

BGSU Theatre M.A. Graduate Student Handbook

Locations on web:

<https://www.bgsu.edu/arts-and-sciences/student-resources.htm>

<https://www.bgsu.edu/arts-and-sciences/theatre-and-film/graduate-program/master-of-arts-in-theatre.html>

After thoroughly reviewing this handbook, student should sign and date to indicate acceptance of all policies contained therein.

Graduate Coordinator or other unit designee should also sign.

_____	_____	_____
Student Signature	Student name (please print)	Date
_____	_____	_____
Unit Designee Signature	Unit Designee name (please print)	Date

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Part I: University Policies

Graduate College Policy on Academic Good Standing & Progress Reviews

Per the Graduate College, in order to remain in good standing and to graduate, a student must make “satisfactory progress toward a degree.” Academic good standing is defined as:

- The maintenance of a 3.0 grade point average.
- The maintenance of standards of academic and professional integrity expected in a particular discipline or program.
- No incomplete grades.
- The completion of departmental requirements other than course work, such as comprehensive and preliminary examinations, thesis research, or foreign language requirement, by established deadlines.
- The absence of current suspensions, probations, or other disciplinary sanctions for violations of the Student Handbook.
- A course taken for graduate credit in which a D, F, or WF was received may not be used to meet degree requirements nor to meet the minimum credit hour requirements for a graduate degree; however, the hours and grade are used to compute the cumulative grade point average. If a graduate student repeats a course, each grade received is counted in computing the cumulative grade point average. To compute GPA, the total number of points (on the 4.0 scale) are divided by the total number of hours undertaken for graduate credit, excluding courses in which the marks INC, IP, S, U, or W are recorded.

Please make sure you have the most up-to-date Graduate College policies by consulting their website at: <https://www.bgsu.edu/graduate/catalogs-and-policies/GraduateCollegePolicies.html>

Graduate College Policies regarding Academic Honesty, Academic Progress, Academic Probation, & Dismissal

The BGSU Graduate College maintains all policies related to Academic Honesty, Academic Progress, Probation, and Dismissal. Please visit their website ([Click here for link to Graduate College Policies](#)) for detailed, up-to-date information on all of these policies.

Graduate College Forms

Many of the important forms necessary for graduate degree programs are initiated and processed using AdobeSign, which is accessible through the Graduate College website ([Click here for a link to the BGSU Graduate College Forms website](#)). These forms include the following:

- Preliminary Examination Application Form
- Preliminary Examination Report Form
- Topic Approval Form
- Thesis and Dissertation Defense & Manuscript Forms
- ETD Submission/Approval Form
- Application for Graduation

AdobeSign forms for the Graduate College should be completed at least 24 hours prior to meetings (e.g., Prelim defense, dissertation proposal defense). Students must complete all forms before submitting them to faculty, advisors, and/or administrators for signatures. Students are strongly encouraged to keep a copy of completed and signed forms in their personal records.

Thesis and Dissertation Submission Policies

If the Degree requires it, a Thesis or Dissertation must be submitted prior to graduation. The Graduate College has resources to help you navigate the requirements for preparing and submitting your document including:

- A Thesis and Dissertation handbook
- Required templates
- Information about completing the Adobe Acrobat Professional requirements
- Copyright guidelines
- Submission of your ETD to OhioLINK

An ETD is an electronic version of your thesis or dissertation. Your ETD is a public display of the quality of work acceptable to your department and the University for meeting graduate degree requirements. It is the responsibility of your Graduate Review Committee to judge the acceptability of the thesis/dissertation from all standpoints, including writing quality, neatness, mechanical considerations, and technical and professional competency. Committee members attest to acceptability when they sign the Thesis Dissertation Defense and Manuscript Approval Form ([Click here to access the Graduate College Thesis and Dissertation resources](#)).

Timeline to Degree

Successful completion of a graduate degree must be completed within the Graduate College limits. The time limit to complete all degree requirements for master's, certificate, or specialist students is six years from the end of the earliest course used to fulfill degree requirements and eight years for doctoral students.

There are special circumstances in which the process may take longer ([Click here for link to Graduate College Time Limits for Degree and Revalidation](#)).

Course Revalidation Process

There may be occasions when a student has to take an extended leave of absence from the program. In such cases, it may be necessary to recertify older coursework. Below is information on the process from the Graduate College:

If a course has been taken more than six years before graduation (master's, certificate, or specialist), or more than eight years before graduation (doctoral),

students should consult their graduate program coordinator. The graduate program coordinator will determine if that course needs to be retaken, or if a revalidation experience can be offered. If offered, a revalidation experience may include a special examination or other written assignment, a portfolio, a new comprehensive or preliminary examination, or another academically appropriate experience. A thesis or dissertation may also serve as a revalidation method if approved. Students may be required to register for academic credit to accompany the academic revalidation experiences (from [Graduate College Time Limits for Degree and Revalidation policy](#)).

University Policies on Intellectual Property, Safety, Data Management, IACUC, and IRB

Graduate College Policy on Student Research

Thesis and dissertation research projects involving laboratory animals must be reviewed by the Institutional Animal Care and Use Committee (IACUC) prior to the initiation of the study. Student research projects that involve collecting information from or about living persons must be reviewed by the Human Subjects Review Board (HSRB) (otherwise referred to as Institutional Review Board [IRB]). For projects involving collection of any kind of information from or about people by survey, interview, testing, observation, examination, specimen collection, or review of records, graduate students should consult with a member of the Institutional Review Board (IRB). This consultation should take place during the design stage of the research project. ([Click here for link to BGSU's Institutional Review Board's webpage.](#))

Graduate students collecting data or carrying on correspondence in connection with a thesis or dissertation may not use the name of the university without special written permission of the dean designate of the Graduate College. Any questionnaires or other materials distributed outside the University must receive the prior approval of the instructor or advisor in charge of the study before a student seeks approval by the dean designate.

([Click here for link to Graduate College Policy on Student Research.](#))

University Policy on Intellectual Property

As a condition of university employment, all right, title and interest in discoveries or inventions, including patents resulting from any research or investigation conducted in

whole or in part in any laboratory or facility of BGSU, or by University employee in scope of employment, shall be the sole and exclusive property of BGSU. Literary works, musical works, including any accompanying words, dramatic works, including any accompanying music, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works, sound recordings, which are works that result from the fixation of a series of musical, spoken, or other sounds, and architectural works are potentially protective copyrights. Works created in whole or in part by members of the faculty or staff (including student employees) of the University in the course of their University responsibilities or with more than incidental use of University resources, belongs to the University.

Researchers who are working in areas that could develop intellectual property are advised that ownership and commercialization of faculty owned intellectual property may result in the need to disclose such ownership or relationship to an outside company. In addition, ownership/interests of/in intellectual property may also result in conflicts of interest under the BGSU policy for Conflict of Interest in Sponsored Programs & Research.

[Click here for more information on the University's Office of Technology Transfer and Intellectual Property.](#)

Professional Development and Travel Funds for Graduate Students— University Resources

The Graduate Student Senate (GSS) has a variety of funds for travel for professional development that graduate students can apply for each semester ([Click here to see GSS Funding for Professional Development](#)).

For University-sponsored travel, prior to leaving, students may be required to fill out the travel notification form, notifying the university of travel dates and emergency contact info ([Click here for the BGSU Student Travel notification policy and link to travel notification forms](#)).

