
**GUIDELINES FOR GRADUATE MAJORS
MA and PhD PROGRAMS
Department of Theatre Arts and Dance
Graduate Studies Office
580B Rarig Center
2013-2014**

These Program Guidelines outline Departmental policies and procedures and **should be read carefully to plan a successful graduate career.** Also refer to the Graduate School website: <http://www.grad.umn.edu/> The one-page document, "Degree Completion Steps" is available on the web site and can be used as a checklist to help you stay on track. A copy is included in the appendix of this handbook. The College of Liberal Arts (CLA) administers our Theatre Arts graduate programs. Refer to their intranet web site at <http://www.cla.umn.edu/intranet/grad/> for additional information. You should also keep current with the departmental newsletter Backstage Pass which is distributed by email to Theatre Arts and Dance majors, minors and grad students, and the postings for graduate students on the fifth floor of Rarig Center (scholarship and funding information).

MISSION OF THE DEPARTMENT

Theatre Arts programs are committed to providing the finest practical and theoretical education for the performer, the artist, the educator, the scholar, and the audience member within the parameters of a liberal arts education. Training the historian, theorist, artist, and craftsman is inextricably linked to and centered in the laboratory experience of live performance as well as in the academic classroom. The programs serve the dual roles of examining the various historical and contextual relationships of past and present theatre and dance performance while seeking to educate audiences and theatre/dance artisans/educators of tomorrow.

MISSION OF GRADUATE PROGRAMS

The Graduate Programs seek to produce scholars and artists of the highest caliber, preparing them for careers in professional and/or academic theatre and related artistic fields.

I. AREAS WITHIN THE FIELD OF THEATRE ARTS

The formal area of study offered by the department for the MA/PhD is Theatre Historiography

II. SECURING AN ADVISOR

For the first semester in residence, the Director of Graduate Studies (DGS) will serve as advisor. During this time you should be seeking a permanent advisor within your major program. You may wish to consult with the Head of the MA/PhD Program and/or faculty within the Program regarding possible choices. Once a faculty member has agreed to serve as your advisor, he or she must sign a "change of advisor" form, available in 580B Rarig Center, after which a copy of your

file is forwarded to the advisor. (The Graduate Studies Office keeps your permanent student file.) The permanent advisor helps in planning coursework, signs registration forms and all degree-associated forms such as the program, oversees timely progress toward your degree, and serves as thesis advisor. It is suggested that you meet with your advisor at least once each semester. Should it become necessary to change advisors, you should consult with the DGS and/or the Program Head. A new "Change of Advisor" form would need to be signed, authorizing a copy of the file to be sent to your new advisor.

III. FILING YOUR DEGREE PLAN

Forms referenced below can be found on the Graduate School web site at <http://www.grad.umn.edu/students/forms/index.html>

- A. 1) Working with your advisor, you will need to complete the Graduate Degree Plan (GDP) form (OTR198) which documents, in chronological order, all graduate-level courses transferred, completed, or to be taken in order to satisfy the requirements for your degree. The filed and approved program makes your degree plan official.
- 2) If any graduate coursework to be counted on the program is from non-U of M programs, the original transcript(s) listing that coursework must accompany the program submittal. Graduate-level courses from other institutions taken as either a degree- or non-degree-seeking student, including through distant education, may be transferred if such courses meet the following specifications: work must be graduate-level (postbaccalaureate), been taken as graduate-level work, and have been taught by faculty authorized to teach graduate courses. It is your responsibility to provide the program with appropriate course documentation (e.g., course syllabi, faculty status information) in support of the credits proposed to be transferred. Transfer of credit: Note that Master's degree students are required by the GS to complete at least 60 percent of the coursework for their official degree plans (excluding thesis credits) as registered University of Minnesota Graduate School students. With the approval of the advisor, the DGS in the major (and the DGS in the minor, if the courses are for a designated minor), and the GS, the transfer of up to 40 percent of the degree plan coursework from any combination of the following would be permitted: (1) other recognized graduate schools; (2) **99PRD** registrations at the U of M; and (3) coursework taken while pursuing graduate-level degrees through other U of M units. *UofM registrations taken Spring 2001 and later via the undergraduate, non-degree-seeking status (formerly known as "Adult Special" or "Summer Only) will not be accepted for transfer. Coursework taken through CEE Spring 2001 and later will not be accepted for transfer to meet degree requirements in the GS. See the Graduate School Bulletin for specific requirements regarding transfer credits. In all cases, official transcripts of the work must be attached to the degree plan form, unless they have already been included in your GS file.*

Double-counting: Students may have a maximum of 8 credits in common between two masters degrees.

The Graduate School uses two grading systems: A-F and S/N. Students have the option of choosing the system under which they will be graded, except in courses where grading has been restricted. 5xxx and 8xxx courses with A-C (including C-) and S may be applied to a GS degree plan. Under some circumstances and with the approval of the department, 4xxx, 6xxx, and 7xxx may also be applied. **At least two-thirds of the total number of course credits included on the degree plan form must be taken A-F.** All A-F registrations in the GS, regardless of course level, will be calculated in the cumulative GPA.

- 3) Both the DGS and the CLA Office of Graduate Programs must approve your planned program of study as listed on the program form. Procedure: The original completed and signed form and a copy of your transcript (unofficial) should be sent to the CLA Office of Research and Graduate Programs (attn: Wendy Friedmeyer) for approval. Please do not send a copy to the Graduate School; doing so only creates confusion. The CLA office will forward the original Degree Plan form to the Graduate School. Once the Graduate School receives and approves the form, the Graduate School will send a .pdf copy of the form to the student and photocopy of the form to the department DGS. You may file your program after completing 10 credits. MAs must file in the first year and PhDs in the second year -- a separate Degree Plan is filed for each degree earned at Minnesota. It is best to submit early, especially if you intend to transfer credits.
- 4) Courses taken for audit ("V") do not count on the program. Thesis credits from another institution do not count on the program. In filing the program, U of M thesis credits must be listed, but they should not be "X'ed" in the major field or included in the totals column for the major. The 24 thesis credits required for the PhD represent a minimum of research effort for a doctoral degree.
- 5) Once approved by the GS, the degree plan must be fulfilled in every detail to meet graduation requirements. Program changes are relatively easy to make and are requested by completing a GS petition form (available on-line).
- 6) The Preliminary Oral Committee for the PhD is chosen by you in consultation with your advisor. It is filed as a separate form, Assign/Update Examining Committee, which is available online.
Any University tenured or tenure-track faculty member who holds an earned doctorate or designated equivalent in an appropriate field from an accredited institution may serve in any role on doctoral preliminary oral examination committee, including advisor.

The Final Orals Committee is also chosen in consultation with your advisor upon recommendation of the Graduate Faculty of the department. It is filed as a separate form, Assign/Update Examining Committee, which is available online. The chair of the doctoral final oral examination committee may not be the candidate's advisor or

co-advisor. Every doctoral final oral examination committee must include at least two tenure-track or tenured University faculty members who hold earned doctorates or designated equivalents in appropriate fields from an accredited institution. At least one of the faculty members must be tenured. There are no exceptions to this requirement.

B. OUTSIDE COURSEWORK:

MA programs must include at least 6 credits of 5xxx/8xxx-level coursework from other departments; PhD programs must include at least 12 of these outside credits. Specific courses should be planned with your advisor. An outside course must be at least 3 credits. Outside coursework for the PhD will take either the form of a Supporting Program [see C.3.b. below] or a Minor. The Minor consists of coursework within one department and is made up of courses determined by that department; consequently, the Minor must also be approved by that department's DGS. For the MA, the Minor entails a minimum of 6 credits; for the PhD, a minimum of 12 credits. The Minor is indicated as such on your degree transcript. See your advisor or the Head of the MA/PhD Program about the possible advantages of the Minor.

