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 craftsperson 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 artists and scholars 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 MFA degree is Design and Technical Production. **NOTE:** Because Graduate School records are kept in terms of fields or departments, a specific MFA concentration should not be designated on Graduate School forms. **Where the form asks for field or major, always put Theatre Arts in that space.**

II. SECURING AN Advisor
For the first semester in residence, the Director of Graduate Studies (DGS) will serve as advisor. During this semester you should be seeking a permanent advisor within your major program. You may wish to consult with the Head of the 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 in 580B Rarig 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, serves as (an) advisor for your final creative project in consultation with program faculty, and chairs your final oral examination committee. 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 PROGRAM

Working with your advisor, you will need to complete the Graduate Degree Plan 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 original completed Graduate Degree Plan should be sent to the CLA Office of Graduate Programs (attn.: Wendy Friedmeyer). The filed and approved program makes your degree plan official. You may file your program after completing 15 credits; you must file your program in or by the fourth semester in residence. You will not be assigned to your final creative project until your program is filed.

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 final examination committee must consist of at least three members, including the advisor/s. All members of the committee and the student must participate in the final examination. At least one member must represent a field outside the student’s major field. If the student has a declared minor(s), the outside member(s) must be from the minor field(s). Members cannot satisfy the requirement with respect to more than one field. Your Advisor must represent the major field on the examination committee and may serve as chair for the final examination. Your Co-advisor (if any) may represent the major field or the outside/minor field and may serve as chair for the final examination.

The MFA degree requires a minimum of 60 credits of coursework focused in the area of your MFA concentration and consists of three years of courses and practicums as outlined in the attached curriculum. Each MFA Program has individual requirements which may exceed the minimum. You must take 6 credits of History/Literature in the field of theatre/drama as part of your major program. The course sequence TH 4177/4178 may be used to fulfill this requirement for all MFAs in Theatre Arts or you may substitute outside dramatic literature coursework with the approval of your advisor. You must take at least 6 GRADUATE-level credits of coursework from outside the department. At least one of these courses must be a 3-4 credit University of Minnesota course that is substantial academically and contributes to your degree program. Specific outside courses may be recommended by any program faculty and should be planned to supplement your program with your advisor. Faculty who teach these courses are often considered for the outside member of your final Examining Committee. You may elect to have a Minor which would be indicated as such on your final transcript. A minor is at least 6 credits, all
taken in the same department. These courses are determined by the "minor" department, and their DGS would also be required to sign your program. For further information about minors, please consult the Graduate School Bulletin and the DGS. All coursework on the program must be 5000/8000 level. Any 4000-level course must be taught by a member of the graduate faculty if you wish to apply it to your degree program.

Once approved by the GS, the degree program 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).

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 program. 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 program form must be taken A-F. All A-F registrations in the GS, regardless of course level, will be calculated in the cumulative GPA.

IV. GRADUATE PROGRESS
A. Progress and Review:
You are expected to maintain satisfactory artistic and academic progress towards the degree. Student participation in the MFA Programs is based not only upon strong academics but also upon the demonstration of continued growth and professional promise. This demonstration may be independent of grades and coursework. Continued participation in the program is by invitation and at the sole discretion of the faculty. Your progress in the classroom and the laboratory will be reviewed annually. The review process is to assist your graduate career and provide feedback; you will receive a periodic evaluation on a regular basis and have the opportunity to discuss the results with your advisor and program faculty. A copy of the written assessment is placed in your permanent file.

Minimum standards for satisfactory progress include the following:

FOR DESIGN/TECH MFAs:
Maintaining a 3.0 GPA in the major with no more than 8 credits of incomplete. You must design at least one realized production per year (mainstage/summer/off-campus) and build an acceptable portfolio. You are expected to demonstrate adequate progress in creativity, portfolio, drafting, and drawing and rendering skills.

Unsatisfactory academic or artistic progress or lack of professionalism may affect TA appointments, student status, awards and fellowships, and lead to probation. More than one probationary period can result in dismissal from the program.

Procedures for probation/dismissal (2/17/81):
1) If a candidate is not making satisfactory academic or artistic progress, the advisor will bring the case to the program for consideration.
2) With the approval of the program faculty, the advisor will inform the student in writing of probationary status, the reasons for that status, and the means by which that probation can be lifted within two weeks. A copy of that letter will be sent to the DGS for the student’s permanent file.