For international travel, travel notification prior to departure is required in order to be reimbursed ([Click here for info on International travel registration](#)).

Funding Guidelines for Graduate Assistantships (GAs) and Tuition Stipends

Graduate Assistantships

Graduate students with service assistantships (i.e., teaching, research, and housing) work a maximum of twenty hours per week (or the standard hours outlined in the contract) during the contracted period ([Click here for a link to more information on GAs](#)).

Programs may offer students funding for up to two academic years (24 consecutive months) at the Master's level and up to four years (48 consecutive months) at the doctoral level. Programs may offer students funding for up to 3 academic years (36 consecutive months) if the student is enrolled in a dual master's degree program or two concurrent master's degree programs at BGSU ([Click here for more information on Financial Assistance policy](#)).

Graduate teaching assistants (TAs) and research assistants (RAs) are required to be on campus during the entire time specified in their contract. Graduate assistants are required to work during the entire time specified in their contract. Contracts generally start one week before and end one week after the beginning and end of Fall and Spring semesters. Any student who leaves campus before the end of the contract period AND the completion of all assigned work (including coursework and exams, as well as RA, TA, or TI duties) may have scholarship and/or graduate assistantships terminated and pay prorated.

To retain an appointment, graduate assistants must be regularly enrolled as degree-seeking students, must make satisfactory progress toward a degree, and must perform duties satisfactorily according to the terms of the appointment.

Graduate students are typically required to be registered full-time (8 credit hours per semester) to be eligible for graduate assistantships. Advanced graduate students who are close to graduation *may* be eligible to request a Graduate Funding Exception to enroll below full-time while retaining their graduate funding. In such a case, the student should talk to their Graduate Coordinator about their options and eligibility.

Additional requirements are listed in the Graduate College Assistantship Policy on the Graduate College website. A student's funding is terminated if they are suspended for ethical or legal misconduct as specified in the Student Code.

Visit the Graduate College for the current academic year policies ([Click here for Graduate College policies on assistantships and tuition scholarships](#)).

Pay Schedule

Most GA contracts are paid on the Biweekly pay schedule defined by Human Resources ([Click here for link to Biweekly Pay Schedule](#)). Please be aware that if your contract begins with the academic calendar, you may not receive your first full paycheck until September; you also may not receive a full paycheck during winter break, depending on the type of contract you have or dates of your contract. Talk to your graduate coordinator or GA supervisor for more information.

Graduate students at BGSU may be eligible for additional campus employment through Student Employment Services, not to exceed 28 hours per week. International graduate students should check with International Programs and Partnerships about their visa regulations as to eligibility for additional work on or off campus.

Tuition Scholarships

Tuition scholarships are awarded separately from any GA stipend position. Scholarship dollars can be used for tuition payment and may never be used as compensation for services. Scholarships can be used towards graduate credit hours that satisfy requirements for the degree. Tuition scholarships do not cover any student fees.

Any student who leaves campus before the end of the contract period AND the completion of all assigned work (including coursework and exams, as well as RA, TA, or TI duties) may have scholarships and/or graduate assistantships terminated and pay prorated.

Oral Proficiency for Graduate Assistants/Fellows Who Provide Classroom-Related Services and Whose Native Language is Not English

All graduate assistants who serve in instructional capacities (teaching, tutoring, laboratory sections, etc.) who are not native speakers of English must demonstrate that they are orally proficient in the English language prior to working with students. Prospective graduate assistants who fulfill the above listed instructional responsibilities (here forward referred to as teaching assistants) can demonstrate this proficiency by either providing an appropriate TOEFL iBT score or by completing the ESOL Program's Spoken English Test (SET).

It is the responsibility of each department to ensure that all non-native English-speaking teaching assistants receive clearance before beginning their assistantship duties and that all teaching assistants who are required to take International Teaching Assistants/Associates (ITA) classes do so in the appropriate semesters. Departments should refer to the procedures posted on the ESOL Program's website ([Click here to access links on the ESOL Program's website](#)).

Standards of Conduct

A successful graduate experience is built upon a foundation of mutual respect, inside and outside of the classroom. The freedom to articulate, share, and contest individual points of view is our most important priority. One must also keep in mind that personal viewpoints are expressed within a community of students, faculty, and staff. In the formulation of personal points of view and modes of expression students should be mindful of their impact on others. Deliberate harassment or intimidation based upon race, gender, age, religion, or sexuality will not be tolerated. Violations to these Standards of Conduct can be reported at the See It. Hear It. Report It. website ([Click here to report an issue or concern](#)).

Consensual Amorous Relationships Policy

The Board of Trustees of BGSU approved a Consensual Amorous Relationships Policy that applies to all university employees – including faculty and graduate students: “The university takes seriously its duty to provide a place to study and work free of situations that may be construed as abuse of authority, an inappropriate conflict of interest, preferential treatment, or other unprofessional and unethical conduct. The policy is established in order to avoid such instances.” ([Click here for link to the policy](#))

1. Within the University community, supervisors and faculty are not to have supervisory, evaluative, instructional, coaching, advisory, or other relationships with students or employees with whom they have or have had a consensual amorous relationship. This policy applies to graduate students who are working as Graduate Assistants (GA). The GA is not to have relationships with their graduate advisor, dissertation or thesis committee member, or, faculty, or staff involved in the supervision of their GA contract. GAs are also not permitted to develop relationships with students in the classes that they are serving as TA or TI.

2. If an amorous relationship exists or develops, the faculty or staff member of superior rank must disclose the relationship to his/her immediate supervisor in a timely manner. The supervisor will then take steps to make alternate arrangements affecting one or both parties, to effectively discontinue any supervisory, evaluative, instructional, coaching, advisory, or other formal connections between them. If possible, such arrangements should be made in ways that respect the interest of all involved and will not be prejudicial toward or against either party.
3. The decision of an immediate supervisor may be appealed by either or both parties to the next higher administrative level. Disclosure is the responsibility of those who engage in, or are about to engage in, amorous relationships within the University community. Failure to abide by this policy may result in disciplinary actions taken against any negligent party. The range of disciplinary actions would depend upon the circumstances and culpability of those involved. Disciplinary actions may include, but are not limited to, a verbal warning, a letter of warning, temporary reassignment, temporary suspension or other measures, as the case may warrant. The imposition of faculty sanctions beyond the written warning should abide by the policy on sanctions contained elsewhere in the Academic Charter.

Additional University Resources for Graduate Students

International Student Resources

If you are an international student, you can find helpful resources and links on US tax filing, student employment policies, and immigration services through the Office of International Programs and Partnerships (IPP) ([Click here for a link to the IPP resources page for current students](#)).

Learning Support Services & Resources

Accessibility Services

[Accessibility Services](#) provides equal access and reasonable accommodations to students with disabilities attending BGSU. Students wishing to discuss their eligibility for such accommodations are encouraged to contact the office at phone: 419-372-8495, fax: 419-372-8496, or email: access@bgsu.edu.

Learning Commons

The Learning Commons provides free tutoring services to all BGSU students, including graduate students, and is located on the 1st floor of Jerome Library. The Learning Commons provides “one-stop-shop” academic support in the areas of Academic Coaching, Supplemental Instruction, Writing Consultations, Math/Stats Tutoring, subject groups and individual assistance. For more information, visit [The Learning Commons](#) website or contact them by phone at 419-372-2823. For assistance with the writing process, visit their [Writing](#) page.

