production**

In order to direct a main stage production, students must have advisor approval and apply to the season selection committee. This is typically a one page proposal suggesting what the student would like to direct. It is strongly suggested that students interested in directing a main stage production meet with the head of the selection committee to ensure the show they want to do meets the department's requirements for that year. Students must have directed a lab by the time of application submission. If selected, this position would fulfill the 20 hours a week requirement for their Teaching Assistantship. This opportunity is not typically available every year.

### **Department of Theatre Arts Teaching Award/Dietrich School of Arts and Sciences Teaching Mentor**

The Department of Theatre Arts Teaching Award is awarded to one exceptional PhD student instructor and one exceptional MFA student instructor at the department's end of the year celebration and award ceremony. The Director of Graduate Studies invites applications for the award each spring. MFA applicants must be in their last year of the program to apply. PhD applicants should have completed three full terms of teaching and must be eligible for one additional year of support from the department (that is, applicants should be in their third or fourth year). The recipient is selected by the graduate faculty and the Head of the MFA program.

The PhD Teaching Award recipient serves as the Dietrich School of Arts and Sciences Teaching Mentor for the following academic year. The role of the Teaching Mentor is to serve as an additional resource for Teaching Assistants and Teaching Fellows and to advise on an as-needed/as-requested basis. The Teaching Mentor also organizes the department's teaching colloquiums in the fall and spring semesters. The position carries a monetary award from the Dietrich School of Arts and Sciences.

## **Teaching Handbook: The Teaching Assistant Experience**

"The Teaching Handbook: The Teaching Assistant Experience" is compiled by the Dietrich School of Arts and Sciences. It is another resource for brainstorming course design, grading, evaluating and improving teaching, and documenting teaching work.

<https://www.teaching.pitt.edu/wp-content/uploads/2014/07/TA-Handbook.pdf>

# GRADUATE STUDENT RESEARCH AND TRAVEL FUNDING

(UNIVERSITY AND DEPARTMENT OPPORTUNITIES)

## CONFERENCES

### **U of Pitt Graduate and Professional Student Government - \$500 (yearly)**

<https://pre.gpsg.pitt.edu/services/travel-grants/> (MFA, PhD)

GPSG established the Travel Grant program to provide financial assistance and recognition to graduate and professional students who are participating in academic conferences. Applicants must currently be enrolled as a graduate or professional student at the University of Pittsburgh.

Students are eligible for one GPSG travel grant per fiscal year (July 1 – June 30) based on the date of the conference. All applications must be submitted and approved by the Finance Committee, and funds for each cycle are distributed based on a demonstrated need for the travel grant and on the merit of the presentation.

### **U of Pitt Graduate and Professional Student Government Advocacy and Professional Development Grant- \$2000 (yearly)**

The GPSG Advocacy Grant program was established to provide financial assistance to graduate and professional students who want to participate in advocacy conferences with the goal of disseminating the information learned to their respective school and/or the graduate student body at large.

Students are eligible for up to \$2,000 to cover the cost of expenses associated with attending the conference.

### **U of Pitt Arts and Science, Graduate Student Organization Travel Grants - \$200 (yearly)**

<http://www.asgso.pitt.edu/doku.php/grants> (MFA and PhD)

To be eligible for the A&S GSO Travel Grant you must have been enrolled as an A&S Graduate Student at the time of your travel.

The only travel that the grant currently covers is for travel to an academic conference to present a paper or a poster, to participate in an interactive workshop, or to attend a job talk/ interview at a conference (for doctoral students only). For a workshop to be considered you must be presenting original research and you may not be receiving course credit. This option mainly applies to students in the Humanities for writing or performances who have been invited to participate. The A&S GSO Travel Grant does not currently cover travel for any other purpose, including research, courses at other Universities or job fairs. However, the GPSG Travel Grant does cover travel for activities such as research travel. Please see their application (ignore the website which says research travel is not eligible, click on the application link for more information about research travel.)