3) Should the probationary status not be addressed satisfactorily in the time frame stated, the advisor will inform program faculty who may request termination to the DGS in writing. The student at his/her option may attend the program faculty meeting to provide any comments before the faculty vote is taken.

4) The DGS informs the student and the Graduate School that his/her degree pursuit is terminated.

B. Incompletes:
Students must request a grade of "Incomplete" if it is impossible to finish that semester's work. 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. Note: course instructors may establish a shorter time limit for the removal of incomplete grades. Your oral examination may not be scheduled until incompletes in program courses are removed.

C. Time Limits:
Time Limit for Earning the Master's Degree: All requirements for the master’s degree must be completed and the degree awarded within the shorter of five calendar years after initial enrollment in the graduate program or the more restrictive time frame specified by the program. The Department also uses time limits for teaching assistantships. TA positions are available to select students who are making adequate progress toward their degrees with the following limit: 6 semesters for the MFA.

Students who are unable to complete the degree within the time limits described above due to extraordinary circumstances may petition the program and collegiate unit 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 a petition is approved, the student is notified in writing of the expectations for progress and for the month/year of degree conferral.
- 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.

Students who have been terminated under such circumstances may apply for readmission to the program; however, readmission is not guaranteed.

D. All Graduate School students are required to register in the Graduate School every fall and spring term. 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 annually will be considered to have withdrawn, and their files will be deactivated.** Deactivated students may not register for courses, take examinations, submit degree program 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 completing the online Readmission Application 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.

E. Six credits is considered **FULL-TIME** for graduate students. All graduate students must be registered prior to the start of classes each semester. **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.

V. **MFA FINAL CREATIVE PROJECT**

A. **Requirements**

The final creative project for all MFA students typically occurs in their third year in residence. **NO STUDENT WILL BE ASSIGNED A FINAL CREATIVE PROJECT UNLESS THE DEGREE PROGRAM HAS BEEN FILED.**

B. **Oral Examination**

MFA candidates are required to pass a final oral examination related to your final creative project. It is your responsibility to schedule this examination. It is also your responsibility to insure that committee members are notified of the dates of your final creative project and that arrangements are made with the Managing Director of the University Theatre for them to see the production prior to the orals. **In general, orals should be held within one month of the production's close.**

You choose the date and time for this examination in consultation with the members of your committee. You should schedule the oral at least two weeks in advance and provide committee members with at minimum a draft version of your final creative project thesis record [see section VI. Below] at least a week in advance of the oral. **(NOTE: The MFA in Design and Technical Production Program requires that all program faculty members be present and contribute to the final oral exam, therefore, all faculty should receive the thesis project draft. However, only two members are listed as official committee members.)** A two-hour time period should be scheduled. **You must pick up the Form GS#4, "Report of Committee on Examination for the Master's Program," from the Graduate School prior to the exam and bring it with you. NO ORAL EXAMINATION WILL BE SCHEDULED IF THERE ARE INCOMPLETES IN PROGRAM COURSEWORK.**
VI. THESIS RECORD OF YOUR FINAL CREATIVE PROJECT
A written record of your final creative project is a requirement for the MFA degree.

FOR THE MFA IN DESIGN: (registration under TH 8990 3 cr)
During the period of working on the design aspects of your final creative project, you should begin saving and organizing related materials that will go into your written record or what is commonly referred to as "The Book." The Book is a written and visual record of your final project and remains with your advisor for placement in the departmental archives. NOTE: The form "Report of Committee on Examination for the Master's Program" is kept by the advisor until the Book is completed satisfactorily. The TH 8990 grade remains an "I" until the Book is completed satisfactorily. It is extremely wise upon turning in the final version of the Book to remind your Advisor to turn in the grade!

The contents of the Book must contain the following:
A. Introduction--A statement of the project articulating the theatre, director, and production restrictions. This discussion usually focuses on the givens and the initial charge/concept from the director as you approached the project.

B. Discussion of Design Choices and Realization for the Stage--A concise discourse of how you approached the design of your emphasis areas with discussion of research, choice of style and period, and how that was developed from concept to final product on the stage. This should be articulated for the thesis areas of your project. Other areas should be referred to as necessary where they had impact upon your emphasis areas.