A minor can be added by including the minor and related coursework on the Graduate Degree Plan form. The Director of Graduate Studies (DGS) in the minor field must sign the Degree Plan. If you already have an approved Degree Plan on file with the Graduate School, you will want to submit a Petition form to add the minor and any additional coursework necessary. Note: Master's degree students must declare a minor prior to their final exam. Doctoral degree students must declare a minor prior to passing the preliminary oral exam. If you are pursuing a minor, you will also need to obtain the signature of the DGS in the minor field on your Degree Plan form.

C. DEGREE COURSEWORK: The Core Curriculum

The MA/PhD core curriculum includes three categories of course at the 8000 level. Students are required to take a minimum of two courses from each of category A and category B, and both courses in category C.

A: Signature seminars

Each member of the MA/PhD faculty will offer a "signature seminar" on a two-year rotation. These seminars focus on the faculty member's current primary area of research interest, with an emphasis on articulating the distinct research methodology that the faculty member brings to bear on his/her field.

B: Field seminars

Each member of the MA/PhD faculty will offer a "field seminar" on a two-year rotation. These seminars are designed to give students a level of field expertise that will enable them to teach in the history, literature, and criticism of Theatre Studies, and

each focuses on a distinct period, problematic, or performance tradition. The emphasis here is on mastery of a body of literature and theory pertaining to a specific field.

C: Pedagogy and Professionalization

This seminar is taught every second year, over an entire year (meeting every second week, 3 credits). It introduces students to the academic profession through a series of focused workshops on pedagogy (ethics, politics, and practice), professional protocols (publishing, job search, conferences), and forms of professional writing (grants, abstracts, statements of teaching philosophy etc.)

Historiography Seminar

This seminar is taught every second year (3 credits). It focuses on the contested nature of historical (theatre/performance) knowledge, and introduces students to idea of historiography defined as an ethical exploration of the encounter with the Other (the past, the writing of history, the archive, the event, the fact, the object) that questions relations of knowledge and power, as well as the current apparatus of inquiry and interpretation.

The degree to which previous work/courses will 'transfer' into the new structure will be determined on an individual basis.

- 1) For the MA, Plan A en route to the PhD (40 graduate-level credits minimum which includes 10 thesis credits after coursework):
 - 6 credits -- Field seminars
 - 6 credits -- Signature seminars
 - 3 credits -- Historiography seminars
 - 3 credits -- Professionalization
 - 6 credits coursework at the graduate level outside the Department
 - 6 elective credits, inside or outside the Department
 - 10 thesis credits (TH 8-777)
 Note: there is an 8-credit limit on practical/performance courses for program credit.
- 2) For the MA, Plan B (30 graduate-level credits minimum):
 - Same as the MA-Plan A minus the thesis credits and plus the written Plan B papers
- 3) For the PhD:
 - There is a 54-credit minimum for the number of credits for the PhD (which can include MA credits); most students have three academic years of coursework, including Masters' credits. The credit minimum will increase depending upon the need for coursework in the Research Technique requirement.
 - a. Theatre Coursework: the 18 credits of theatre coursework listed above under MA, Plan A.

- b. Supporting Program (Related Fields) or Minor, 12 credits: the Supporting Program is an integrated body of courses from related departments; dramatic literature is one typical possibility. The Supporting Program is a more flexible option than the Minor. [See the Graduate School Bulletin under **Minor Field or Supporting Program Work** for more detailed discussion.]
- c. Research Technique, appropriate credits: students must demonstrate a research technique appropriate to the thesis. This could take the form of a foreign language or a discipline research methodology. (See Section VIII.)
- d. Thesis Credits (TH 8888), 24 credits

IV. GRADUATE WRITTEN EXAMINATIONS

Qualifying examinations are required of all MA/PhD degree candidates. Each student will take three examinations covering Signature and Field Seminars taken within the program.

EXAMINATION I

Examination I is a take-home examination, based on Signature and Field seminars offered within the Department of Theatre Arts and Dance in the student's first year of coursework. The examination is to be completed in 72 hours, and takes place the week preceding the beginning of the Fall semester. A specific due day/time will be established by the Graduate Studies Plan Coordinator along with a set of instructions regarding the format of the essays in order to preserve your anonymity. You will be given a set of three questions from which you will prepare two essays.

If you do not take the exam on schedule, or if you do not pass the exam, you may retake it at the beginning of the Spring semester.

Objective

Examination I is designed to test your ability to marshal the range of research, arguments, and available knowledge of a given field of theatre history, that you have been introduced to in the discussions, lectures, and readings associated with your coursework. More particularly, we want to see you organize that "archive" in the service of an original argument. As you prepare, remember that we are looking to see that your answers are based on a secure understanding of dramatic theory, theatre history and dramatic literature, a sensitivity to the societies and historical circumstances which produced them, and a familiarity with the ways in which they have been framed by the conventions and debates of our discipline. We are also looking for a balanced and thoughtful recognition of the problems of scholarship and interpretation. In other words, we would like you to spend some time thinking about how to approach the questions in complex ways in order to move beyond surface or conventional engagement with the material. Thus, the focus is not on the presentation of the material -- we are not looking for survey papers -- but on a reflexive historiographic strategy which will illuminate how you think about the material, why you think

about it in this way, and what the compelling reasons for framing and entering the field in this way are.

Three additional points worth bearing in mind: 1) Your responses should be very specific, addressing particular writers, theorists, events, practices, moments, movements and so on. 2) Do not repeat examples or write on similar areas of study. 3) Finally, while you will be consulting primary and secondary sources, your notes from class etc., and may draw on your term paper from the course in question, or on insights from your mentors, we also assume that you will be working on your own.

EXAMINATION II

Examination II requires the student to write an annotated syllabus based on a topic of choice generated by a Signature or Field Seminar taken within the Department of Theatre Arts and Dance in the student's second year of coursework. A student who had taken 8111 Ancients to Early Medieval could present a syllabus that focused on the performance of justice, in theatrical and paratheatrical contexts across a range of periods. A student who had taken TH8114: Performance and Political Modernity might, for instance, present a syllabus that focused on melodrama from the French revolution to contemporary global popular culture. It is assumed that students will draw not only on their research projects from the seminar in question, but also on their training in pedagogical practices from the Pedagogy and Professionalization course.

The syllabus is to be completed over the summer following the student's second year, and submitted on the first day of Orientation week. The student's annotated syllabus will be presented to the program faculty in either the first or second week of semester. Soon afterwards, the faculty will meet with the student for the Q&A session regarding the syllabus and to assess the student's work in terms of its pedagogical values, scholarly rigor, and originality.

The examination will be assessed based on a combination of the submitted syllabus and the lecture (see criteria below). It will be assessed on the following scale:

- pass
- pass with reservations (requiring that the student submit stipulated revisions to the syllabus, within a specified time-frame)
- fail (with the option for a retake in the following year)

Objectives

The objective of the examination is for students to demonstrate mastery of the material and scholarly arguments relating to a research field of theatre historiography or performance criticism, by designing a course that presents an original, coherent approach to the field, that is distinguished by scholarly rigor, is pedagogically supportable, and appropriate to the material in question.

Description

Syllabus

The syllabus should be designed for an imagined _special topics,_ upper-division undergraduate course, with approximately 25 students (mostly theatre/performance majors), at a school similar to the University of Minnesota. The course would run for a 15-week semester, meeting for two 1 _ hour sessions per week.

You should present:

1) a version of the syllabus that would be given to the students in the course, and that offers the following information: course description, a list of learning objectives, assignment descriptions, student responsibilities, and assessment criteria, class schedule with a complete list of readings/viewings (with full citation information).

