

# BGSU Theatre Ph.D. 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), teaching instructors (TIs), 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 scholarship 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 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](mailto:access@bgsu.edu).

## Learning Commons

The Learning Commons provides free tutoring services to all BGSU students, including graduate students, and is located on the 1<sup>st</sup> 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](mailto:hlnees@bgsu.edu)

Dr. Jonathan Chambers, Department Chair

(419)362-9168      [jonathc@bgsu.edu](mailto:jonathc@bgsu.edu)

Matthew Sayre, Senior Administrative Assistant

(419)372-0527      [saymatt@bgsu.edu](mailto: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](mailto:forbeda@bgsu.edu)

Margaret McCubbin, Associate Professor

(419)372-7176      [mmcubb@bgsu.edu](mailto:mmcubb@bgsu.edu)

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

## Degree Program Overview and Introduction

The doctoral program in Theatre at Bowling Green State University emphasizes the connection of theatre and performance studies scholarship to artistry, and their application in pedagogical and other professional contexts. Students engage in a course of study grounded in a thorough understanding of Theatre and Performance History, Disciplinary and Interdisciplinary Theories, and Research Methods. The course of study aims to prepare graduates to conduct original research, to teach, to consider the application of advanced theatre studies skills in contexts beyond the academy, and to participate in theatre production.

The Ph.D. in Theatre program Learning Outcomes include:

- To analyze diverse performance texts from various historical periods and cultural backgrounds.
- To demonstrate fluency in 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 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 suitable for university-level or equivalent contexts.
- To develop and carry out a publishable research project.

## Name of Degree Program

Doctor of Philosophy in Theatre

Full-time Ph.D. students follow a four-year program:

Year 1 – Coursework (typically 9-12 credit hours per semester)

Year 2 - Coursework (typically 9-12 credit hours per semester); Qualifying Exam (Spring semester)

Year 3 – Preliminary Exams (Fall semester); Prospectus Defense (Spring semester)

Year 4 – Dissertation

For part-time students, this program schedule will likely differ. All students, whether full- or part-time, have up to 8 years to complete the Ph.D. program. After 8 years, students must revalidate coursework.

## Theatre Ph.D. Degree Milestones and Requirements

### *Coursework Overview*

1. A minimum of 90 semester credit hours including master's degree and dissertation hours.
2. No less than 18 credit hours of THFM 7990: Dissertation Research. If a student takes more than 18 credit hours of THFM 7990, they may only count 18 credit hours toward the degree.
3. Foreign language preparation courses may not be included in the minimum of 90 credit hours even though they may be expected or required by the department. (See the "Research Tool Requirement" section below).
4. Undergraduate and M.A. repair courses, and courses that are audited may not be included in the minimum of 90 credit hours even though they may be expected or required.
5. Thirty hours of credit from a student's master's program may be counted toward the minimum 90 credit hours required. Up to 9 additional hours of post-master's work from another school may be accepted (provided these credit hours were earned as doctoral work elsewhere). Students may petition for transfer credit once they have completed eight hours of graduate work at BGSU. See the Graduate Catalog for specifics regarding transfer of credit.
6. All students must complete the following Research Tool Sequence for a total of 12 credit hours:

THFM 6590: Research Methods in Theatre and Performance Studies

THFM 6630: Introduction to Performance Studies

THFM 7680: Interdisciplinary Performance Theory (May be repeated when topic changes)

THFM 7810: Research and Publication in Theatre and Performance Studies (May be repeated with advisor's approval)

7. All students must complete 15 credit hours offered from the History & Literature/Theory/Criticism (HLTC) sequence, and 15 credit hours offered from the Performance Studies/Practice (PSP) sequence. The total number of courses taken in the HLTC and PSP sequences combined is 30. Courses approved for HLTC credit include:

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)

THFM 7660: Theatre and Performance History: Ancients–16th Century (May be repeated when topic changes)

THFM 7670: Theatre and Performance History: 17th–21st Century (May be repeated when topic changes)

THFM 7720: Critical Traditions in Theatre/Performance I

THFM 7730: Critical Traditions in Theatre/Performance II

THFM 7740: Contemporary Theatre and Performance

THFM 7750: Modernism in Theatre and Performance

Courses approved for PSP credit include:

THFM 5720: Scene Design

THFM 5730: Costume Design

THFM 5740: Lighting Design

THFM 5750: Scene Painting

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)

THFM 7600: Theatre/Performance Pedagogy and Professional Development

THFM 7620: Directing and Staging Theory

8. No more than 6 credit hours of THFM 7960: Supervised Practicum in Theatre/Performance may be included in the minimum program. These credit hours may be used to satisfy specific program requirements upon approval by the Graduate Coordinator. Approval must be secured in advance of registering for the course. To secure approval, students need to complete the “Theatre and Film Independent Study/Internship Application Form” (Appendix A).