University Libraries

Looking for help with your research papers? Look no further than the University Libraries! Gain access to a wide array of information services and resources to support your classes, including books, e-books, journal articles, databases, special collections, and comfortable study spaces. Need a charger, laptop, or calculator? We've got you covered! The University Libraries is your go-to resource, anytime, anywhere!

- For immediate assistance with your research, take advantage of our [Ask Us! service](#), where our knowledgeable librarians and library staff can assist you in person, via phone, email, or [online chat](#).
- You can also schedule an [Individual Research Appointment](#) with a librarian to receive personalized help with your research assignments, either in person or virtually.

Mental Health

Your mental health is important. If you are currently experiencing distress, call (419-372-2081) or visit the Counseling Center located in 104 College Park Building (715 E. Leroy Ave.). An on-call counselor is available Monday-Friday from 8am-5pm. The [BGSU Counseling Center](#) also provides a number of services such as [individual counseling](#), [Counseling Center groups](#), [Let's Talk](#) sessions, and other [non-emergency services](#), pre-recorded workshops, and a podcast, “Mental Matters.” In collaboration with other campus partners, there are also after-hours mental health support during the academic year through the [BGSU Crisis Response Team](#).

Falcon Food Pantry

The [Falcon Food Pantry](#) is here to support you with nutritious and accessible food.

Students, faculty, and staff are welcome to stop by once a week to select a bag of food and hygiene items. The Falcon Food Pantry is located in 109 Central Hall. Please bring your BGSU ID card with you.

Part II: Unit Policies

Unit Mission, Vision, and/or Values Statement

Department of Theatre & Film Mission: The mission of the Department of Theatre and Film at Bowling Green State University is to foster the scholar-artist-community member through both practical and inquiry-based learning in the classroom and performance labs, on our stages, and out in the community. Faculty teaching, research, and creative activity in theatre and film work together to enhance, support, and reflect this mission. We define the scholar-artist-community member as a student who excels in the theory and practice of theatre and/or film, exemplifies our core values as a creative and collaborative artist, capably communicates artistically and intellectually, demonstrates commitment to the work at hand, and serves the good of the community.

Department of Theatre & Film Vision: The Department of Theatre and Film is dedicated to national distinction as an intellectual community that fosters personal commitment to artistic growth and practice, critical thinking, diversity and inclusion, and the centrality of liberal education in service of the public good. To that end, the faculty of the Department guide and support undergraduate and graduate students with an emphasis on these core values: Creativity, Collaboration, Communication, Commitment, and Community.

Important Department/School Contacts

Dr. Heidi Nees, Graduate Coordinator

(419)372-7177 hlnees@bgsu.edu

Dr. Jonathan Chambers, Department Chair

(419)362-9168 jonathc@bgsu.edu

Matthew Sayre, Senior Administrative Assistant

(419)372-0527 saymatt@bgsu.edu

Graduate Studies Committee:

Heidi Nees (Committee Chair)

Jonathan Chambers

Dr. Amy-Rose Forbes-Erickson, Assistant Professor

(419)372-4874 forbeda@bgsu.edu

Margaret McCubbin, Associate Professor

(419)372-7176 mmcubb@bgsu.edu

[\(Click here for full list of Department of Theatre and Film Faculty and Staff.\)](#)

Degree Program Overview and Introduction

The Master of Arts Program in Theatre at Bowling Green State University is designed to provide students with fundamentals essential for the development of independent thought and expression, ingredients necessary for creative scholarship and artistry in the theater. The program fosters a basic understanding of theatre and performance history, theory, criticism, and research methods and their application to practical work in theatre. Students may pursue one of two courses of study: the M.A. Thesis Track (i.e., Plan I) or the M.A. Portfolio Track (i.e., Plan II).

The Learning Outcomes for the M.A. include:

- To analyze diverse performance texts from various historical periods and cultural backgrounds.
- To demonstrate fluency in the theories, criticisms, and research methodologies in the interdisciplinary fields of theatre and performance.
- To use performance as the site and process for critical, cultural, and historical understandings.
- To develop skills in theatre design and technologies.
- To develop the ability to collaborate in theatre production as a dramaturg, actor, director, designer and/or technician.
- To communicate and present knowledge as a scholar-artist-citizen in professional formats.
- To develop teaching skills.
- To develop and carry out advanced scholarly and creative research.

Name of Degree Program

Master of Arts in Theatre

For students enrolled full-time (8-9 hours per semester), the M.A. program typically takes 2 years (4 semesters) to complete. All students, whether full- or part-time, have up to 6 years to complete the MA program.

Theatre MA Degree Milestones and Requirements

Coursework Overview

1. Core:

- a. THFM 6590 Research Methods in Theatre and Performance Studies
- b. Minimum 2 courses (6 credits) from History & Literature/Theory/Criticism
- c. Minimum 2 courses (6 credits) from Performance Studies/Practice
- d. Minimum 2 courses (6 credits) from Design & Technical Theatre

Minimum Total: 21 credits

2. Supplemental Coursework:

- a. Minimum of 2 approved graduate level courses (3 credits each, 5000+ level), offered in the Department of Theatre and Film.
- b. Upon prior approval by the Graduate Coordinator of the Department of Theatre and Film, students may take courses from other departments in fulfillment of the supplemental coursework requirement.

Minimum Total: 6 credits.

3. Portfolio or Thesis Credits:

- a. Minimum of 3 credits of THFM 6910 Directed Research in Portfolio Development are required for those students in the M.A. Portfolio Track.
- b. Minimum of 3 credits of THFM 6990 Thesis Research are required for those students in the M.A. Thesis Track.

MINIMUM TOTAL FOR DEGREE: 30 CREDITS

Course Selections

1. History & Literature/Theory/Criticism:

THFM 5650 Period, Style and Form

THFM 6600 Theatre/Performance in Cultural Context I

THFM 6610 Theatre/Performance in Cultural Context II

THFM 6620 Theories of Theatre and Performance (May be repeated when topic changes)

THFM 6700 Performance and Theatre in the Americas (May be repeated when topic changes)

2. Performance Studies/Practice:

THFM 6630 Introduction to Performance Studies

THFM 6640 Directing Practice

THFM 6670 Staging Image and Text (May be repeated when topic changes)

THFM 6680 Performance Studies (May be repeated when topic changes)

THFM 6690 Theatre for Young Audiences

THFM 6710 Theatre Organization and Management

THFM 6820 Performance Theory and Practice (May be repeated when topic changes)

3. Design & Technical Theatre:

THFM 5720 Scene Design

THFM 5730 Costume Design

THFM 5740 Lighting Design

THFM 5750 Scene Painting

Milestone Requirement

1. Thesis Track (Plan I) or Portfolio Track (Plan II):

The two plans under which one may pursue the M.A. are designed to meet the individual needs of students who aspire to varying types of educational goals and professional careers. All students accepted into the M.A. program are initially placed in the Portfolio Track. All students must submit a completed M.A. Track Election Form (Appendix E) to the Graduate Coordinator no later than the Monday before the first day of Fall semester of year two.