2) the syllabus should be accompanied by appendixes that offer the following:

- a) a rationale for the course_s approach to the subject field you have chosen (in the form of an essay of approximately 3-4 double spaced pages): Why organize the course in this way? What reasoning stands behind your selection of readings and research topics, and your sequencing of material? What is the relationship of your approach to the way the field you engage has been construed in Theatre Studies more generally? What significant questions does the course, as you have designed it, raise about this field? How does it help students answer them? Why are those questions significant, and how might they fit into the trajectory of undergraduate education?
- b) a description and justification of the teaching methodology for the course (approximately 3-4 double spaced pages): How would you describe the philosophy behind your classroom practice? How will you address the material of the course? What kinds of principles guide your construction of class plans and activities, as assignments and assessment structures?
- c) 1 page devoted to each main topic covered in the class schedule, including: a supplemental bibliography (materials that might be used in class, suggested to students interested in further reading, and used as an aid to your own preparation for lecture/discussion)—a paragraph describing the learning objectives for the topic, and the way the material would be handled in class
- d) a handout for students detailing one of the major assignments they will be completing.

Assessment

Syllabus: Pedagogical soundness: Is the proposed course realistically teachable? Did the syllabus offer a variety of points of entry for students of different ability levels and backgrounds, and materials or activities well designed to open the topic up for students? Were the stated objectives well served by the student_s choices regarding assignments, assessment, and activities in the syllabus? Was the syllabus presented in a way that communicates a teaching philosophy appropriate to the content and objectives?

Scholarly rigor: Did the syllabus demonstrate that the student has a clear mastery of the literature of this field—primary, secondary, theoretical? Is the student able to match depth of inquiry with accessibility and relevance? Able to identify pertinent questions, organize the ideas in a logical, productive, and illuminating way? Did the student present a convincing rationale that identifies the stakes for the field, and that provides a clear and supportable basis for selection of materials (inclusions, exclusions), and approach to their presentation?

Originality: does the syllabus demonstrate imagination, thoughtfulness, and intellectual independence in its approach to the field studied?

EXAMINATION III

Examination III is a lecture based on a topic which the student intends to develop further to become part of the field statement and proposed dissertation project during the semester following examination III. It is suggested that—in order to achieve the balance between well-evidenced, grounded analysis and the articulation of a conceptual, theoretical framework, that characterizes a good presentation—students develop a research paper that is either new and will be developed into a field statement or that they have already written for a graduate seminar.

The presentation of the student’s lecture will be given in either the first or second week of semester (to be scheduled in discussion between faculty and students). It will be delivered before an audience of graduate students and faculty, and will be followed by a Q&A session. It should be similar in nature to a job talk or extended conference presentation. The lecture should last 40 minutes, and will be followed by a question and answer period of approximately 20 minutes.

Assessment

Lecture: How clear, convincing, coherent and well supported was the student’s argumentation? Was the argument significant, original, and well informed by the relevant scholarly debates in the field in question? Was it based on substantive research—both primary and secondary—that showed potential to develop into a valuable dissertation project? Were the questions posed of sufficient sophistication and significance to form the basis of a dissertation project extending beyond the specific material engaged in this lecture?

Was the student sensitive to the oral medium of the lecture, choosing appropriate strategies of organization and presentation? Did the lecture demonstrate a clear, appropriate strategy for engaging the material, and a professional level of preparation? Did the student make effective use of the technologies, visual or supplementary materials that he/she used?

OUTSIDE EXAM for MA-Plan B candidates:

The student should supply the name and campus address of the outside committee member to the Graduate Studies Plan Coordinator one semester prior to the actual exam sign-up. There is an option available for this exam:

- * a three-hour in-house written exam with questions provided by the outside committee member or
- * a take-home exam similar to Exams I/II

The format of your exam will be selected in consultation with the outside examiner and the advisor.

Questions for whichever format is chosen will be solicited from the faculty member by the Graduate Studies Plan Coordinator. You must inform the Graduate Studies Plan Coordinator which format you are using at least two weeks prior to the question solicitation. If the first option is selected, the exam will be administered during the second week of classes. If the second option is selected, the exam will follow the typical written timeline. Completed exams are returned to the outside committee member for grading. Results are distributed in the usual manner. This exam may be taken any semester once coursework from the outside member is completed. [See appendix for Guidelines regarding this process.]

E. GRADING THE EXAMINATIONS:

- 1) Exam results will be distributed to you and your advisor, approximately four weeks after the exam. If you have questions about the results, see your advisor or the DGS.
- 2) At least two faculty members of the MA/PhD program read and agree upon the grading of the exams. An exam is evaluated as "pass," or "retake." Comments are included with the evaluation. Code numbers maintain anonymity.

PASS: Each answer demonstrates a sufficient grasp of the subject matter to assure the reader that the student is informed about the material. Answers are organized and coherent and have a sense of style to the writing. Attention has been paid to grammar and spelling. Each question has been answered adequately.

RETAKE: More than one answer incomplete, incorrect, marginal. Poor grammar and/or spelling. Vagueness, lack of specifics, failure to answer the question as asked, substitution of another answer in combination with marginal performance on other answers. Difficulty in reading the exam.

- 3) A student may request to review his/her exam in light of the readers' comments as preparation for another attempt. If such a review is requested, the exam CANNOT have a subsequent request for a "re-read". The student must review the exam in the presence of the Graduate Studies Plan Coordinator or the DGS. An advisor may also request to review an exam with the student. In such case, the exam will

be issued to the faculty advisor, reviewed in his/her presence and the exam then returned promptly by the advisor to the Graduate Studies Plan Coordinator.

- 4) You may request a re-read of your exam if there are valid reasons to do so. This action should be taken only after consultation with your advisor or the DGS. The following policy regarding re-reads was passed by the Graduate Faculty May 27, 1993:

Re-reading qualifying examinations will be allowed upon the discretion of the DGS **but only in the semester succeeding the original examination.** Such second reading will be the final determination of the grade. The application form [available from the Graduate Studies Plan Coordinator] used for the formal request from the student to the DGS must articulate the rationale for the re-read. Such application must occur prior to the last day of class in the semester in which the exam was taken. This request form will remain confidential between the DGS and the student.

- 5) At the successful completion of your written qualifying examinations for the PhD, the DGS will send GS17 to the Graduate School, reporting the results. **You cannot schedule your preliminary orals until your qualifying written exams are complete.**

V. CHANGE FROM MA TO PHD

Students who wish to obtain the MA along the way must submit the Degree plan for the MA in order to be "admitted" to the MA. Students who are obtaining the MA along the way with the PhD are not required to do a Change of Status provided the MA is in the same major as the PhD.

Note that full admission to the PhD depends upon successful completion of the MA. You must finish the MA degree before beginning the PhD by applying for graduation.

Courses required of the MA may count toward the PhD. See the Graduate School Bulletin section entitled Transfer of Credits for the Doctoral Degree under the PhD section for further information.

VI. ORAL EXAMINATIONS

It is your responsibility to schedule the oral examinations as required for your degree. The date and time should be chosen in consultation with the advisor and each member of the examining committee, according to the timelines as established in the Graduate School Bulletin. You should do this several weeks in advance, and then remind committee members a day or so before the exam. Schedule the time period and space with the Graduate Studies Plan Coordinator.

A. Masters Students

MA Plan A: candidates take an oral examination on the thesis.

Candidates should prepare a 15-20 minute opening statement that discusses the intellectual journey traveled to develop the thesis, iterates its main arguments, and proposes future directions. The committee will then have about an hour to ask questions about the thesis.

A majority vote of the committee, all members present and voting, is required to pass the examination. A student who fails this examination may be terminated from the graduate program or may be allowed, on unanimous recommendation of the examining committee, to retake the examination, provided the re-examination is conducted by the original examining committee.” [see Grad School catalog]

MA Plan B: typically there is no oral, but one may be requested by your MA Committee.

B. PhD Students

PhD candidates have a Preliminary Oral Examination on their entire field of study and a Final Oral on their dissertation.