9. Independent Studies (THFM 7840 or 7850 Directed Readings in Theatre/Performance & THFM 7860 Research Problems in Theatre/Performance) may potentially be taken to fulfill any of the three categories (Research Tool, HTLC, and PSP) subject to approval by Graduate Coordinator. Approval must be secured in advance of registering for the course. More than two registrations/six credit hours of THFM 7840, 7850, and 7860 will require special justification.

10. Courses in other departments may on occasion be taken as a substitute for a required course, upon approval of the Graduate Coordinator and Graduate Studies Committee.

11. The number of 5000-level courses that may be counted toward the minimum required courses for the doctoral degree cannot exceed 10 credit hours.

#### **CREDIT HOUR BREAKDOWN:**

**30 hours – MA**

**12 hours – Research Tool Sequence**

**15 hours – History & Literature/Theory/Criticism (HTLC)**

**15 hours – Performance Studies/Practice (PSP)**

**18 hours – Dissertation**

**90 TOTAL HOURS**

### *Additional Coursework Option*

In the event all course work required for the degree has been completed by the beginning of the fall semester of the third year, a student may substitute some of the THFM 7890: Readings for Preliminary Exam hours taken during the third year of study with additional graduate coursework in the Department of Theatre and Film or in other departments/units. Reasons for taking additional course work are varied, but might include the offering of a class in the department that was not available during the first two years of residency or the offering of a class in another unit pertinent to the student's area of dissertation research. Students should consult with their permanent advisor and the Graduate Coordinator to determine if this is a viable option. The total number of credit hours taken during either term during the third year of study for students receiving a tuition scholarship typically does not exceed 4. Students following this option must understand that taking additional coursework during the third year does not relieve them of the responsibility of completing the Preliminary Exam and Prospectus processes in a timely manner as outlined below.

### *Foreign Language Proficiency*

If a student wishes to pursue dissertation research that requires proficiency in a foreign language, that proficiency must be established through the student's satisfactory performance on an exam administered by one of the language departments. Students may take the exam on an individual basis after consultation with the appropriate examiner or may opt to take it at the conclusion of successfully completing 5000/6000-level foreign language courses offered at BGSU. Taking language preparation courses would be in addition to the 90 credit hours required for the degree. The Educational Testing Service's Graduate School Foreign Language Testing program may also be used to satisfy this requirement.

## **Theatre Ph.D. 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.

It is the student's responsibility to be aware of all deadlines pertaining to completion of the degree. While the plan for the degree outlined here suggests that the program takes four years to complete, students may find the program takes longer or shorter depending on when they complete the requirements. Furthermore, students need to be aware that every time they turn in documents to their advisor and/or committee, a minimum two-week

“read” time is given to the reader(s). Moreover, breaks are not counted in the two-week “read” timeframe: Fall Break, Thanksgiving Break, Winter Break, Spring Break. Students should be aware that faculty members are not available for consultation and/or oral defense after the academic year contract ends. Therefore, summer defenses are not an option. These circumstances may elongate the turn-around time for the return of these documents to the student for revision or in preparation to take the work to committee. International students whose program of study goes beyond four years can apply for an extension of stay by completing the “Extension of Program form” available on the [International Programs and Partnerships webpage](#). All students need to continuously enroll in one credit hour per semester until all requirements have been fulfilled (not including summer semesters). Other policies requiring time to degree include:

A. Graduate College requirements mandate that the degree be completed within eight years from the time the student first registered for doctoral work at BGSU. Course work older than eight years becomes invalidated, and the student must revalidate that work or be dropped from the program. Change to reflect MA handbook

B. Graduate College regulations provide that no student may receive more than four academic years of assistantship and tuition scholarship at the doctoral rate.