Theatre MA Timeline to Degree

Successful completion of a graduate degree must be completed within the Graduate College limits. The time limit to complete all degree requirements for master's, certificate, or specialist students is six years from the end of the earliest course used to fulfill degree requirements and eight years for doctoral students.

For students enrolled full-time (8-9 hours per semester), the MA program typically takes 2 years (4 semesters) to complete.

Theatre MA Advising

The student pursues the degree in close relationship with a faculty advisor. During a student's first year of study, the Graduate Coordinator serves as advisor. Coursework is not solely determined by the student's interests but depends upon program requirements, course schedules, and availability. Following the first year of study, each student will work with a permanent advisor suitable to direct the student's course of study. Students should discuss potential members of their Graduate Review Committee with their permanent advisor.

Theatre MA Graduate Review Committee

A Theatre M.A. Graduate Review Committee responds to a student's milestone materials (either a thesis or portfolio) and determines if the materials meet the standards for completion of the program. A student will meet with the Committee for an oral defense of the materials once the thesis or portfolio is ready.

At least two faculty members, including the advisor, comprise the committee. Both committee members must have been granted Level I or Level II Graduate Faculty Status in the Department of Theatre and Film. In certain circumstances, faculty who have been granted Ad Hoc or Adjunct Graduate Faculty status may also serve as committee members. For Plan II: Portfolio Track committees, at least one committee member must hold expertise in Design/Tech. The student is responsible for ascertaining each faculty member's eligibility and for asking the faculty member to serve on the committee. Once faculty members have agreed, the student needs to obtain each committee member's signature on the departmental "Advisor and Committee Approval Form" (Appendix B). This form is due by the Monday before fall classes of year two begins. Students on Plan I (Thesis

Track) are strongly encouraged to submit the Advisor and Committee Approval Form by the end of the second semester of their first year.

The College of Arts & Sciences expects that *all* committee members have the opportunity to review chapters (or sections) of theses/dissertations and provide substantive feedback well before the Director or Chair of the student's committee recommends scheduling a defense. Students and faculty advisors must build this into their completion timeline.

Although M.A. students are encouraged not to change advisors, they may do so when change is warranted. Such a change would be considered appropriate if a student decides to change the primary area of research or focus of creative work, if a faculty member becomes newly eligible to advise M.A. committees (i.e., has been granted Level I or II Graduate Faculty Status), or if the original advisor goes on leave. Usually, such changes are mutually agreed upon by the student and the advisor. Students who wish to change advisors must submit a written request to the Graduate Coordinator. If a student who is on the Thesis Track (Plan I) and who wishes to change advisors has already filed the Thesis Topic Approval Form with the Graduate College, they must submit the [Committee Change – Thesis form](#) (available on the Graduate College webpage). In all cases where a change in advisors is being considered, the student must communicate directly with the current and prospective advisors, and the chosen advisor must indicate willingness to serve.

Academic Good Standing & Progress Reviews— Theatre MA Milestones

Choosing a Plan of Study

M.A. students pursue one of two courses of study: Plan I: Thesis Track or Plan II: Portfolio Track. M.A. students should discuss plans with the Graduate Coordinator by the end of their first year of study. Students must submit a completed M.A. Track Election Form (Appendix E) to the Graduate Coordinator no later than the Monday before the first day of Fall classes in year two.

Changing from One Plan to Another

The graduate faculty in the Department of Theatre and Film and the Graduate College strongly discourages switching from one plan to another. A request to switch from one plan to another must be recommended by the student's advisor and approved by the Graduate Coordinator and the Graduate Dean. This is done only in rare circumstances; for example, when a thesis research project becomes physically or technically impossible to implement. If a change in Plans takes place, up to three 6990 thesis credit hours may be applied towards degree requirements with Graduate Coordinator's approval. A change in

Plans cannot take place if the student has failed their current Plan (including re-examination). ([Click here for the Graduate College's Master's Degree-General Requirements policy.](#))

Specifics for Plan I: Thesis Track

1. General Requirements

- a. Minimum of 30 semester credit hours, including three hours of THFM 6990: Thesis Research.
- b. Only three hours of THFM 6840: Directed Readings in Theatre/Performance and 6860: Research Problems in Theatre/Performance may satisfy graduation requirements.
- c. During the second year of residency, students awarded assistantships and/or tuition scholarships are required to take a minimum of 8 hours each semester (16 hours total) in the Department of Theatre and Film. Included in this number of credits is a minimum of three hours of THFM 6990: Thesis Research. If more than three hours of THFM 6990 are taken, only three will count toward graduation.

2. Thesis Topic Approval

- a. After consulting with the advisor, the student should submit a proposal for a thesis topic to their Graduate Review Committee. Thesis projects will be approved only when the research proposal is within the capability of the Department and University to support, and executable within the three hours of credit that may be counted toward the degree.
- b. The proposal for the thesis should both clearly outline the proposed topic of study and demonstrate the student's ability to complete the proposed research. To satisfy this requirement, the student must demonstrate knowledge of existing scholarship in the chosen area. Students should anticipate that the advisor may ask for substantial revision of the proposal before allowing the distribution to the committee as a whole and should budget time accordingly.
- c. The thesis proposal should include the following components:
 - Title.
 - Relevant background information to introduce and contextualize the proposed area of research.
 - Concise statement of the central research questions that the study will address.
 - Discussion of objectives of the study and justification of its significance.

- Review of extant scholarship in the field. Please note, a list of titles of scholarly sources is not sufficient to satisfy this requirement. The student must demonstrate knowledge of other work in the research area and show preparedness to enter scholarly conversation with others who have made contributions in this field.
- A discussion of the research methods the student will employ in completing the study. Students should obtain IRB approval (if needed) prior to the proposal defense.
- Principle sources of data.
- Limitations of the study. Note: Limitations in this context does not refer to shortcomings of the researcher or the proposed study. Rather, it is an opportunity to delineate and justify the boundaries of the study—chronological, geographical, types of data to be considered, etc.
- Tentative organization of the study into chapters. Please note, chapter titles are not sufficient. Proposed titles should be supplemented by tentative summaries of what will be covered in each section.

d. After securing the advisor's approval, the student should distribute the thesis proposal to all members of the committee and schedule a defense. Student must send proposal to committee members at least two weeks before the defense.

e. At least 24 hours prior to the defense, the student must complete the [Thesis Topic Approval form](#) (available on the Graduate College website).

f. Following the defense, the student may need to revise the proposal based on the committee's feedback. Once the proposal is approved, committee members and the Graduate Coordinator sign the Thesis Topic Approval form.

g. The Graduate College requires the student to have at least a 3.0 G.P.A. when submitting a thesis proposal.

h. The deadline for submitting a thesis topic proposal to the Graduate College is the final day of classes the semester before intended graduation.

3. Thesis Examination and Approval

a. Once the advisor has approved a draft of the thesis for defense, the student should distribute the thesis to committee members and schedule a defense date. This draft should be complete, readable and contain necessary documentation. The thesis committee must have the draft at least two weeks in advance of the oral defense date.