The PhD Preliminary Oral Examination sequence:

- 1) After the PhD program is filed, you and your advisor suggest a preliminary committee. It is recommended that the degree plan be filed, at minimum, three months prior to the exam date. The doctoral preliminary oral committee must consist of at least four members, including the advisor/s. All members of the committee and the candidate must participate in the preliminary oral examination. Committee members and/or the student may participate remotely as long as all conditions for remote participation in the exam are met. Final determination of the committee is made by the College of Liberal Arts. Any University tenured or tenure-track faculty or designated equivalent in an appropriate field from an accredited institution may serve in any role on doctoral preliminary oral examination committees, including advisor. To assign your preliminary oral committee, go online to <http://www.grad.umn.edu/students/forms/doctoral/index.html> to access the link to the assignment form.
- 2) The oral comes after passing the written exams and during or after your last semester of program coursework. It must be scheduled online no later than one week in advance of the proposed date of the orals. <http://www.grad.umn.edu/students/prelimschedule/index.html>
NOTE: in order to schedule the prelim, you must have your approved program on file with the GS and the form that attests to the completion of your written exams (from the DGS).
- 3) The oral is directly related to the individual student's research. In consultation with the advisor, you would choose three of your committee members who most closely represent your degree/dissertation preparation and ask them each to provide you with a question. Typically, these three committee members would be either the three Theatre faculty members or two Theatre faculty and one outside member. You will then prepare written answers to these questions and present

copies of **all** questions and answers to **all** committee members one week prior to the scheduled examination.

Timeline:

- 5 weeks or more prior to the oral date, schedule the oral exam date with committee members and the Grad School. Narrative is given to all committee members [see 5) below]
- 4 weeks prior to the scheduled oral exam: you receive the questions
- you then have 3 weeks to prepare the responses
- 1 week prior to the exam, your responses and the submitted questions must be given to all committee members

Once the student schedules online, a confirmation email will be sent to the student's UMN email account. Upon initial review of the student's record, an email will be sent to the student's UMN email account regarding any outstanding preliminary oral exam requirements, and how to fulfill those requirements. About one week prior to the exam, an email will be sent to the student's UMN email account confirming authorization of the exam or reminding the student of remaining outstanding requirements.

- 5) The examination consists of two parts: part one is a summary of your academic progress towards the degree; i.e., the courses you've taken and the experiences which were instrumental in shaping your interest in your field of study. Part two is the discussion of the answers provided to the submitted questions. In order for the exam to be beneficial for the student, you should provide the committee with a 3-10 page narrative that describes your area of interest in general terms, the work you have already done in the area, including a bibliography, as well as a brief statement regarding the significance of the project. This narrative will become a springboard for further discussions and planning regarding potential dissertation topics. The narrative is given to the committee at 5 weeks prior to the examination when the oral is scheduled with the Grad School.
- 6) The doctoral preliminary oral examination will be graded either pass, pass with reservations, or fail. If the student fails the exam s/he may retake the examination once. All committee members, or all committee members save one must approve this option. The second attempt to pass the preliminary oral examination must use the same committee members unless an emergency situation necessitates a substitution. If the committee does not approve a retake, or if the student fails the second attempt, the student will be terminated from the program. The examination is limited to two hours.

The PhD Final Oral Defense examination:

The doctoral final oral committee must consist of at least four members, including the advisor/s. The committee assignment link is on this page:

<http://www.grad.umn.edu/students/forms/doctoral/index.html> . All members of the committee and the candidate must participate in the final oral examination. At least three members must be from the student's major field. At least one member must represent a field outside the major. A minimum of 2 major field reviewers and 1 minor/outside reviewer are required. Advisors must serve as reviewers. Students must provide reviewers with a copy of the dissertation at least 14 days before the scheduled date of the doctoral final oral examination. Every designated reviewer on the doctoral dissertation reviewer's report must certify that the dissertation is ready for defense before the doctoral final oral examination may take place.

The doctoral final oral examination must include:

- A public presentation of the candidate's dissertation to the committee and the invited scholarly community
- A closed session (open only to the doctoral final oral examination committee and the candidate) immediately following the public presentation.

The student must schedule the Final Oral Examination with the Graduate School online as soon as a date is set, but no later than one week prior to the examination. The scheduling link is on this page: <http://www.grad.umn.edu/students/forms/doctoral/index.html> .

Once the student schedules online, a confirmation email will be sent to the student's UMN email account. At least one week prior to the exam, an email will be sent to the student's UMN email account that will include information regarding outstanding requirements and/or the status of the Final Oral Examination form.

Please note that the student is responsible for scheduling and confirming the time and place of the examination with all committee members.

To be recommended for the award of the doctoral degree, all committee members, or all committee members save one, must certify that the student has passed the doctoral final oral examination. Students are not allowed to retake the final oral examination. All student who complete a doctoral dissertation must file a digital copy of the dissertation in accordance with University standards. The final dissertation must be filed within 6 months of the final oral examination. http://www.grad.umn.edu/prod/groups/grad/@pub/@grad/documents/asset/otr206_formatting_and_submissi.pdf

VII. PAPERS FOR THE MA

- A. MA Plan A: In addition to the thesis requirements of the Graduate School [see the Graduate School *Bulletin*], students should submit a "Departmental MA

Plan A Thesis Statement" which outlines the research to be undertaken. This document should be submitted to the adviser in the early stages of the Plan A research and writing process, and should conform to the format suggested by the adviser. The thesis plan must be approved by the advisor and Graduate Faculty of the department. Students must enroll for a minimum of 10 master's thesis credits (Th 8777) before receiving the degree. Obtain the Graduate School publication "Preparing the Thesis/Design Project" to help complete the final text.

http://www.grad.umn.edu/prod/groups/grad/@pub/@grad/documents/content/gs_13-preparing_masters_thesis.pdf When you request a Graduation Packet, you will obtain the Master's Thesis Reviewer's Report to certify that the thesis is ready for defense

University Archives remain the official archive source for Plan A theses. You are required to submit two unbound thesis copies, one of which must be on archival-quality paper (100% cotton or acid-free, 20-pound-weight), to the Graduate School. Follow the instructions in the document listed above.

B. MA Plan B:

- 1) You are to complete three "Plan B Papers," at least one located in and one outside Theatre Arts. The Plan B Paper is an independent research project of somewhat greater scope than the average term paper. Students are encouraged to develop papers around three separate topics, to serve the generalist educational function of this graduate degree. A course paper may qualify, but typically it requires expansion and alteration, extending into the next semester.
- 2) The research and writing of the Plan B Papers is supervised by members of the Graduate Faculty and these three supervisors constitute the student's MA Committee. One of the principal purposes of these papers is to prepare you for subsequent scholarly writing -- a PhD thesis, a journal article or conference paper -- and to enable the Graduate Faculty to determine whether, in this respect, you are qualified to continue with advanced work of this nature. In many cases, a Plan B paper may be used as a pilot project for a PhD dissertation.
- 3) While an "artistic project" is not acceptable as a Plan B, a paper incorporating research leading to the creative work, such as period research for a scene design or historical research for an original script, might be appropriate. The artistic project itself (a script, design, prompt book, etc.) could be appended.
- 4) There is no minimum length, since projects vary considerably, but they average 20-30 double-spaced pages of text (with rare examples at 15-80 pages), plus any appendices, notes or bibliography mandated by subject or faculty supervisor. Length varies by subject matter and, for outside papers, by the requirements and standards of the second department. Unless otherwise required, style and format should conform to the MLA Handbook for Writers of Research Papers.