C. A student in continuous residence who has not passed the Qualifying Exam (Exams Stage I) by the end of the second semester of the second year of study is not making satisfactory progress toward the degree and may be deemed ineligible for further departmental funding (i.e., third year funding).

D. A student in continuous residence who has not passed the Specialized Portfolio (Exams Stage II) and successfully defended the Prospectus by the end of the second semester of the third year of is not making satisfactory progress toward the degree and may be deemed ineligible for further departmental funding (i.e., fourth year funding).

E. While students who receive funding through other sources may occasionally elect to follow a different timetable, it is expected that all students will successfully defend the Specialized Portfolio within one academic year following the completion of required

coursework. Any student who fails to comply with these guidelines will automatically be judged as having failed to make adequate progress towards degree and will be dismissed from the program.

## Theatre Ph.D. Advising

The student pursues the degree in close relationship with a faculty advisor. During a student's first year, the Graduate Coordinator serves as advisor. Coursework is not solely determined by the student's interests but depends upon program requirements and course schedules and availability.

Near the beginning of the second year of study, each student, in consultation with the Graduate Coordinator, should choose a permanent advisor suitable to direct the student's course of study and assemble a departmental committee consisting of two or three other members of the graduate faculty. It is up to the student to approach faculty members about being part of the committee. The student's permanent advisor and committee are verified in writing by submitting the Advisor and Committee Approval form (Appendix B) by October 1 of Year 2. In addition to the advisor and committee members, the Graduate Coordinator and Department Chair must sign this form.

Only Department of Theatre and Film faculty members who have been granted Level I Graduate Faculty Status are eligible to chair dissertations. 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. The permanent advisor will assist the student with preparation for the Qualifying Exam (i.e., Exams Stage I) and will serve as chairperson for the Specialized Portfolio (i.e., Exams Stage II), dissertation prospectus, research and writing of the dissertation, oral defense, and preparation of the final manuscript for submission to the Graduate College.

Although students are not encouraged to change advisors, they may do so whenever a change is warranted. Such a change would be considered appropriate if a student decides to change the primary area of research specialization, or if a faculty member becomes newly eligible to advise doctoral committees (i.e., has been granted Level I Graduate Faculty Status), or if the original advisor goes on leave. Usually such changes are mutually agreed upon by the student and the advisor. A student wishing to change advisors must submit a written request to the Graduate Coordinator. Once the advisor has been officially confirmed by the Graduate College through the Preliminary Exam process, the student must complete the [Committee Change – Dissertation Form](#) (available on the Graduate

College website). 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.

## Theatre Ph.D. Graduate Review Committee

A Theatre Ph.D. Graduate Review Committee (also known as a dissertation committee) must have at least 4 members (including Graduate Faculty Representative), with representation from the department and other university bodies.

No later than October 15 of the second year of study, the student should submit the names of the proposed advisor and committee to the Graduate Coordinator and Departmental Chair for approval (Appendix B). The majority of the committee must consist of members of the Theatre and Film faculty who hold the Ph.D. The committee shall consist of a minimum of two persons in addition to the advisor. All committee members must have been granted an appointment to the graduate faculty sufficient to serve on the committee (i.e., for the advisor, Level I; for the other committee members, Level II, or in special cases Ad Hoc or Adjunct). The student is responsible for ascertaining each faculty member's willingness and eligibility to serve on the committee. This advisor and committee will take the student through the Qualifying Exam and Specialized Portfolio processes and potentially through to the defense of the dissertation.

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.

## Academic Good Standing & Progress Reviews— Theatre Ph.D. Milestones

After completion of the M.A. degree or equivalent, one may be admitted as a doctoral student upon approval by the Department of Theatre and Film's Graduate Studies Committee and the Dean of the Graduate College. Admission to the program as a doctoral student does not automatically guarantee admission to doctoral candidacy. Admission to candidacy for the doctoral degree is achieved by passing the Graduate College-mandated Preliminary Exam (i.e., Exams Stage II: Specialized Portfolio) and by securing approval of



the dissertation topic by a Department of Theatre and Film graduate committee, the student's advisor, and the Graduate Dean. Doctoral candidacy must be achieved at least six months before the degree is conferred.

The Department of Theatre and Film Graduate Studies Committee determines termination of a doctoral student on recommendation of the advisor and after conference with the student. Termination will result from the student's failure to pass either the Qualifying Exam or the Specialized Portfolio (Exams Stages I and II), or to maintain "satisfactory progress toward the degree." A more thorough consideration of all academic standards is provided in the Graduate Catalog.