- b. The use of photographs, images, and extended quoted material (i.e., entire published poems, or lengthy quoted material) requires the consent of the authors/creators. It is the student's responsibility to secure those permissions in writing prior to defense of the thesis.
- c. When scheduling the thesis defense, students must consult the "Dates to Remember" document, available on the Graduate College webpage. ([Click here for Degree Candidate Deadlines webpage, which links to the "Dates to Remember" document.](#)) Please note that students are responsible for familiarizing themselves with program and college deadlines.
- d. Prior to the defense, the student must complete the Thesis Defense and Manuscript Approval Form ([Click here for Graduate College Forms webpage](#)). If the thesis is successfully defended and the manuscript is acceptable in both content and form, the committee indicates its approval by signing the form. Students should be aware that approval involves two steps: Oral Defense and Manuscript Approval. Thus, even if the final oral examination has been passed, it is possible for the committee to request substantive changes or additions before approving the manuscript. The student should take this possibility into consideration when planning around Graduate College deadlines.
- e. The Graduate College requires electronic submission of theses via OhioLINK. Thesis and Dissertation Services (ETD) is available to help students through this process ([Click here for "Theses & Dissertations" section of the Graduate College webpage for more information](#)).
- f. Students should be aware that faculty members are not available for consultation and/or oral defense during the summer term. Therefore, summer defenses are not an option. If a student does not complete the requirements for passing the Oral Defense and Manuscript Approval by the end of faculty contracts for a given academic year, the student will need to finish after faculty contracts begin in August. International students whose program of study goes beyond two years can apply for an extension of stay by completing the Extension of Program Form available on the International Programs and Partnerships webpage ([Click here for "Forms & Resources" section of IPP's webpage](#)). Please note that students will need to continuously enroll in one credit hour per semester until all requirements have been fulfilled. The department is not able to provide funding to cover the costs of additional tuition.

g. If a student does not successfully pass the Oral Defense and the Manuscript Approval, they may make a second attempt no sooner than 4 months after the first attempt and no later than one year after the first attempt. If the student does not successfully pass the second attempt, or if they do not pass within one year of the first attempt, they will be dismissed from the program.

Specifics for Plan II: Portfolio Track

1. General Requirements

- a. Minimum of 30 semester credit hours, three of which are THFM 6910: Research in Portfolio Development.
- b. Only three hours of THFM 6840: Directed Readings in Theatre/Performance and 6860: Research Problems in Theatre/Performance can be used to satisfy graduation requirements.
- c. During the second year of residency, students awarded assistantships and/or tuition scholarships are required to take a minimum of 8 hours each semester (16 hours total) in the Department of Theatre and Film. Included in this number of credits is a minimum of three hours of THFM 6910: Research in Portfolio Development. If more than three hours of THFM 6910 are taken, only three will count toward graduation.

2. Portfolio Process

- a. Students enrolled in Plan II will complete coursework and a portfolio, which is comprised of a mixture of scholarship and creative work. All creative work in the portfolio must include documentation and analysis relating to the production of those materials.
- b. In conference with the advisor, the student will determine whether the portfolio will conform to Portfolio Option A or Portfolio Option B (both are described below). By the end of the fall semester of year two, the student must identify their portfolio's components.
- c. Upon advisor's approval, the student submits the portfolio to their Graduate Review Committee and schedules a defense date. Portfolio materials should be complete, readable and contain necessary documentation.
- d. When scheduling the portfolio defense, students must consult the "Dates to Remember" document, available on the Graduate College webpage. ([Click here for Degree Candidate Deadlines webpage, which links to the "Dates to Remember"](#))

[document.](#)) Please note that students are responsible for familiarizing themselves with program and college deadlines.

e. Students must send the portfolio to their committee members at least two weeks in advance of the oral defense date.

f. If major revisions are in order prior to oral defense, the student's advisor will develop a plan of action to meet committee expectations, including postponement of the oral defense, if necessary.

g. Portfolios will be assessed on a pass/fail basis. A student whose portfolio materials are deemed unsatisfactory during the defense will have the opportunity to revise and resubmit for a second assessment. A student who fails the portfolio review twice will be subject to termination from the program.

h. Approval of the portfolio and the passing of the oral defense are communicated by the advisor to the Graduate Coordinator for informational purposes.

i. Students should be aware that not all faculty members are available for consultation and/or oral defense during the summer term. Therefore, summer defenses are not an option. If a student does not complete the requirements for passing the oral defense by the end of faculty contracts for a given academic year, the student will need to finish after faculty contracts begin in August. Please note that students will need to continuously enroll in one credit hour per semester until all requirements have been fulfilled. The department is not able to provide funding to cover the costs of additional tuition.

3. Contents of the MA Portfolio

a. A resume or CV appropriate to the student's stated professional goals and objectives and suitable for inclusion as part of a job application

b. A three- to four-page Final Reflection in which the student critically considers their development as a scholar and artist over the course of their time in the M.A. program, focusing specifically on the value or skills learned and their application to professional goals.

c. In addition to the resume and Final Reflection, the contents of the portfolio may take one of two forms.

- Portfolio Option A must include two examples of the student's critical writing and one example of the student's creative/practical work, all completed during the master's degree at BGSU.

- Portfolio Option B must include two examples of the student's creative/practical work and one example of the student's critical writing, all completed during the master's degree at BGSU.

d. The examples of the student's critical writing must be substantively revised and expanded versions of papers originally drafted in graduate level courses taken at BGSU while enrolled in the M.A. program. The papers should be no less than 25 pages each in length and should cite a range of critical sources, including journal articles, books, and/or contributions to edited volumes. Students should be aware that simply cleaning up the grammar and typos on a class term paper will not produce work suitable to satisfy this requirement.

e. Examples of appropriate creative projects to include in the portfolio may include (but are not limited to):

- A design concept for a specific production, supplemented with appropriate models, renderings, or other suitable forms of notation, along with a detailed analysis of the research process and the reasons behind the creative choices that were made.
- An actor's journal or workbook describing preparation for performance of a substantive role in a theatre production, along with analysis of the actor's process of research and preparation (which should include detailed textual analysis and use of appropriate secondary sources).
- A director's or dramaturg's notebook with detailed analysis and documentation of research leading to the development of a production concept.
- An original script or adaptation.
- An original translation of a short play or critical article.
- A community-based project in theatre or oral history.

Under no circumstances should students complete two projects in the same area of theatre practice (for example, two costume design projects or two original scripts).

f. For Option B, at least one of the creative projects must originate as an assignment in one of the design courses taken while in the M.A. program at BGSU. (This sample of the student's creative work would therefore not be confined by practical restrictions that would have been imposed during an actual production.) For Option A, the creative project must have originated in one of the design courses taken while in the M.A. program at BGSU.

Theatre MA Course Registration Policies and Procedures

Registration Procedures

1. Registration is completed by the student after consultation with the Graduate Coordinator and/or advisor.
2. Registration for THFM 6840 and 6860 requires completion of the Independent Study/Internship Application form (Appendix A). This form must be completed by the student, and approved by the course/project supervisor, the Graduate Coordinator/student advisor, and the Chair of the Department of Theatre and Film.
3. Changes in registration after the semester begins may result in fees being assessed according to the Registration and Records Refund Schedule. (Click [here](#) for Schedule.) The student will bear the financial burden of those fees.

Limits on Hours of Registration

1. No student may register for more than 12 hours of credit without permission from the Graduate Dean. Please note that students who receive scholarship funding through a graduate assistantship are financially responsible for tuition beyond 9 credit hours per semester.
2. Students holding assistantships typically register for 9 hours of credit during both the fall and the spring semesters of the first year and 8-9 hours of credit during both the fall and spring semesters of the second year.