- 5) The best way to complete a paper is to start thinking about it in conjunction with a course and discuss the possibilities with the instructor at the start of the term. In many cases, a student may write a Plan B paper of considerable scope in lieu of other papers assigned in the course. When completed, the faculty supervisor signs and dates the title page: "Approved as a Plan B paper for the MA." [See example of cover page in the attachments.] **A copy of the approved title page must be filed with the DGS.**

- 6) After all three papers have been approved by the individual supervisors, make copies for all three members of your committee that include the approval on the title page. Each committee member must approve all three papers. Upon review and approval of the papers, the committee members sign the Final Examination Report form which you must pick up from 160 Williamson Hall or by requesting a graduate packet online before the examination is held. **A copy of the signed Final Examination Report form should be filed with the DGS for your degree safety.**

VIII. PhD LANGUAGE AND RESEARCH REQUIREMENT

PhD-track students are expected to demonstrate a working knowledge/reading proficiency in at least one foreign language (or sign language) upon entry into the degree plan. "Proficiency" entails the ability to use source materials with some ease. The degree of proficiency in the language is determined by research involved for your thesis. For example, if you are traveling to the area where the language is spoken and need to interview people in the course of your research, then a speaking knowledge of the language would be required. A reading knowledge of the language would be the minimum requirement. The level of proficiency required should be determined by your advisor. The foreign language examination should take place within the first three years of your coursework. It will be administered either by the advisor or a language center or certified by coursework in the language. [See appendix for further information -- GS forms OTR 192 or OTR 193]

If resources permit, it may be possible to support summer reading courses in required languages. You may apply for such support if you meet the following criteria:

- * you are fluent in the second language but need to improve reading proficiency
- * your research requires proficiency in a third language
- * you are proficient in one second language; however, due to a change in dissertation topic, you need to acquire a new language

See the DGS for details.

All students must have a research technique for the dissertation. The foreign language could meet this requirement, if it is appropriate to the subject of the study. If you select a topic that demands a different language, you will need to establish proficiency in that language as well. For example, proficiency in Spanish would not be appropriate for a dissertation on Ibsen's reception in Oslo.

In some cases a disciplinary research methodology is more appropriate than a language; a minimum of nine credits in that method is necessary. Such options include statistics, psychology, women's studies, economics, political history, anthropology, and so on. Like foreign language skill, research methodology allows access to specialized materials and opens new perspectives on your subject. The language or methodology broadens the research and further legitimizes the study itself.

NOTE: Research Technique credits are not the same as Supporting Program or Minor credits though it may be possible that they could count. This would be determined by you and your advisor.

IX. PhD THESIS

A. Dissertation Proposal/Statement of Thesis Plan

[See the attachment "Dissertation Proposal and Thesis Plan". Read the pertinent information in the Graduate School Catalog on line.]

- 1) The PhD student develops a 10-page dissertation proposal with and for the advisor and Program faculty. Once this proposal is approved by the advisor and program, it is edited to a single-page abstract and submitted on the Thesis/Project Proposal forms (OTR191a,b,c) to the Graduate Faculty of the Department and, if approved, to the Graduate School. This three-page statement of the thesis title and plan (single-space if necessary) is signed by the DGS.
- 2) If you change the dissertation subject, you must submit a new Proposal and Title. You may also need a new research technique and a new committee. See your advisor or DGS if you contemplate a major subject change. Minor changes in title or focus can be approved as the dissertation is completed.
- 3) The University of Minnesota's Committee on the Use of Human Subjects in Research must approve any study which uses people as a scientifically controlled research population. The Graduate Faculty will refer any such studies to the committee (they are rare in Theatre Arts). See the Graduate School or DGS for further clarification.

B. Thesis Credits:

You are required to register for 24 thesis credits during the writing of the dissertation (Th 8888). **Thesis credits may be taken at any time after admission to a doctoral program; programs have the discretion to determine when it is academically appropriate for students to take these credits.** The DGS Assistant will issue a student specific permission number for thesis credits when they are approved by your advisor.

C. Thesis Writing:

Work closely with your advisor and thesis reviewers, submitting drafts according to their individual preferences. Style and format should conform to the MLA Handbook for

Writers of Research Papers (current edition). Refer to the Graduate School web page "Doctoral Dissertation Submission" to help complete the final text
http://www.grad.umn.edu/students/degree_completion/doctoral/ElectronicDissertationSubmission/index.html

D. Thesis Certification and Final Oral:

As the thesis nears its final form, request a Graduation Packet . The Graduate School will then issue the PhD Reviewer's Report form. You can request the packet in person or online up to one semester before your doctoral final exam. All members of the final oral examining committee read the dissertation, although only those designated as thesis reviewers sign the report form certifying that the dissertation is ready for defense. The final oral may then be scheduled at least one week in advance with the Graduate School.

NOTE: The last few weeks of each semester, and particularly the last half of spring semester, are exceptionally busy. It is in your best interest to submit your thesis well ahead of the deadlines set by the Graduate School. Notify your advisor and the members of the committee at least two weeks in advance that the thesis will be delivered on a particular date. Committee members must have at least two weeks to read/respond to the thesis prior to the orals.

Note: All committee members are required to be present at the Final Oral. In exceptional circumstances, an oral can be held via conference call/Skype. Signatures on the final oral form must be original so the form will need to be sent to the absent faculty member for signature and returned for the remainder of the signatures. This is the responsibility of the student and the advisor.

- E. Thesis dispersal: University Microfilms, Inc., (now Bell and Howell) will be the official archival source for the University of Minnesota doctoral dissertations. Doctoral students are required to submit only one unbound dissertation to the Graduate School. This unbound copy no longer needs to be printed on archival paper (100% cotton or acid-free, 20-pound weight) paper. Dissertations printed on standard white copy or printer paper are acceptable. Only one abstract (on standard copy or printer paper) must be submitted. [For further information: obtain the information packet from Graduate Student Services and Progress Office, Formatting Guidelines for the Doctoral Thesis/Project
http://www.grad.umn.edu/current_students/forms/gsl6.pdf

X. **GRADUATE PROGRESS**

A. Progress and Review:

Graduate students are expected to maintain satisfactory progress towards the degree. This affects TA appointments, student status, awards and fellowships. All students are reviewed once a year by Program faculty in mid-Spring semester. You will be asked to submit or update your resume and complete the Annual Progress Review form; the review committee will have access to your file and Operational

Record. The review process is to assist your graduate career and provide feedback; you will receive a statement of the evaluation. If a student is to be placed on probation, notification will be given within two weeks of the review.

In addition to this formal review, the Program provides ongoing mentorship through regular "check in" meetings with faculty, on the following plan. Students who are in coursework (i.e. prior to sitting preliminary examinations) will meet at least once per semester with their advisor (or interim advisor/DGS) to discuss their progress, address challenges and set future goals. Once students have completed their preliminary examinations, in addition to regular communications with their advisor, they will have an annual meeting with their entire committee to discuss the progress of their doctoral research and writing. See Appendix: "Goalposts and Guidelines" for a further description of this mentorship process.

Minimums for Adequate Progress:

A 3.5 GPA in the major with no more than 8 credits of incomplete is considered to be the minimum for adequate progress toward either the MA or PhD. Graduate qualifying examinations must be attempted according to the timetable discussed earlier in this document and you must begin to earn passing grades on the written qualifying exams. You should also be regularly involved in the intellectual life of the program, including attending lectures and participating in the Department's theatre culture.

B. Incompletes:

In the unlikely event that an "Incomplete" is necessary, you must arrange for this grade within the guidelines of the course and instructor. It is not automatically granted simply because work is late or missing at the end of the semester. All programs require clearing incompletes within one year for adequate progress. **Oral examinations may not be scheduled until incompletes in program courses are removed.**

C. Time Limits:

MASTER'S: All requirements for the master's degree must be completed and the degree awarded within five calendar years after initial enrollment in the graduate program.

Students who are unable to complete the degree within the time limits described above due to extraordinary circumstances may petition the Theatre Arts program and the CLA Graduate Office for an extension of up to 12 months. Students must obtain the approval of their advisor/s and program DGS and submit the petition by the deadline. If the petition is approved, the student will be notified in writing of the expectations for progress. If the petition is denied, the student is notified in writing that he or she will be terminated from the graduate program upon expiration of the limit.

DOCTORAL: All requirements for the doctoral degree must be completed and the degree awarded within eight calendar years after initial enrollment to the graduate program.