### *Evaluation*

#### 1. 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 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.

#### 2. Grades for THFM 7990: Dissertation Research

Students are assigned a grade of S/U at the end of each term when they are enrolled in THFM 7990. The final evaluation of the dissertation is conducted by the student's advisor and committee upon completion of the manuscript at the oral defense, and is independent from S or U grades earned while carrying out the study.

#### 3. Probation

Students failing to meet the following minimal standards may be dropped from the program or placed on probation at the discretion of the Department of Theatre and Film Graduate Faculty or the Graduate Dean.

1. Students must maintain a graduate grade point average of 3.0 or better.
2. Students must make satisfactory progress toward a degree by successfully completing all courses attempted each semester, and passing all exams within periods set forth.

Students on probation will have their assistantship and tuition scholarship awards removed. Generally, students remaining on probationary status for more than one semester will be dropped from the program.

#### 4. Policy for Dismissing Students

If the Department of Theatre and Film recommends that a student be dropped 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 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 instance the student will be eligible to seek support elsewhere or to cover their educational expenses. In some instances, given just cause, a student may be dropped from the program even when not receiving assistantship support through the Department of Theatre and Film.

#### 5. Revalidation of Course Work

Credit for course work older than eight years will not apply toward degree requirements unless revalidated. Time spent in the armed forces is exempted in applying this time limitation. The application must be submitted through the following channels:

1. Graduate Coordinator in Theatre and Film
2. Department of Theatre and Film's Graduate Studies Committee
3. Chair of Department of Theatre and Film
4. Graduate Dean

# Theatre Ph.D. Qualifying Exam, Preliminary Exam, Prospectus, & Dissertation

## *Exams Stage I: Qualifying Exam*

### 1. Preparation of the Qualifying Exam

The exam is comprised of a Research Portfolio of:

- 1) two essays, collectively no shorter than 40 pages and no longer than 45 pages
- 2) a two-to-three page rationale of proposed dissertation research
- 3) a reading list comprised of sources in the student's proposed area of dissertation research and proposed methodology

The essays are revisions of previously written papers prepared during doctoral course work at BGSU. The papers are to be reflective of Research Tool, HLTC, and/or PSP coursework and demonstrate proficiency and scholarly depth in research and writing. Each student is required to consult with the permanent advisor in the process of articulating the contents of the Research Portfolio. The selection of the essays for inclusion in the Research Portfolio is subject to the student's advisor's approval. The Advisor will read and respond to the essays, rationale, and reading list just one time. As such, the responsibility for shaping the exam materials rests primarily with the student. The exam is structured to test the student's qualifications, skills, and knowledge. Thus, outside of helping the student determine what essays should be included, discussing the direction of dissertation research, and providing comments one time on one draft of the materials, the advisor will take an essentially hands-off approach. It is imperative that all the work within the Research Portfolio is the student's work alone. The student is strictly forbidden from enlisting the help of others for the purposes of editing the contents of the Research Portfolio. Failure to heed this restriction constitutes a breach of academic honesty and may result in termination from the program and/or expulsion from the university. See Appendix E (Qualifying Exam Review Form) for criteria upon which faculty will evaluate exam material.

### 2. Evaluation of the Exam

By February 1<sup>st</sup> during the second year of study, the student will submit the Research Portfolio to the two reading members of the committee (i.e., committee members, not the advisor). Each essay will receive an evaluation of "Pass" or "No Pass" from these two members of the committee. In the event of a tie, the advisor will join the process. If the student's work is evaluated as unsatisfactory (i.e., "No Pass") by one of the two

readers on one of the research papers, the advisor will read and evaluate that essay. If after the advisor reads the paper, at least two of the three readers deem the paper to be a “No Pass,” the student will need to revise the paper and resubmit it for evaluation no later than April 20<sup>th</sup>. If the work is evaluated as unsatisfactory by both readers on one of the research papers, the student will need to revise the paper and resubmit no later than April 20<sup>th</sup>. If the work is evaluated as unsatisfactory by two of the three readers on both research papers, the student will be required to retake the examination during the subsequent semester of study (i.e., fall of the third year) and will not be eligible for third year funding (i.e., assistantship and tuition scholarship). The student may also be required to complete additional course work. After the student’s work has been evaluated, the student’s committee may provide written feedback. The Graduate Coordinator will compile the results and written feedback, and notify the student. There is no oral defense for the Qualifying Exam. **Following the successful completion of Exams Stage I the student needs to submit the [Preliminary Exam Application](#) (available on the Graduate College website).** Upon receipt of this application, the Graduate College will appoint a faculty member from another department/unit to serve as the Graduate College Representative.