Counting Courses toward Ph.D. Degree Program

For MA students who apply and are accepted to the Ph.D. program in Theatre at BGSU, courses taken during the second year of residency and that exceed the 30 credit hour minimum required for the M.A., may potentially be counted toward the Ph.D. Students accepted into the Ph.D. program should consult with the Graduate Coordinator on this process and its requirements.

Registration after Year 2

If a student does not successfully complete the thesis or portfolio within two academic years, the Graduate College mandates continuous registration for one hour each fall and spring semester until successful completion. This registration is not done automatically and the Department does not provide funding for continuous registration.

Transfer Credit

1. The Graduate College limits the number of graduate hours that may be transferred from another institution to BGSU.
2. These must be approved by the Graduate Studies Committee in the Department of Theatre and Film and the Graduate Dean.
3. Approval for transfer credit can only be granted once the student has satisfactorily completed eight credit hours of graduate work at BGSU. An official transcript must be received by the Graduate College before credit can be approved for transfer. Credit may be transferred only for courses in which the student received the grades of A or B. Credit for an S grade may be transferred only if the grade is regarded by the grading school as B or better.

Theatre MA Evaluation Policies

Incompletes

An INC (incomplete) is given only when, for an approved reason, a student fails to take the final examination or to fulfill a definite requirement in a course. An INC can be removed and a grade substituted if the student completes course requirements to the satisfaction of the instructor prior to the deadline established by the Graduate College. An individual instructor may come to an agreement with a student for an earlier deadline for removal of an incomplete grade. For courses taken S/U, any mark of INC not removed by the deadline will change to U. For courses taken for a letter grade, any mark of INC not removed by the deadline will change to F. The Graduate Dean has the authority to extend the deadline for an incomplete. The student must petition for such consideration in writing and prior to the expiration of the deadline. The instructor's support is required for approval of the request.

Grades for THFM 6990: Thesis Research and THFM 6910: Research in Portfolio Development

Students are assigned a grade of S/U at the end of each term when they are enrolled in THFM 6990 or THFM 6910. A grade of S denotes satisfactory progress that semester and a grade of U denotes unsatisfactory progress that semester. The final evaluation of the thesis or portfolio is conducted by the student's advisor and committee at the oral defense and is independent from S or U grades earned while carrying out the study or completing the work.

Probation

1. Grounds for Probation

Students failing to meet the following minimal standards may be dropped from the program or placed on probation at the discretion of the Graduate Studies Committee or the Graduate Dean:

- a. Students must maintain a graduate grade point average of 3.0 or better.
- b. Students must make satisfactory progress toward a degree. To maintain satisfactory progress a student must successfully complete all courses attempted each semester.

2. Effects of Probation

Students on probation may not seek approval for a thesis topic or defend a thesis (Plan I), or apply for portfolio review (Plan II), and may lose funding. In most cases, students remaining on probationary status for more than one semester will be dropped from the program.

Policy on Dismissing Graduate Students

The Department of Theatre and Film Graduate Studies Committee determines dismissal of a master's student from the degree program on recommendation of the advisor and after conference with the student. Termination will result from the student's failure to maintain "satisfactory progress toward the degree." For a more thorough description of academic standards, see the Graduate Catalog. If the Department of Theatre and Film recommends that a student be dismissed from a degree program, the student is no longer considered a degree student, although the student may continue course work. If a student is dropped from a degree program, all assistantship and tuition scholarship support is terminated. If dropped, the student must petition the department for reinstatement as a degree student. In certain cases, the department may elect to discontinue assistantship and tuition scholarship funding for a student making marginal progress without dropping that person from the program, in which case the student will be eligible to seek support elsewhere in the university or to cover their own educational expenses.

Time Limits and Revalidation of Course Work

Degree requirements must be completed within six years. Credit for work older than six years will not apply toward degree requirements unless revalidated through a revalidation experience such as re-taking coursework, special examination, etc. and determined by the Graduate Coordinator and Advisor. Click [here](#) for the Graduate College's "Time Limits for Degree and Revalidation" policy, which includes additional details.

The application to re-validate must be submitted through the following channels:

- a. Graduate Coordinator
- b. Graduate Studies Committee in the Department of Theatre and Film
- c. Chair, Department of Theatre and Film
- d. Graduate Dean

Theatre M.A. Department Spaces

Cartwright Lounge

The Cartwright Lounge within the Department of Theatre and Film office serves as a space for graduate students to gather and work between classes, assistantship hours, etc. Work cubicles are available on a first-come, first-serve basis and a printer/copier is available for use. To print, students must have BG Bucks funds available on their student ID. ([Click here for more information about BG1 Card Accounts.](#))

Each graduate student will be assigned a locker, located in the Cartwright Lounge. Keys will be distributed during Graduate Orientation week. Locker keys must be returned to the Department Secretary by the last day before you leave campus or you will be charged a fee of \$10.00.

There is a kitchen located next to the lounge. Graduate students are welcome to use this space, which includes coffee makers, a water kettle, refrigerator, and microwave. Please note that the refrigerator is cleaned out on the first Friday of every month.

Graduate Student Conference Room

Wolfe Center room 224, located within the department offices, is for graduate student use. Graduate student mailboxes are located within this space. The office is available to all graduate students, but priority is given to graduate teaching assistants who need to meet with students.

Keys

During orientation week, it is important that new students obtain their student ID card. The ID cards will be programmed so that students gain access to the department offices, as well as the side doors to the Wolfe Center. If an M.A. student receives a physical key for their assistantship, they will need to obtain a blue card from the departmental Senior Administrative Assistant to take to the Key Office on 816 East Poe Road within the Campus Operations Department [(419) 372-2251]. After you complete your last semester of

assistantship, please return physical keys to Campus Operations by the last day of classes. Keys not returned to Key Office will be assessed a fee and charged to your Bursar account.

Reserving Rooms

To reserve the following spaces for events that will take place weekdays between 8:00AM and 5:00PM, see the Department Secretary:

Wolfe 118, 201, 208, 211, 231

Cartwright Lounge

Heskett Dance Studio

Eppler North 222

To reserve rooms for events after 5:00 during the week or anytime during the weekend, contact Jim Dachik (jdachik@bgsu.edu). To reserve the Donnell and Eva Marie Saint Theaters, also see Jim Dachik. Contact BGSU Conference and Events Services [231 Bowen-Thompson Student Union; (419) 372-9000; planevents@bgsu.edu] for all other non-classroom requests.

Theatre M.A. Professional Development and Travel Funds

Opportunities often arise for graduate students which may require funding. These occasions might include presenting at conferences, participating in workshops, or conducting research. Graduate students should expect to cover some, if not most, expenses themselves. There are some funds available to help subsidize these expenses.

The Graduate College allocates a limited amount of funding to each program for graduate student professional development and travel. The Graduate Coordinator will email graduate students early in the spring semester to solicit requests for funding for that academic year.

Graduate students can also apply for the Elizabeth S. Regan Travel Award, which can be applied toward expenses incurred for theatre-related activities. ([Click here for more information about the Elizabeth S. Regan Travel Award.](#))

The Graduate Student Senate (GSS) has a variety of funds for travel for professional development that graduate students can apply for each semester. ([Click here to see GSS Funding for Professional Development.](#))

For University-sponsored travel, prior to leaving, students may be required to fill out the travel notification form, notifying the university of travel dates and emergency contact info.