Students who are unable to complete the degree within the time limits described above may petition the program and CLA Graduate Office for one extension of up to 24 months. Students must obtain the approval of their advisor/s and program DGS and submit the petition for an extension at least six months prior to the end of the time limit.

A single one-year extension may be possible; petition forms are available from the Graduate Studies Plan Coordinator. Time limits are rigorously enforced by the Graduate School. The PhD student is expected to complete the degree in five years, counting from the first enrollment in the Graduate School in Theatre Arts.

The Department uses time limits for teaching and research assistantships. Positions are available to select students who continue to make adequate progress, with the following limits: 4 semesters of employment for the MA, 6 semesters for the PhD, 8 semesters for the MA/PhD track. Counting begins with the first semester of appointment; positions in other departments do not affect these time limits.

- D. Six credits is considered FULL-TIME for graduate students. (Note: If your coursework and prelim exams and thesis credits are complete and you are hired as a 9515 category TA, you must register for 1 credit of TH 8444 instead of additional thesis credits. If you are ABD and taking 8444, you qualify for full-time financial aid, which means you can take the maximum in student loans.) All graduate students must be registered by the date indicated in the *Class Schedule*.

NOTE: If you change your registration and hold a teaching assistantship, be very careful to NEVER drop below 6 credits (in other words add before you drop or do a simultaneous drop/add). There are several unpleasant fees that will be assessed directly to you by the GS if you drop below full-time student status.

- E.. **All Graduate School students are required to register in the Graduate School every fall and spring term.** [Before you panic, see F. below.] Summer term registration will not be required -- nor will it be accepted in lieu of fall or spring registration in order to meet this requirement. Students who fail to register will be considered to have withdrawn, and their files will be deactivated. Deactivated students may not register for courses, take examinations, submit degree plan or thesis proposal forms, file for graduation, or otherwise participate in the University community as Graduate School students. Those who wish to resume graduate work must request readmission to the Graduate School by filing the Change of Status/Readmission Form and paying the application fee. **If readmitted, students must register in the Graduate School the semester of readmission for a minimum of one credit to regain their active status. If readmitted, such students will be subject to current degree requirements.**
- F. The Graduate School has created a zero-credit registration mechanism for students who must register solely to meet the Graduate School's registration requirement. **Course number is GRAD 0999 and the cost to register is free.** The course will appear on the student's record as GRAD 0999 Graduate School Active Status. *Students should register for this course only those fall and spring terms in which they are not required to register for regular coursework or thesis credits to meet academic or other administrative requirements. Registration requirements established by departments and agencies within or outside the University (which include, but are not restricted to, registration required to hold an assistantship, maintain legal visa status, or defer student loans) are **not** met by registering for Grad 0999.* All Graduate School students with active student status are eligible to register for Grad 0999. The department limit on the number of semesters a PhD student may register as GRAD 0999 is four following completion of coursework and exams unless there are compelling circumstances. Basically, this registration serves as a way to keep your active status in the Graduate School between coursework done/exams/thesis credits done and thesis finished...
- Graduate Policy approved 2003:**
If students have not provided any work or evidence of progress for two years after the completion of their preliminary oral exams, they will be barred from further registration until their application (with a plan for completion of the degree) is reviewed by the MA/PhD faculty.

XI. GRADUATION AND COMMENCEMENT

Request a graduation packet online. Refer to the graduation page in ONESTOP to access the graduation checklist and request the graduation packet.

http://www.onestop.umn.edu/degree_planning/graduation/graduate_checklist.html

You must file an Application for Degree form in order to receive a balance sheet and actually graduate and get a diploma. You may do this any time after the following: Doctoral students when they have an approved Thesis Proposal Form on file; Master's students when they

have an approved Degree plan on file with the Graduate School. Students will attend the College of Liberal Arts Commencement at the end of Spring semester. Information for Spring 2013 is available at this web site: <http://class.umn.edu/commencement/>

. **The departmental criteria for eligibility for attending the commencement ceremony by PhD students is that the Reviewers Report PhD Thesis form must be signed by the three reviewers, a copy left with the DGS, and the final orals scheduled with the Graduate School.** (per faculty vote 4/4/96)

Please note: Preliminary Oral exams or PhD Dissertation defenses may not be scheduled between June 1st and August 27th.

XII. RECORDS

Your application to the University and all degree and correspondence records are kept in the official file in 580B. Pertinent information is copied from that file for your advisor. The Advisee file is returned and/or destroyed at the completion of your degree pursuit. Your permanent file stays in secure storage. The DGS and Graduate Studies Plan Coordinator have access to all files. You may request access to your permanent file in a written letter to the DGS. Contents to which you have waived access will not be available (letters of rec, etc.).

XIII. FUNDING SUPPORT FOR GRADUATE STUDENTS

If you are interested and have not yet applied for an assistantship, you should file an application in 580B Rarig (the form is on the back of departmental application for admission form). You might also write a letter indicating your TA interests to individual faculty, the heads of teaching areas in which you would most like to work, and to the Department Chair. You will then be considered for any positions that may open up during the year as well as for subsequent years.

If you receive a TA appointment in another department, please inform the Chair of the Department of Theatre Arts and Dance immediately as to the percentage of the appointment and the department in which it is held. Failure to do so may jeopardize current or potential TA appointments in Theatre Arts. Standard Theatre Arts & Dance teaching assistant appointments will be 50% appointments. **TA appointments exceeding 75% time must be approved by the Chair of the Department and must take into consideration the effect on time to degree.**

There are several funding sources for graduate students available through the department and the college. To keep informed of the various opportunities, keep an eye on the departmental newsletter, the various bulletin boards on fifth floor Rarig, and the GAO and Grad School websites. The departmental solicitation for scholarship and award applicants is done every spring and announced in the newsletter. Awards Day, when departmental scholarship monies and awards are distributed, is the last Friday of spring semester.

We applaud student initiative that results in applications for outside funding support such as FLAS, but if such applications require departmental nomination, you must have the application to the DGS as least one week ahead of the due date. The same is true if letters of recommendation are required. **If the department is required to supply matching funds in any way, the Head of the MA/PhD Program must be informed so discussions can be held with the Chair.**

The Graduate Fellowship Office and bulletin boards near the Graduate School in Johnston Hall are also valuable sources for research funding support. Often the DGS or advisor receives calls for job or funding opportunities. It's vital that you have **A CURRENT ADDRESS, EMAIL ADDRESS, AND PHONE NUMBER ON FILE WITH YOUR ADVISOR AND THE GRADUATE STUDIES PLAN COORDINATOR THROUGHOUT YOUR STUDENT CAREER.** Academic and professional opportunities (and scholarship checks) are missed by not keeping addresses and telephone numbers up to date.

Occasionally students who receive both financial aid and scholarship/fellowships sometimes lose part of their work-study or loan allocation. Frequently Financial Aid counselors can work with such students to avoid any losses. If you are a scholarship/fellowship recipient who is on financial aid, please contact a counselor to seek assistance as necessary.

As you near completion of the degree, you may wish to seek help in applying for positions. Program faculty will be able to provide the most help. For academic positions, you should consult the Job File in the Department Office, 580 Rarig, at least once a week. It is usually worthwhile to use the University's Educational Placement office if you are seeking teaching positions (Education Student Affairs Office, 1425 University Ave. SE, Minneapolis, MN 55414; 625-5545), or a similar office linked to a professional association. Typically, you build a file of transcripts, a resume and confidential letters of recommendation which is made available to employers.