### 3. Failure to Pass the Qualifying Exam

The student may rewrite the failed exam only one time. The re-written exam must be submitted by April 20<sup>th</sup>. Failing satisfactory completion of the Qualifying Exam after a second attempt or failure to meet the deadline will result in dismissal from the graduate program.

### *Exams Stage II: Specialized Portfolio (Preliminary Exam)*

The Graduate College requires that all doctoral students take a Preliminary Exam that is both written and oral. The Department of Theatre and Film meets the requirement through the Specialized Portfolio. The purpose of the Specialized Portfolio is not only to meet the Graduate College Preliminary Exam requirement but to also allow the student an opportunity to explore an area of specialization and to demonstrate a mastery of those issues to be explored in more depth in the dissertation. It is the responsibility of the student and the advisor to schedule and plan the Specialized Portfolio.

#### 1. The Preliminary Exam Process

After passing the Qualifying Exam, the student prepares and defends the Specialized Portfolio (Exams Stage II). This takes place in the fall semester of the third year of study. The contents of the Specialized Portfolio are initially nurtured through peer and instructor review in THFM 7810: Research and Publication in Theatre and Performance Studies during spring term of the second year of study, and then through the fall of year

three through consultation with the student's advisor. The contents of the Specialized Portfolio are then submitted to the student's entire committee, including the appointed Graduate College Representative, for review and evaluation (please note, contents must be submitted to committee members a minimum of 2 weeks prior to scheduled oral defense). The student will then schedule a meeting with the full committee to conduct an oral defense of the Specialized Portfolio. Prior to attending the meeting, the student must complete the [Preliminary Exam Report form](#) (available on the Graduate College website). When the full committee determines that the student has satisfied the Preliminary Exam requirement, all members certify approval by signing the Preliminary Exam Report. The student must pass both the written and oral Preliminary Exam by the end of final exams week during Fall semester of Year 3. While students who receive funding through other sources may elect to follow a different timetable, at most, it is expected that all students will successfully defend the Specialized Portfolio within one academic year following the completion of required coursework. Any student who fails to comply with these guidelines will automatically be considered as having failed to make adequate progress towards degree and will be terminated from the program.

## 2. The Nature and Scope of the Specialized Portfolio

The contents of the Specialized Portfolio should demonstrate the student's level of preparation to conduct original research that will contribute to scholarship. Each element of critical and scholarly work in the Specialized Portfolio should be suitable for publication. This means that the Portfolio documents must reflect original research, and that they must be written in a professional, error-free manner.

As a general practice, students generate initial drafts of materials for inclusion in the Specialized Portfolio while completing requirements for 6000 and 7000 level seminar courses and focus primarily on revising and expanding these materials during the spring and summer semesters of the second year of study and the fall of the third year. Because preliminary revision often takes place during the student's enrollment in THFM 7810: Research and Publication in Theatre and Performance Studies (taken during spring semester of the second year), students should plan to have written at least initial drafts of all materials intended for inclusion in the Specialized Portfolio prior to the beginning of the spring semester of their second year of coursework. Students should seek feedback from their respective advisors as to the suitability of the materials they propose to revise for inclusion in the Specialized Portfolio (at the very least, major components such as the research essay) prior to commencing the spring semester of the second year of study, and that they will remain in dialogue with their advisor throughout the process of revising and

developing these materials. The advisor will read and respond to materials selected for inclusion in the Specialized Portfolio just two times. As with the Qualifying Exam, it is imperative that all the work within the Specialized Portfolio is the student's work alone. The student is strictly forbidden from enlisting the help of others for the purposes of editing the contents of the Specialized Portfolio. Failure to heed this restriction constitutes a breach of academic honesty and may result in termination from the program and/or expulsion from the university.