C. Conclusion--A summation and self-evaluation of your performance is required. This should indicate how successfully you felt your designs satisfied the initial charge/concept of the director. In addition, you should address the issue of how you performed within the three limitations of time, budget, and available staff. If there are additional factors that affected the results they should be indicated (i.e., shop's allocated time was shortened by backlog of earlier productions).

D. Supporting Materials--The supporting materials should consist of photo documentation of the production recording the set model(s)/renderings, properties sketches, costume plot and designs, light story/montage boards and realized elements on the stage, process photographs, sound plots, and logs as applicable to your thesis areas.

All drafting for the production should be reduced to an 8 1/2" x 11" format and should be included in this section. In addition to the light plot, an instrument schedule, control board set-up chart, plugging chart and preliminary cue discussion should be included (as applicable).
Additional supporting materials that might be included in this section are properties lists following the established U of M format, costume plot/change charts, and any pertinent production notes necessary to understand the process and resulting product on the stage (as applicable).

E. A production **Expense/Budget report** should list estimated and final expenses by area. All documentation of individual expenses within a production area may be obtained from the University Theatre Technical Director.

F. **Bibliography**--A bibliography of sources used to research and complete the project must be included. This should contain any primary research, archives, or design collections that were helpful to you in preparing for this project.

The Book must be contained in a loose-leaf notebook with the name of the production, designer, and date of production on the spine. Remember, this is the only record of your artistic accomplishments left at the University. Neatness and organization are important! When the Book is finished, it should be left with the advisor who will place it in the Departmental archives.

NOTE: Examples of past books are available for supervised perusal from the Departmental Archives.

At least one week prior to the oral examination, you must provide to all program faculty members and your outside committee member a written discussion of your process and self-evaluation of the results (Sections A.B.C. above).

VII. **GRADUATION AND COMMENCEMENT**

At the beginning of spring semester of your third year, **you must request a 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. The Graduate School will then compare the coursework listed on your transcript with the coursework listed on your program. If these don't match, they will send a "balance" letter detailing what needs to be adjusted. It is your responsibility to "clear" the imbalance through filing a "Petition" form (available online), or clearing up any Incompletes. If the "balance" sheet matches, the Graduate School will inform you that you are cleared for graduation. (The "Petition" form may be filed any time and more than once throughout your career.)

The Spring joint commencement ceremony for graduate students in the College of Liberal Arts, the College of Science and Engineering, the College of Biological Sciences, the College of Food, Agricultural and Natural Resource Sciences, and the Medical School basic science departments will replace the two annual commencement ceremonies formerly held by the Graduate School.
The departmental criteria for eligibility for attending the commencement ceremony by MFA students is that the final creative project is completed and the signed and completed oral report form is in the hands of the advisor.

VIII. GRAD0999
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 student may register for GRAD 0999 active status is two following completion of the thesis production. If you have not turned in your thesis by fall semester of year 4, you MUST register for this course to get your paperwork to clear.) Though we recommend strongly against this, such registration will keep your active status in the Graduate School between coursework and project done and the creative project record being approved by your advisor.

IX. 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 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 your adviser and your Program Head. 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 Backstage Pass (online on the Theatre Arts & Dance web page), the various bulletin boards in Rarig, and the Graduate School website. Awards Day when departmental scholarship moneys and awards are distributed is the last day of classes spring semester.

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.

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 MAILING ADDRESS ON**
ONESTOP THROUGHOUT YOUR STUDENT CAREER. If you use a personal email address, be sure you forward your University of Minnesota email to that address. Academic and professional opportunities and salary or scholarship checks are missed by not keeping addresses to date.

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 theatre and academic positions, you should consult the Artsearch web site. The Plan Level Coordinator has the password. Additional useful information can be found on the Graduate School web site under the heading of Academic and Professional Development.

X. 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 Plan Level 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.).

XI. DEPARTMENTAL INFORMATION FOR GRADUATE STUDENTS

1) All graduate students have a hanging file for mail in the filing cabinet under the faculty mailboxes in 580 Rarig whether they hold TA appointments or not. Mailboxes should be checked at least once a week. While space permits, all graduate students will have desk space in the TA “pod” (508 Rarig). Please keep your desk areas neat.