([Click here for the BGSU Student Travel Notification Policy and link to Travel Notification Forms.](#))

For international travel, travel notification prior to departure is required in order to be reimbursed. ([Click here for info on International travel registration.](#))

Please also note that external sources of funding may be available. Many conferences such as the Association for Theatre in Higher Education and the American Society for Theatre Research offer travel awards. Organizations like the American Theatre and Drama Society also have travel funds and grants for which students can apply.

Additional Departmental Information & Expectations

Department listserv

Students are strongly encouraged to join the departmental listserv in order to receive announcements. To join, scan the following QR code:



Social Media

The Department of Theatre and Film encourages students, faculty, staff, and other patrons to promote auditions, screenings, productions, and other events via Facebook (BGSU Department of Theatre and Film) and Instagram (@BGTheatreFilm).

Film Library

A film library is located in Wolfe Center room 220. Students need to ask the Department Secretary to unlock the door. To check out a film, please sign the white card located inside the case and give to the Secretary. Return media to the Department Secretary's desk.

Ticket Policy

All theatre graduate students receive one complimentary ticket to each of the departmental mainstage productions. Prior to the first production of the season, an email will be sent out via the departmental listserv with instructions on how to reserve tickets.

Department Laptop Usage

The Department has a limited number of laptop computers available to graduate students. Graduate students may check out a laptop for the duration of one semester. At the end of the semester, students can request to check out the computer for the next semester.

Priority is given to students with Teaching Assistant and Teaching Instructor GA assignments. Please see the Department Secretary. Please note that laptops can be recalled at any time should a TA or TI need access to one.

Theatre Graduate Community Participation Expectations

Students admitted to the graduate program in the Department of Theatre and Film at BGSU are asked to remember that they are members of a community. As such they are expected to participate in the life of the department. The following are minimum expectations for participation:

- All graduate students are expected to attend Graduate Seminar, which is from 11:00am-12:00pm one Thursday a month. Over the course of the academic year, Graduate Seminar programming will include professional development workshops, guest speakers, and research presentations by graduate students, faculty, and guest scholars.
- Students are expected to support their colleagues and peers by attending BGSU Department of Theatre and Film productions.
- Students are encouraged to take on production responsibilities insofar as course work and assistantship duties will permit.

Performance Studies Certificate

The Graduate Certificate in Performance Studies is available through the Department of Theatre and Film and may be acquired during ongoing M.A. studies. The curriculum includes the following:

A. Core Sequence (7 credits):

- THFM 6630: Introduction to Performance Studies (3)
- THFM 6680: Performance Studies (3)
- THFM 6660: Performance Studies Capstone (1)

B. Elective Courses (9 credits):

- Filled by taking courses in Theatre and Film, and/or other departments and programs. These courses are selected by the student and approved by the Graduate Coordinator.

Admission to the Graduate Certificate in Performance Studies is made through application for admission via the [Graduate Admissions webpage](#). Two letters of recommendation and a statement of purpose are required for consideration. Letters on file from the student's concurrent graduate program may be forwarded to complete the application. Before completing the Capstone requirement, the student must submit a Performance Studies Capstone Application to the Graduate Coordinator for approval.

Theatre M.A. – Applying for the Ph.D. Program

Completion of the M.A. does not guarantee acceptance into the Ph.D. program at BGSU. Any student wishing to continue into the Ph.D. program at BGSU must formally apply. That application will be given equal consideration alongside others who are seeking admittance into the program. Moreover, successful completion of the M.A. (i.e., all course work as well as the thesis or portfolio) is required before a student will be fully accepted into the Ph.D. program. Students must apply by deadlines posted on [Graduate Admissions webpage](#).

Theatre M.A. Graduate Assistantships (GA) Policies and Responsibilities

Graduate Assistantships

Duties

M.A. students on assistantship are typically awarded a contract for a nine-month period, which typically carries a 10-20 hour per week service obligation. Potential GA assignments include (but are not limited to) the scene shop, costume shop, box office, publicity, and house management. MA students typically do not serve as teaching assistants (TAs). When possible, students' preferences are taken into consideration in making assistantship assignments, though departmental needs take priority. All questions regarding assistantship assignments in the Department of Theatre and Film should be addressed with the Department Chair.

GA Supervision

The Assistantship Supervisor is assigned by the Department Chair. The Supervisor will monitor the completion of responsibilities. Students will receive a list of assistantship duties and expectations from their supervisor at the beginning of each semester. At the end of each semester, the GA will receive an evaluation of performance from their supervisor. The Graduate Assistantship Evaluation form used in these assessments can be found in Appendix D. ([Click here for Graduate College information on GA supervision policies.](#))

Renewals of Assistantships

Renewal of an assistantship is not automatic. Students must formally reapply through the Chair of the Department of Theatre and Film. Application guidelines for reappointment will be provided early in the spring term. Applications will be evaluated by the Chair based on the following criteria:

- Satisfactory progress toward the degree in accord with expectations and timeliness articulated by the department.
- Satisfactory performance of assistantship duties.
- Availability of funds.
- Departmental staffing needs.

M.A. assistantships and corresponding tuition scholarships are potentially eligible for renewal for two years of on-campus study.

Removal of Assistantship

An assistantship may be removed from a student for any one of the following reasons:

- Failure to make satisfactory progress toward degree, including cases in which a student is placed on academic probation.
- Inadequate performance of the duties associated with the assistantship.
 - If in a non-teaching assignment, this includes (but is not limited to) failure to complete duties and satisfy hour requirements as determined by supervising personnel.
 - If teaching a course, this includes (but is not limited to) failure to follow and execute in good faith the course syllabus, guidelines and objectives as determined by the course coordinator; and failure to attend regularly scheduled course planning sessions (usually weekly) as determined by the course coordinator.
- Failure to maintain minimum course registration.
- Academic suspension for ethical or legal misconduct as specified in the student code.

Summer Assistantships

On occasion, the Department of Theatre and Film offers a limited number of assistantship positions in the summer. The exact number of positions varies from year to year and is dependent on instructional, administrative, and production program needs. Graduate students should not assume they will receive summer assistantships. If interested in a summer assistantship in the case any are available, please email the Graduate Coordinator and Department Chair by March 1 of the preceding semester. Please note that priority is given to international students, who are limited to on-campus work opportunities.

Financial Aid

Any questions concerning financial aid eligibility and maximum allowances should be directed to Student Financial Aid and Scholarship. (Click [here](#) for the office's webpage.) It

is the student's responsibility to monitor how federal regulations concerning financial aid will impact their continuance in graduate education.

Important Links

- BGSU Department of Theatre and Film webpage - <https://www.bgsu.edu/arts-and-sciences/theatre-and-film.html>
- The Graduate Catalog – <http://www.bgsu.edu/graduate/catalogs-and-policies.html>
- The Thesis/Dissertation Handbook – <https://www.bgsu.edu/graduate/thesis-and-dissertations/thesis-dissertation-handbook.html>
- Graduate Policies published on the BGSU General Counsel website – <http://www.bgsu.edu/general-counsel/university-policies.html>

Appendix A: Theatre and Film Independent Study/Internship Application (M.A. Program)

NAME: _____ ID #: _____

EMAIL ADDRESS: _____ PHONE: _____

NUMBER OF UNIT HOURS REQUESTED: _____ STUDENT GPA (overall): _____

SEMESTER (circle one): Fall Spring YEAR: _____

COURSE (circle one):

THFM 6840 - Directed Readings in Theatre (Graded) (3)

THFM 6860 - Research Problems in Theatre (1-3) (Topic: _____)

PROPOSAL AND OBJECTIVES:

Student's Signature

APPROVAL:

I am willing to guide the student in this internship/independent study.