### 3. Contents of the Specialized Portfolio

- Detailed professional curriculum vitae, suitable for inclusion in a job application packet.
- Three book or performance reviews of any combination, but including at least one of each type (i.e., at least one book review and at least one performance review). Book reviews must focus on recent academic texts in theatre and performance (broadly defined), and must be suitable for publication in an academic journal or other trade publication. Performance reviews must focus on a professional performance event, and must be suitable for publication in an academic journal or other trade publication. Each review must be 1000-1500 words in length.
- A pedagogical position paper. This essay is a personal statement of teaching philosophy. It must be 1000-1500 words in length.
- A Diversity Statement of approximately 500 words, suitable for inclusion in a job application packet. This is a personal statement that outlines both philosophical and/or theoretical ideas about and practical evidence of how the student advances issues of diversity, equity, and inclusion in the classroom or elsewhere.
- An article-length work of original research suitable for publication. It should address a well-defined topic in depth, and should make an original contribution to scholarship in the designated research area rather than merely reiterating or synthesizing the work of others. This essay may be an essay refined and developed from the submissions in Exam Stage I. However, any revised paper must be developed beyond the parameters of the earlier draft. Thus, the student must incorporate feedback provided on the earlier draft, and/or offer new readings or observations other than those made in the earlier draft, and/or include in the study new findings. This essay should be between 18 and 22 pages in length, exclusive of the Works Cited page.
- A more developed iteration of the rationale for the proposed dissertation (i.e., an early draft of the dissertation prospectus).

- A detailed annotated bibliography in the declared area of dissertation research. The Annotated Bibliography needs to demonstrate reading and research well beyond that which was assigned in coursework.

If a student does not pass the Preliminary Exam, they may make a second attempt to pass 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, they will be dismissed from the program.

### *Dissertation*

The dissertation must be an appropriate culmination of the candidate's program of study and must represent scholarly research appropriate in method and subject to the degree program.

#### 1. Advisor

The advisor must be a member of the theatre graduate faculty who holds a Ph.D., and must hold Level I status on the Graduate Faculty. Before selecting a dissertation advisor, the student must consult the Graduate Coordinator to determine the potential advisor's eligibility to direct dissertations.

#### 2. Eligibility and Timeline

A student must have passed the Preliminary Exam (i.e., Exams Stage II: Specialized Portfolio) before a dissertation topic can be approved. However, the prospectus for the dissertation is initially developed concurrently with the Specialized Portfolio materials in the spring semester of the second year of study and nurtured through peer and instructor review during THFM 7810: Research and Publication in Theatre and Performance Studies. The prospectus is also given additional development in consultation with the student's advisor during the spring term of the second year of study and continuing through the third year. To ensure adequate progress toward degree, the prospectus should be successfully defended by the end of spring semester final exams week of the third year of study. Typically, students who do not meet this requirement will be ineligible for a renewal of assistantship and tuition scholarship (i.e., fourth year funding). The prospectus must be successfully defended at least six months prior to oral defense of the dissertation.

#### 3. Selection of Topic

The student and the advisor should discuss potential dissertation topics. The topic and method of research must be determined by the fall term of the second year of study, when the initial dissertation rationale is drafted. The dissertation is expected

to be a scholarly document, making an original contribution to knowledge and demonstrating the student's potential as a scholar.

#### 4. Dissertation Committee

The dissertation committee should include those faculty members who served as readers of the Specialized Portfolio, along with the Graduate College Representative assigned by the Graduate College. Once the committee is officially constituted with the Graduate College through the Preliminary Exam process, any changes to it require Graduate College approval. Students wishing to change the make-up of their committee must complete the [Committee Change – Dissertation form](#) (available on the Graduate College website).

#### 5. Prospectus Defense

A defense of the prospectus may be scheduled once the student has the advisor's approval. The student must provide the committee with the dissertation prospectus at least two weeks before the scheduled defense. The prospectus should not only clearly outline the proposed topic of study but should also 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 of specialization and make evident that the proposed work will contribute substantially to the scholarly conversation in this area. Students should anticipate that the advisor may ask for substantial revision of the prospectus multiple times before approving the student's distribution of the document to the committee as a whole and should budget their time accordingly. The dissertation prospectus 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. Note: A list of titles of other scholarship is not sufficient to satisfy this requirement. Rather, the student must demonstrate knowledge of other work in the research area and note how the proposed study will make a contribution to the field.
- A discussion of the research methods the student will employ in completing the study.
- Principle sources of data.
- Scope and limitations of the study. Note: Limitations in this context does not mean an "apologia" for the shortcomings of either 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. Note: Proposed chapter titles are not sufficient and should be supplemented by abstracts or tentative summaries of what will be covered in each section.