2) You are responsible for checking your University e-mail account frequently. If you wish to utilize another account, forward your University account to it. Make sure the Plan Level Coordinator knows which e-mail you prefer.

3) 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 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 wish to participate in these opportunities. You should make your wishes known to any faculty member, the DGS, or the Chair directly on the former and to your fellow students on the latter.

3) News of all Department and University Theatre information is announced in Backstage Pass, the bi-weekly newsletter sent by email to all Theatre and Dance students, faculty and staff
ATTACHMENTS:

Degree Completion Steps for Master’s Plan C

Graduate Assistant Employment Work Rules

Mutual Responsibilities in Graduate Education at the University of Minnesota

MFA in Design/Technical Theatre Program Curriculum
DEGREE COMPLETION STEPS

Master's Plan A
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 (160 Williamson Hall).
http://www.grad.umn.edu/students/masters/index.html

Renae Faunce
Graduate Degree Plans & Committee Assignments
gscmte@umn.edu
612-625-6833

Amber Cellotti
Degree Progress & Completion
gsmast@umn.edu
612-625-4019
Graduate Assistant Employment Work Rules

Related Policy: Graduate Assistant Employment

- Rule 1 - Assignment and Reassignment of Duties
- Rule 2 - Nonnative English Speaking Teaching Assistants
- Rule 3 - Work Hours
- Rule 4 - Work Limitations
- Rule 5 - Breaks
- Rule 6 - University Holidays
- Rule 7 - Official University Closure

Rule 1. Assignment and Reassignment of Duties
Graduate assistants (GAs) may be assigned or reassigned to any teaching or other duties that are appropriate and meet the needs of the department. Departments are expected to provide a minimum notice of four weeks for particular teaching assignments and two weeks for other duties, with the opportunity for teaching assistants to express preferences for assignments in advance of these notice dates whenever possible. It is expected that the same notices of courtesy that are extended to faculty in determination of teaching assignments and responsibilities will apply to teaching assistants.

Rule 2. Nonnative English Speaking Teaching Assistants
Administrative policy: Language Proficiency Requirements for Teaching Assistants requires that all nonnative English-speaking teaching assistants or prospective teaching assistants assigned to teaching, tutoring, or advising duties must:

- Take the SPEAK Test
- Score 55 or 60 on the SPEAK Test (TSE)

Rule 3. Work Hours
Departments may set limits on the total number of hours that a GA may work in a payroll period. Departments may set limits on the total number of semesters a student may be employed as a graduate assistant within their department. Departments should accommodate student requirements including class and examination schedules, oral and written preliminary examinations, etc.

Rule 4. Work Limitations

A. Academic Year

Graduate programs are strongly encouraged to carefully consider student degree progress in making appointments during the academic year that exceed 75%-time, and colleges have the discretion to impose restrictions regarding such appointments. Colleges deciding to place restrictions should develop a set of implementation and exception request procedures. In no instances should graduate appointments total more than 100% time.
Federal law prohibits the University from employing GAs with F-1 or J-1 visa status more than 20 hours per week (50% time) during scheduled class periods and finals weeks. Exceptions exist for GAs who have been authorized for "practical or academic training". For a detailed calendar, see F1 and J-1 Visa Holder Maximum Hours Per Week.

B. Summer Terms/Break
During scheduled break periods and summer terms, GAs may work up to 100% time (40 hours per week). In no instance are GAs to work more than 100% time. International student work restrictions vary according to visa type. Please refer to International Student and Scholar Services for detailed information.

Rule 5. Breaks
Graduate assistants are entitled to a 15 minute paid break when work is scheduled for four consecutive hours. Paid lunch periods are not provided.

Rule 6. University Holidays
Paid holidays will be recognized for:

- Graduate assistants on designated percentages of time: If an official holiday falls on a day of the week normally scheduled for work, the GAs will receive their regular paycheck and will not be required to make up the hours that fell on the holiday.
- Graduate assistants on flexible hourly payroll: GAs who work an average of ten hours per week or more will be compensated for un-worked time according to the following:
  - If work hours are fixed on a weekly basis, holiday pay will be provided if the holiday falls on the day of the week normally scheduled to work; OR
  - If the work schedule is variable, total hours for the week must be worked during the week.
  - Pay will be based on actual time worked.