Independent Study/Internship Advisor's Signature (Printed Name)

This internship/independent study is an integral part of the student's total program, and they undertake it with my understanding.

Student's Advisor's Signature

(Printed Name)

Program Chair: () Approve () Disapprove

Department Chair's Signature

[Revised 7/29/25 (HLN)]

Appendix B: Theatre M.A. Advisor and Committee Approval

STUDENT'S NAME _____

ADVISOR/CHAIR'S NAME _____

ADVISOR/CHAIR'S SIGNATURE _____

REQUESTED COMMITTEE:

NAMES	SIGNATURES
1 _____	_____
2 _____	_____
3 _____	_____

M.A. Committees: Only Department of Theatre and Film faculty members who have been granted Level I or Level II Graduate Faculty Status are eligible to chair M.A. committees. Faculty members who have been granted Level I or Level II Graduate Faculty Status may serve as committee members. In certain circumstances, faculty who have been granted Ad Hoc or Adjunct Graduate Faculty status may also serve as committee members. An M.A. committee must include at least two members from the department, including the chair. M.A. portfolio committees must include at least one design faculty member.

Ph.D. Committees: Only Department of Theatre and Film faculty members who have been granted Level I Graduate Faculty Status are eligible to chair doctoral committees. Faculty members who have been granted Level II Graduate Faculty Status may serve as committee members. In certain circumstances, faculty who have been granted Ad Hoc or Adjunct Graduate Faculty status may also serve as committee members. PhD committee must include at least three members from the department, including the chair.

Approval:

Graduate Coordinator _____

Department Chair _____

[Revised 7/29/25 (HLN)]

Appendix C: Theatre M.A. Degree Check Sheet

A. CORE:

- | | <i>Term</i> |
|---|-------------|
| 1. THFM 6590: Research Methods (3 hours) | _____ |
| 2. Minimum 2 courses (6 hours) from History & Literature/Theory/Criticism | |

<i>Courses</i>	<i>Term</i>
_____	_____
_____	_____

3. Minimum 2 courses (6 hours) from Performance Studies/Practice

<i>Courses</i>	<i>Term</i>
_____	_____
_____	_____

4. Minimum 2 courses (6 hours) from Design & Technical Theatre

<i>Courses</i>	<i>Term</i>
_____	_____
_____	_____

Total of 21 Core Hours

B. SUPPLEMENTAL COURSEWORK: Minimum of 2 approved graduate level courses (3 credits each, 5000+ level), offered in the Department of Theatre and Film. Upon prior approval by the Graduate Coordinator of the Department of Theatre and Film, students may take courses from other departments in fulfillment of the Supplemental Coursework requirement.

<i>Courses</i>	<i>Term</i>
_____	_____
_____	_____

Total of 6 Supplemental Coursework Hours

C. THESIS/PORTFOLIO: For those students electing Plan I, a minimum of 3 hours of THFM 6990: Thesis Research, are required. For those students electing Plan II, a minimum of 3 hours of THFM 6910: Directed Research in Portfolio Development, are required.

Course

Term

Total of 3 Hours of Thesis Research or Portfolio Development

MINIMUM TOTAL FOR DEGREE: 30 CREDITS

Course Selections:

History & Literature/Theory/Criticism:

THFM 5650 Period, Style and Form

THFM 6600 Theatre/Performance in Cultural Context I

THFM 6610 Theatre/Performance in Cultural Context II

THFM 6620 Theories of Theatre and Performance (May be repeated when topic changes)

THFM 6700 Performance and Theatre in the Americas (May be repeated when topic changes)

Performance Studies/Practice:

THFM 6630 Introduction to Performance Studies

THFM 6640 Directing Practice

THFM 6670 Staging Image and Text (May be repeated when topic changes)

THFM 6680 Performance Studies (May be repeated when topic changes)

THFM 6690 Theatre for Young Audiences

THFM 6710 Theatre Organization and Management

THFM 6820 Performance Theory and Practice (May be repeated when topic changes)

Design & Technical Theatre:

THFM 5720 Scene Design

THFM 5730 Costume Design

THFM 5740 Lighting Design

THFM 5750 Scene Painting

Appendix D: Theatre GA End-of-Semester Evaluation Form

Graduate Assistant Name: _____

Supervisor Name: _____

Assistantship Level (RAII, TA, TI): _____

Assistantship Position (course #, shop, etc): _____

Semester: Fall / Spring/ Summer _____

Date of Evaluation: _____

Semester ____ of assistantship support

Semester ____ in this assistantship position

Evaluation of GA Performance:

1 - Does not meet expectations: duties not executed, and/or little effort made to execute them

2 - Does not meet expectations: duties not executed to standard, but effort and/or improvement made

3 - Meets expectations: all or most duties executed to standard, with effort and/or improvement made

4 - Exceeds expectations: all duties executed to or above standard, notable effort and/or improvements made

Provide specific feedback on the student's performance on the next page or in a separate document. If student's performance is a 1 or 2: a) list specific expectations or duties that were not met, and b) provide specific strategies for improvement. **Provide specific, constructive feedback on the back of this form or in a separate document. Please also attach a list of job duties.**

Supervisor Signature

Date

Graduate Assistant Signature

Date

Graduate Assistants whose performance is rated "Does not meet expectations" are entitled to receive, in writing, details of expectations that were not met and a list of specific strategies for improvement. They are also entitled to provide a written response to this report within 10 business days of receiving the evaluation.

Please return fully signed forms and any follow-up documentation to the department chair by the last day of the semester or contract period.

Appendix Theatre E: M.A. Track Selection Form

M.A. students must select one of two plans of study: the M.A. Thesis Track (i.e., Plan I) or the M.A. Portfolio Track (i.e., Plan II). Please see the Theatre M.A. Graduate Student Handbook for more information about each of these tracks.

Please submit the completed form **no later than the Monday before the first day of Fall classes** in year two. You are strongly encouraged to submit the form by the end of your first year of study, if possible.

Please note: Switching plans is done only in rare circumstances; for example, when a thesis research project becomes physically or technically impossible to implement. A request to switch from one plan to another must be recommended by the student's advisor and approved by the Graduate Coordinator and the Graduate Dean. If a change in Plans takes place, up to three 6990 thesis credit hours may be applied towards degree requirements with Graduate Coordinator's approval. A change in Plans cannot take place if the student has failed their current Plan (including re-examination). See the Graduate College's "Master's Degree-General Requirements Policy" for more details.

STUDENT'S NAME _____

ADVISOR'S NAME (if known) _____

I select the following track for my course of study as an M.A. student in BGSU's Department of Theatre and Film:

☐ PLAN I: THESIS TRACK

☐ PLAN II: PORTFOLIO TRACK

Approval:

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Graduate Coordinator' Signature _____ Date: _____

[Created 7/29/25 (HLN)]