XIV. DEPARTMENTAL INFORMATION FOR GRADUATE STUDENTS

- 1) All graduate students have a hanging file for mail in the bottom drawers of the cabinet under the faculty mailboxes in 580 Rarig whether they hold TA appointments or not. Mailboxes should be checked and emptied at least once a week. While space permits, all graduate students will have desk space in the TA pod (508 Rarig).2) There are several opportunities, and considerable expectation, for graduate students to participate in the governance of the Department and the University Theatre. Students serve in advisory capacities to the Chair, on the Board of the XTheatre, on the Department Grievance Committee, on various search committees which may be constituted throughout the year, on Review committees for the college and NAST, and as the departmental representatives to the Council of Graduate Students. It is important for you to know who the graduate students representing you are on these bodies and to make your wishes known to them. You may also make your wishes known to any faculty member, the DGS, or the Chair directly.
- 3) News of all Department and University Theatre information is announced in Backstage Pass, distributed to all Theatre Arts & Dance majors, minors, and grad students by email.

Attachments

Degree Completion Steps (PhD, MA Plan A, MA Plan B (Plan C is for MFA Students))

Goalposts and Guidelines to Progress in the MA/PhD

Dissertation Proposal and Thesis Plan

Sample Title Page for MA – Plan B Paper

Language Certification forms

Guidelines for MA Plan B Candidates Who Need to be Examined by Outside Member of Their Committee



UNIVERSITY OF MINNESOTA

DEGREE COMPLETION STEPS

*Doctor of Philosophy
Doctor of Education*

In order to receive your degree, the following procedures must be completed. You must maintain active student status by registering every fall and spring semester until your degree is awarded. All forms must be submitted to the Graduate Student Services and Progress (GSSP) office unless otherwise noted. Contact your graduate program office for program-specific requirements and deadlines.

1 Complete Graduate Degree Plan

Submit at least one semester prior to your preliminary oral exam

2 Assign members to preliminary oral exam committee

Complete at least one month prior to exam via www.grad.umn.edu/students/forms/doctoral/index.html

3 Complete Preliminary Written Exam Report

Must be on file to be authorized to take preliminary oral exam

4 Schedule preliminary oral exam

Notify GSSP of scheduled exam at least one week in advance

5 Submit Preliminary Oral Report

Submit for your record to reflect doctoral candidacy

6 Assign members to doctoral final exam committee

Complete at least one month prior to exam via www.grad.umn.edu/students/forms/doctoral/index.html

7 Request Graduation Packet

Packet will include the Graduate Application for Degree form and Reviewers' Report form. You can request it in person or online up to one semester before your doctoral final exam.

8 Schedule doctoral final exam

Notify GSSP of scheduled exam at least one week in advance

9 Submit Graduate Application for Degree

Submit to One Stop by the first business day of anticipated month of graduation

10 Submit Reviewers' Report

Submit prior to your defense

11 Submit Doctoral Final Exam Report

Submit no later than the last business day of anticipated month of graduation

12 Submit dissertation/project

Submit by the last business day of anticipated month of graduation. Consult Graduation Packet for formatting guidelines.

Renaë Faunce
Graduate Degree Plans &
Committee Assignments
gscmie@umn.edu
612-625-5833

Questions?

Contact the Graduate Student Services and Progress office
(316 Johnston Hall)
<http://www.grad.umn.edu/students/doctoral/index.html>

Stacia Madsen
Degree Progress & Final Exams
gdoc@umn.edu
Prelim Exams
gradssp@umn.edu
612-625-0168



UNIVERSITY OF MINNESOTA

DEGREE COMPLETION STEPS

Master's Plan A

In order to receive your degree, the following procedures must be completed. You must maintain active student status by registering every fall and spring semester until your degree is awarded. All forms must be submitted to the Graduate Student Services and Progress (GSSP) office unless otherwise noted. Contact your graduate program office for program-specific requirements and deadlines.

1 Complete Graduate Degree Plan

Submit at least one semester prior to anticipated graduation

2 Assign members to master's final exam committee

Complete at least one month prior to exam via www.grad.umn.edu/students/forms/masters/index.html

3 Request Graduation Packet

The packet will include the Graduate Application for Degree form and Reviewers' Report form. You can request it in person or online up to one semester before your master's final exam.

4 Submit Graduate Application for Degree

Submit to One Stop by the first business day of anticipated month of graduation

5 Submit Reviewers' Report

Submit prior to master's final exam to obtain the Final Examination Report form.

6 Submit Final Examination Report

Must be submitted no later than the last business day of anticipated month of graduation.

7 Submit Thesis

Submit by the last business day of anticipated month of graduation. Consult your Graduation Packet for formatting guidelines.

Questions?

Contact the Graduate Student Services and Progress office (316 Johnston Hall).

www.grad.umn.edu/students/masters/index.html

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UNIVERSITY OF MINNESOTA

DEGREE COMPLETION STEPS

Master's Plan B

Master's Plan C

In order to receive your degree, the following procedures must be completed. You must maintain active student status by registering every fall and spring semester until your degree is awarded. All forms must be submitted to the Graduate Student Services and Progress (GSSP) office unless otherwise noted. Contact your graduate program office for program-specific requirements, deadlines, and to determine if your program requires a committee.

1 Complete Graduate Degree Plan

Submit at least one semester prior to anticipated graduation

2 Assign members to master's final exam committee

If applicable, complete at least one month prior to exam via www.grad.umn.edu/students/forms/masters/index.html

3 Request Graduation Packet

The packet will include the Graduate Application for Degree form and the Final Examination Report/Final Report form. You can request it in person or online up to one semester before your master's final exam.

4 Submit Graduate Application for Degree

Submit to One Stop by the first business day of anticipated month of graduation

5 Submit Final Examination Report/Final Report

Submit by the last business day of anticipated month of graduation

Questions?

Contact the Graduate Student Services and Progress office (316 Johnston Hall).

<http://www.grad.umn.edu/students/masters/index.html>

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Goalposts and guidelines to progress in the MA/PhD

Advisement and Annual Progress Review

Students will regularly “check in” with the program faculty throughout their degree. Please remember that it is your responsibility to schedule these meetings.

Annual Progress Review:

Every year, every student in the MA/PhD program submits the Graduate Student Annual Progress form (available on the Department website) to the program faculty for review, and receives written feedback on his/her progress. This process takes place in March and April.

Bi-annual adviser meetings for students in coursework:

Students schedule two meetings per year (one each semester) with their advisers (or their interim adviser/DGS). In these meetings, the student and adviser will informally discuss the student’s progress, addressing challenges and setting future goals. These discussions should use this “Goalposts and Guidelines” document as a guide. One of these meetings should be scheduled late in the Spring semester so that the feedback from the Annual Progress Review can be addressed.

Annual committee meetings for ABD students: All ABD students will have one meeting per year with their entire committee to discuss their progress on the doctoral dissertation. At least one week prior to this meeting, you will submit to your committee a substantial sample of your doctoral research (ex. a partial or full chapter draft or chapter outline, a revised version of your prospectus, a publication that you are working on based on your doctoral research). In this meeting your committee will respond to your writing, and discuss the current status of the project, addressing challenges you are facing, and setting goals for the coming year. (These meetings may be conducted remotely, by Skype, if you are living away from the Twin Cities).

Year 1:

Curricular/programmatic goals

- Identify an adviser by the conclusion of your year
- Take at least two seminars within the Program, and 1 in an outside unit
- Decide on plan to fulfill language requirement by year #3 (do you need to take courses?)

Scholarly development

- Identify cognate fields of interest and relevant units on campus that would support your study in these areas
- Attend lectures inside and outside the Program
- Devise a plan for summer research, in dialogue with your adviser
- Begin to make notes about possible dissertation topics

Career planning

- Take Individual Development Plan questionnaire in your first semester to begin to clarify your career goals and expectations. Discuss the development plan with your adviser/DGS, and devise a strategy for course choices, professional development etc. in the coming year.