University of Minnesota Holiday Schedule

Rule 7. Official University Closure
Graduate assistants (excluding those employed through Work Study) will be paid their normal salaries during an official emergency closing, but are expected to make arrangements to handle those responsibilities not carried out because of the emergency closing. Refer to Administrative Policy: Emergency Closing.
Mutual Roles and Responsibilities for Faculty and Graduate Students: Guidelines

Related Policy: Doctoral Degree: Performance Standards and Progress
This appendix also supports Administrative Policies:

- Doctoral Degree: Completion
- Master's Degree: Performance Standards and Progress
- Master's Degree: Completion

I. Introduction
A major purpose of graduate education at the University of Minnesota is to instill in each student an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. Graduate education is an opportunity for the student to develop into a professional scholar. Graduate research and teaching assistantships offer an "apprenticeship" experience in the academic profession as well as financial support. It is the joint responsibility of faculty and graduate students to work together to foster these ends through relationships that encourage freedom of inquiry, demonstrate personal and professional integrity, and foster mutual respect. This shared responsibility with faculty extends to all of the endeavors of graduate students, as students, employees, and members of the larger academic community.

High quality graduate education depends on the professional and ethical conduct of the participants. Faculty and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of high quality graduate programs. Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed.

II. Suggested Principles for Mutual Roles and Responsibilities
The following principles illustrate what students should expect from their programs and what programs should expect from their students, to help achieve excellence in graduate education:

Principle 1: Information About Policies and Procedures
The University, collegiate units and graduate programs are responsible for providing students and prospective students with access to information about their graduate program, areas of specialization, degree requirements, and average time to completion of degrees. Graduate programs are responsible for providing access to information about graduate student financial support in the program, such as the prospects for fellowships, assistantships or other financial support and the proportion of students receiving financial support. In addition, graduate programs should provide students and applicants with information about career experiences of graduates of the program. All such information should be presented in a format that does not violate the privacy of individual students. Programs are encouraged to provide relevant information in their handbooks, websites or other readily accessible formats.

Students are responsible for keeping themselves informed about current policies of their program, their collegiate unit, and the University that affect graduate students. Students and alumni also have a responsibility to respond to program inquiries about their career development.
Principle 2: Communication About Academic Status
The collegiate unit and graduate programs are responsible for providing students with information about their individual academic status: who in the collegiate unit and in their graduate program is responsible for communicating to them about admission issues and progress through the degree program, how the communication will take place, and the possibility for appeal to a third party for assistance in resolving disputed issues.
Students are responsible for communicating with the collegiate unit and their graduate program about changes in their circumstances that affect their status and progress toward the degree.

Principle 3: Research Contributions
Individual faculty as research directors are responsible for providing students with appropriate recognition for their contributions at conferences, in professional publications, or in applications for patents. It is the faculty member's responsibility to clarify the principles for determining authorship and recognition at the beginning of any project.
Students are responsible for discussing their expectations regarding acknowledgment of research contributions or intellectual property rights with the appropriate person(s) in the research team, preferably early in the project.

Principle 4: University Governance
Departments and graduate programs are responsible for defining specific opportunities for student participation on committees as they deem appropriate. The University recognizes that graduate students make important contributions to governance and decision making at the program, department, college, Graduate School and University level; specific roles for participation are defined at each level by the relevant governing bodies.
Students are responsible for participating in University governance and decision making that enrich the campus community.

Principle 5: Respectful Employment Conditions
University faculty and staff are responsible for assuring that graduate students are able to conduct their work, as students or students/employees, in a manner consistent with professional conduct and integrity, free of intimidation or coercion. Students who are employees also have the protection of all University employment policies and laws. Graduate programs are responsible for providing clear communication to students about the possibility for appeal to a third party for assistance in resolving disputed issues.
Students are responsible for reporting unprofessional conduct to the appropriate body or person, as defined in the academic or employment grievance policy; they should be able to do so without fear of reprisal. Students are responsible for acting in a respectful and fair manner toward other students, faculty, or staff in the conduct of their academic work or work they may do in connection with an assistantship.