–Arts & Sciences (A&S) graduate students completing masters or doctoral programs are eligible for an A&S GSO travel grant if they are presenting at an academic conference or professional meeting.

–A&S graduate students in master programs are eligible for one travel grant. A&S graduate students in doctoral programs are eligible for one travel grant per fiscal year (begins May 1st) and a maximum of two total travel grants.

–Applicant is required to submit proof of attendance and/or participation at conference or meeting with the travel grant application.

–Original itemized receipts (not invoices) indicating payment has been made in full must be submitted in order to receive reimbursement. The A&S GSO will reimburse for specific food purchases, as long as original receipts are provided

### **U of Pitt A&S-PBC Travel Funds - \$600, twice during graduate studies (MFA and PhD)**

<http://www.asgraduate.pitt.edu/sites/default/files/A%26S-PBC%20form%20rev8.2014.pdf>

A&S-PBC travel funds are available to graduate students in the Dietrich School of Arts & Sciences who are presenting at conferences and professional meetings, and who are enrolled in master's or doctoral programs in departments other than History of Philosophy of Science or Philosophy. Students are eligible for \$600 after completing 18 credit hours of graduate work. Students in doctoral programs are eligible for a second \$600 after passing their PhD Comprehensive Exams.

### **Global Studies Travel Fund for Students - \$500 (yearly) (PhD)**

<http://www.ucis.pitt.edu/global/content/global-studies-travel-fund-students>

For conference or research travel. To be eligible, student must be enrolled in the Center's certificate program. The Global Studies Center is granting funds for students enrolled in the certificate or BPHIL program, to travel to support presenting at, or attending conferences, workshops or symposium, or for conducting research related to their global focus. The funds are limited to travel in the United States and must be expended by June 30th.

### **European Studies Small Grant - (yearly) (registered Graduate Students)**

<http://www.ucis.pitt.edu/euce/content/graduate-student-funding-opportunities>

Student's conference paper must have as its main focus some aspect of European life, historical or contemporary, domestic or international, or European integration. The **EUCE/ESC** offers small grants to Graduate Students to help defray the costs of presenting papers at professional conferences. Applications will be reviewed at the beginning of each month with notification made by mid-month.

### **U of Pitt World History Center - \$250 (per semester) (registered Graduate Students)**

<http://www.worldhistory.pitt.edu/research.php>

Each academic year the World History Center provides two Graduate Travel Awards of \$250 in the Fall semester and two additional awards in the Spring semester. These awards support graduate students in any Pitt department for travel to a professional meeting. The applicant is to demonstrate that participating in the meeting is a contribution to world-historical study. The application is to consist of a one-page letter of application and a two-page CV (including an indication of the applicant's faculty advisor). The letter of application should describe the proposed meeting and the purpose of attending, with attention to explaining how participation in the meeting will contribute to the applicant's world historical study. The Fall deadline for application is the beginning of November and the Spring deadline is beginning of March. Applications may be submitted at any time to [joneskh@pitt.edu](mailto:joneskh@pitt.edu).

## **RESEARCH GRANTS**

### **Dietrich School of Arts and Sciences Summer Fellowships**

The Graduate Dean's office has made funds available to the Department of Theatre Arts to support PhD students conducting summer research. The fellowships are awarded to students who are conducting research that will inform their prospectus or dissertation. Students may receive the A&S summer fellowship more than once during their time at the University of Pittsburgh.

First Time Applicants: Please submit a two-page double-spaced proposal that outlines how you would use the fellowship to support your summer prospectus/dissertation research and the ways that the research supports your dissertation project. Include any domestic or international travel plans to archives, productions, or theatre companies.

If you have received the summer fellowship before, please submit a two-page double spaced proposal that addresses how you used your previous fellowship, how you would use the fellowship this summer to support your dissertation research, and the ways that the research supports your dissertation project. Include any domestic or international travel plans to archives, productions, or theatre companies.