If you entered without an MA

- Select an adviser and commit to either a Plan A or Plan B timeline before the conclusion of this year

Year 2:

Curricular/programmatic goals

- Prepare for and take subfield #1
- Prepare degree program form
- By conclusion of the year have completed the majority of field/signature seminar requirements
- In this year or early in Year 3, take a directed study with your adviser in an area that will develop your dissertation research plans

Scholarly development

- Settle on topic/field for dissertation research and begin to refine research questions and survey the extant literature in this field
- Apply for grants to fund summer research
- Attend and/or present at a field conference (MATC, or ASTR)
- Conduct summer research relevant to your dissertation
- Publish a “small stakes” piece: a book or performance review, interview etc.
- Identify a faculty member outside the program who can support your research interests
- Select a term paper that a faculty member has suggested has promise for publication. Make a plan to develop it for publication early in year 3.

Career planning

- Retake the IPDP questionnaire and continue discussions with your adviser
- Develop a strategy to prepare your professional profile to fit the career of your choice.
- Begin research into the career field by looking at job-postings and organizing an informational interview with a faculty member/professional in your career of choice.
- Identify grant/fellowship opportunities that will help support your course of study in year four and/or five and prepare a calendar noting deadlines and submission requirements.
- Begin to assemble a teaching portfolio and academic CV.

If you entered without an MA

- Plan A candidates: devise and begin research on your thesis topic early in this year. Constitute your MA committee, including two members of the program faculty and one faculty member from outside the Department. Use the summer to work intensively on thesis writing, in preparation to defend during year 3.
- Plan B candidates: identify the three research/term papers that you wish to revise and develop, and the three faculty members who will be advising you. Begin the revision process during this year and use the summer to work intensively on these papers, preparing to submit final versions in year 3. Early in this year, identify your outside committee member and make arrangements to complete the MA Plan B outside field examination.

Year 3:

Curricular/programmatic goals

- Prepare and submit subfield #2 by beginning of Fall semester
- Prepare and present subfield #3 lecture in Spring semester

- You may also (if you are ahead in developing your dissertation topic) sit your preliminary examinations at the conclusion of the Spring semester
- Complete language requirement
Complete all field/signature seminar requirements and other coursework
- Select committee
- By conclusion of Spring semester submit preliminary examinations statement to committee
- Throughout the year you will refine and develop your dissertation proposal, preparing for preliminary examinations and crafting of your prospectus

Scholarly development

- Submit a research paper for publication
- Present at ASTR, ATHE or other field conference
- Continue program of research in the summer
- Conduct primary research for your dissertation in summer of this year

Career planning

- Add to and polish teaching portfolio
- Follow profile development strategy devised in year 2
- Prepare for funding search for year 5 by identifying possible grants, fellowships, research and teaching assistantships, noting submission dates and requirements in your calendar.

If you entered without an MA

- Plan A and Plan B candidates: submit/defend your MA by the conclusion of this year.

Year 4:

Curricular/programmatic goals

- Sit preliminary written and oral examinations in Fall
- Register for and complete thesis credits
- Complete, revise and file dissertation prospectus, in dialogue with your adviser and committee
- Begin dissertation research and writing

Scholarly development

- Submit a research paper for publication, drawn from your dissertation research

Career planning

- Apply for funding and/or employment opportunities for year 5
- Prepare and workshop drafts of job application materials
- Apply for select jobs that closely match your area of expertise
- Attend teaching-training events at the Centre for Teaching and Learning

Year 5:

Curricular/programmatic goals

- Complete and defend your dissertation

Scholarly development

- Present at ASTR and/or ATHE, being ambitious about the level at which you present (i.e. submit for a plenary presentation as well as a working group at ASTR)

Career planning

- Polish job application materials in dialogue with adviser (and Centre for Teaching and Learning faculty)
- Conduct more comprehensive job search

DISSERTATION PROPOSAL:

The purpose of the dissertation proposal is to help you in planning and writing the dissertation. Although you may make some modifications once you actually become engaged in writing, you will find that the proposal, prepared in conjunction with your committee, will be invaluable in conducting your research, focusing on your topic, and composing the manuscript itself.

The proposal should be approximately ten pages in length, typed and double-spaced; it should include:

1. As precise a title as possible.
2. A statement of what it is that you hope to accomplish and why. This declaration of purpose will explain your interest in the topic you have chosen, and why you think the topic is significant.
3. A discussion of exactly what has already been done in this area by other scholars (review of literature), what remains to be done by you, and how your work differs from theirs. In other words, what will be your special contribution?
4. An explanation of the research design and procedures (strategy) you plan to employ and follow.
5. A chapter by chapter outline of your dissertation (table of contents).

Conclude with a bibliography of primary and major secondary sources with indication of any special resources that you hope to access: unpublished materials, interviews, documents, etc., and their location.

The thesis proposal must be approved by the advisor and the faculty members of the MA/PhD program before it can be submitted to the Graduate Faculty of the department for their discussion. Outside faculty members of the Preliminary Orals Committee may be consulted, especially if it is assumed that a particular member will move onto the Final Orals Committee, but outside involvement is not required in the development of the proposal.

THESIS PLAN:

Once the proposal has been approved by the Graduate Faculty, the Thesis/Project Proposal form (OTR191a, b, c) is submitted to the Graduate School. It certifies the title and subject and these will also be reported in the annual volume of Theatre Journal. This three-page statement of the thesis title and plan (single-space if necessary) is signed by the DGS.. The following pattern of about three paragraphs has proved useful for most studies (you may simply transfer material from the Dissertation Proposal):

1. An opening paragraph on the subject/idea for investigation and the source of that idea, such as previous examples of similar research or reference to critics, historians or theorists exploring the idea.
2. A second paragraph on the primary materials available for the study. Cite the major repositories, individuals or other sources.
3. A closing paragraph on the organization of the investigation. For most theses, this is a descriptive list of the chapter titles.

Title of paper

Submitted by

(your name)

Date

(name of faculty member for whom you are writing the paper)

Approved as a Plan B paper in partial fulfillment of the MA degree requirements in Theatre Arts
by

_____ Date _____
[signature of faculty member]

Graduate School

Language Department Certification of Foreign Language Proficiency (included on transcript)

I hereby certify that

--	--	--

Last Name

First Name

Middle or Former

--

Major Field

--

I.D. Number

has demonstrated proficiency in the language of

--

Language

Proficiency was demonstrated by:

- General Extension Special Course Examination
- University of Minnesota Course Credit
- Course Credit from another institution
- Graduate Reading Exam from another institution
- The student has demonstrated a higher proficiency
- Other:

--

Signature of Departmental Official

--

Name of Departmental Official (please print)

--

Date

Graduate School

Graduate Program Certification of Foreign Language Proficiency

To the Graduate School:

This is to certify that the student whose name appears below has demonstrated proficiency for our department in:

LANGUAGE:

STUDENT'S NAME:
(print)

UNIVERSITY I.D.#:

MAJOR FIELD:

APPROVED BY:

Adviser's name (print)

Adviser's signature

Major Field Director of
Graduate Studies name (print)

Major Field Director of
Graduate Studies signature

Date

GUIDELINES FOR M.A. PLAN B CANDIDATES WHO NEED TO BE EXAMINED BY THE
OUTSIDE MEMBER OF THEIR COMMITTEE

1. Student should notify his/her advisor that the test is to be written. This should be done the semester preceding the semester in which the test is to be taken.
2. Graduate Studies Plan Coordinator will ask outside committee member to submit questions to him/her.
3. Exam questions will be administered in the same manner as subfield writtens at a time agreed u0pon by the outside examiner, the student, and the Graduate Studies Plan Coordinator.
4. Completed exam will be sent to outside committee member for grading and returned to Graduate Studies Plan Coordinator with a form noting pass or retake. Notice of these results will be sent to the advisor and the student. Original will be placed in departmental exam file.
5. Retakes will be negotiated between the advisor and the outside member of the committee. (It is only required that the student be passed by a majority of the committee.
6. The exam from the outside member may be taken any semester (it has no relationship to the departmental subfield exams).
7. Once the courses are completed from the outside member, the M.A. exam should be scheduled.