Principle 6: Conditions of Employment
The University (through its departments, research projects or other employing units) is responsible for providing to prospective graduate assistants a written offer of financial support before a response to the offer is required. Such communication must indicate their salary and the terms and conditions of their appointment, including the general nature of the work they will be performing, duration of employment, and whether and how this employment is tied to their academic progress.
The details of specific teaching or research assignments may need to await later written clarification. Students are responsible for accepting the conditions of employment only if they believe they are qualified and able to complete the tasks assigned. Students have a responsibility for communicating in writing any changes in their circumstances that affect their ability to fulfill the terms and conditions of their employment.

**Principle 7: Safe Work Environment**
Supervisors are responsible for providing a safe working environment for graduate students, and for developing and publicizing safety policies and training programs to achieve that goal. Graduate students are responsible for helping to maintain a safe working environment, for adhering to safety policies, for participating in training programs and for reporting safety violations to the proper authority.

**Principle 8: Responsible Conduct of Research**
Students are responsible for carrying out their research in a responsible manner. The faculty and the Director of Graduate Studies (DGS) of the graduate program are responsible for ensuring that students receive training and guidance in the responsible conduct of research as appropriate for each field.

**Other University Documents**
These documents may provide information and guidance relevant to the graduate education experience:

- Board of Regents Policy: [Code of Conduct](#)
- Board of Regents Policy: [Academic Freedom and Responsibility](#)
- Board of Regents Policy: [Student Conduct Code](#)
- [Graduate Assistant Employment Services](#)
# MFA in Design/Technology

**University of Minnesota**

## I. Core Curriculum: A minimum of 60 semester credits is required.

### A. Required in program. Total of 24 credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th 5510 Drawing/Rendering/Painting I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Th 5515 Design Composition &amp; Collaboration</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Th 5520 Scene Design</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Th 5530 Costume Design</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Th 5540 Lighting Design</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Th 5559 Sound Design</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Prereq Th 4555 Audio Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Th 5560 Drawing/Rendering/Painting II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Repeat Primary design area</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

(Students are required to take 3 out of 4 of the design area courses 5520, 5530, 5540, 5559)

| Th 8990 MFA Thesis Production               | 3  |                   |

### B. Design/Technology Practicums. Total 6 credits.

1. Design Practicums under Th 5500/8500

<table>
<thead>
<tr>
<th>Course</th>
<th>1 credit each/3 total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Technology Practicums under Th 5590/8590

<table>
<thead>
<tr>
<th>Course</th>
<th>3 credits total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### C. Electives within the program which may include practicums. Total 15 credits.
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th 5545, 5555, 5570, 5580, 8980, etc</td>
<td></td>
</tr>
<tr>
<td>Drafting, Stage Technology, Costume History</td>
<td></td>
</tr>
<tr>
<td>D. Professional Development Class (Th 8950)</td>
<td>Total 3 credits</td>
</tr>
<tr>
<td>First year</td>
<td>1</td>
</tr>
<tr>
<td>Second year</td>
<td>1</td>
</tr>
<tr>
<td>Third year</td>
<td>1</td>
</tr>
<tr>
<td>Register for 1 credit of Th 8950 each spring—we consider the course to be a year long, meeting approximately once a month. Part of the course curriculum is the spring review by faculty of your progress in the program.</td>
<td></td>
</tr>
<tr>
<td>II. Internship (Th 8980) (may or may not be taken for credit)</td>
<td></td>
</tr>
<tr>
<td>III. History or literature within the major field. Total 6 credits</td>
<td></td>
</tr>
<tr>
<td>Th 4177W Survey of Dramatic Literature I</td>
<td>3</td>
</tr>
<tr>
<td>Th 4178W Survey of Dramatic Literature II</td>
<td>3</td>
</tr>
<tr>
<td>Upon consultation with the adviser and program faculty, there may be substitution for the specific courses listed above for this requirement if it is in the best interest of the student. New coursework must be in the history/literature area.</td>
<td></td>
</tr>
<tr>
<td>IV. Outside the Department. Coursework at 5xxx-level or higher. Total 6 credits</td>
<td></td>
</tr>
<tr>
<td>Total = 60 credits.</td>
<td></td>
</tr>
</tbody>
</table>