We strongly suggest that you develop your summer research plan with your advisor and the graduate faculty before submitting. In evaluating applications, the graduate faculty will assess the clarity, strength, and vision of the research project and plan as well as its relationship to your prospectus/dissertation. Applications from students who have not yet received a

summer fellowship will be prioritized by the graduate faculty. The Director of Graduate Studies will contact graduate students during the spring semester with the department application due date and any updates to the application procedure.

### **Student Research Fund – Gender, Sexuality, and Women Studies Program**

<http://www.wstudies.pitt.edu/students/research-fund-0>

The competition is open to graduate and undergraduate students enrolled at the University of Pittsburgh engaged in research related to the study of women, gender, and/or sexuality. The number of projects funded and the amount of funding vary each year depending on donations to the program. Awards of up to \$1000 are made to support travel expenses, secretarial costs, research materials, or other direct costs related to research. Smaller requests may be more likely to be funded. Travel and expenditures must be arranged in advance through the Program. Partial conference funding related to larger research projects (e.g. dissertation work) may be available.

### **Alberta Sbragia Fund for Graduate European Studies – Maximum amount funded: \$400**

<http://www.ucis.pitt.edu/esc/content/alberta-sbragia-fund-graduate-european-studies-0>

Open to University of Pittsburgh graduate students – currently ABD – for dissertation assistance, research or publication support, or travel to and research in relevant European countries.

### **International Studies Fund (ISF)– up to \$1000 (yearly)**

<https://www.ucis.pitt.edu/main/isf>

The International Studies Fund is intended to help students at the University of Pittsburgh conduct research on international issues or in international settings. Full-time graduate and undergraduate students at the University of Pittsburgh from all Schools and Campuses are eligible to submit a proposal, including international degree-seeking students. Visiting, non-degree, and post-doctoral students are not eligible to apply. Awardees must be enrolled at the University of Pittsburgh when applying and when using the award. Only one International Studies Fund award per student and fiscal year (July 1 to June 30) is allowed.

### **Nationality Room Scholarships – Amount dependent on scholarship**

<http://www.nationalityrooms.pitt.edu/scholarshipsgrants>

Eligibility for Graduate Students;

- \* U.S. citizen or permanent resident
- \* A current full-time student on a University of Pittsburgh campus for the fall and spring terms prior to study abroad
- \* Must be enrolled and on campus as a full-time student for the fall and spring terms immediately following the study abroad
- \* Proposed study abroad must relate to career goals
- \* Foreign language skills if required by the scholarship applying for
- \* Minimum stay **of five weeks** in one country or region during the summer term
- \* Students may apply for two scholarships, but can only win one
- \* Previous awardees are **not** eligible, but previous applicants who did not win may apply again.

#### **GRADUATES**

- \* Propose a career-related, credit-worthy internship. Independent-research or study abroad program. Intensive language programs are not accepted.
- \* Good academic standing

### **University Resources for Off-Campus Funding Opportunities**

[www.library.pitt.edu](http://www.library.pitt.edu)

# TRAVEL ABROAD

<http://abroad.pitt.edu/graduatesafetyabroad>

Pitt Study Abroad Contact Information  
1-412-648-7413 (Monday-Friday 9 AM – 5 PM)  
[www.abroad.pitt.edu](http://www.abroad.pitt.edu)

All graduate students traveling abroad for research or conferences must register with the University of Pittsburgh. The registration info is now in the **my.pitt.edu** portal under “My Resources” > “Travel Registration” > “international SOS portal”.

There is info on the main landing page from the Travel Registration link.

Overseas Emergency Information:

Pitt Study Abroad has a 24/7/365 dedicated line for **true, overseas emergencies**. Any calls not related to **true, overseas emergencies** will be dealt with during business hours.

In case of an **emergency abroad**, contact the following in this order until you reach someone that can assist you:

1. Local emergency contact
2. Local authorities
3. Study Abroad Emergency Line +1-412-973-4688 // [saosos@pitt.edu](mailto:saosos@pitt.edu)  
Please note that you may need to dial a country specific dial-out code.
4. Pitt Police at 412-624-2121

# NOTES



## NOTES



The Stephen Foster Memorial