Prior to the defense, the student must complete the [Dissertation Topic Approval form](#) (e-form available on the Graduate College website). At the defense, the student will orally defend and elaborate on the prospectus and receive feedback from the advisor and the committee on the proposed. When the committee members are satisfied that the student is ready to proceed with work on the dissertation, they indicate their formal approval by signing the Dissertation Topic Approval form. This form must be filed with the Graduate College at least six months before the student expects to receive the degree. If human subjects are involved in the research (surveys, interviews, questionnaires, etc.) approval of the research topic by the BGSU [Institutional Review Board](#) must be secured prior to the prospectus defense.

## 6. Defense of the Dissertation

The student works principally with the advisor in researching the topic and writing preliminary drafts. At least two weeks prior to the oral defense of the completed dissertation, the student must provide each member of the committee with a polished draft, including documentation and bibliography. Oral defenses of dissertations are open to the public. The student must ask the Graduate Coordinator to contact the Graduate College with details of the defense date, time, and location. The Graduate College office will publicize the upcoming defense to the larger BGSU community. Committee members may require revision prior to the oral defense. The student meets with the committee and a public audience for oral defense of the dissertation. Prior to the defense, the student must complete the [Dissertation Defense and Manuscript Approval form](#) (an AdobeSign e-form available on the Graduate College website). If the dissertation 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, it is possible, even though the final oral examination has been passed, for the committee to request substantive changes or additions before approving the manuscript. In planning to meet Graduate College deadlines, the student should take this possibility under consideration. Only one negative vote is permissible.

If a student does not pass the Preliminary Exam, they may make a second attempt to pass 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, they will be dismissed from the program.

## 7. Abstract

An abstract of the dissertation must be provided with the final draft. See the [“Thesis and Dissertation Handbook”](#) for details.

## 8. Copyrights and Permissions

The use of photographs, images, and extended quoted material (i.e., entire published poems, or lengthy quoted material) in a dissertation require the consent of the authors/creators. It is the student’s responsibility to secure those permissions in writing prior to defense of the dissertation.

## 9. Final Copy

The final copy must meet strict Graduate College requirements and style must be thoroughly consistent with one of the major style manuals (e.g., most recent edition of the MLA Handbook or Chicago Manual of Style). The manuscript is expected to adhere to these guidelines as well as those of the Graduate College. The Graduate College requires electronic submission of theses and dissertations to OhioLINK. Thesis and Dissertation Services (ETD) is available to help students through this process. See the [“Theses & Dissertations”](#) section of the Graduate College webpage for more information. Deadlines for deposit of approved, error-free, electronic copy of the dissertation are located in the [“Degree Candidates Deadlines”](#) link on the Graduate College webpage.

## Theatre Ph.D. Department Spaces

### *Cartwright Lounge*

The Cartwright Lounge within the Department of Theatre and Film office serves as 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](mailto: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](mailto:planevents@bgsu.edu)] for all other non-classroom requests.

## Theatre Ph.D. 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 funds. 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.

## Other Theatre Ph.D. Policies

### *Course Registration*

#### 1. Procedures

- A. Registration is completed by the student after consultation with the Graduate Coordinator and/or the student's advisor.

B. Registration for internships, practicums, independent studies, directed readings, and directed research requires an additional registration approval form (Appendix A), which is obtained from the Department of Theatre and Film Senior Administrative Assistant. Students must complete this form, which must include a brief statement of the independent work or internship, and signatures of approval by the Graduate Coordinator, student's advisor, the person directing the research or internship, and the Department Chair. The Administrative Secretary will register students for these courses after proper registration papers are completed.

C. Changes in registration after the semester begins may result in fees being assessed according to the [Registration and Records Refund Schedule](#). The student will bear the financial burden of those fees.

D. Students wishing to register for courses in other departments must secure approval from the Graduate Coordinator in the Department of Theatre and Film.

## 2. Limits on Hours of Registration

A. There are no minimum registration hours for students not on assistantship, except as noted below in section C: Registration When Not in Residence.

B. Students holding assistantships are required to register for no more than 9 hours of graduate credit each spring and fall semester.

C. Students may not enroll for THFM 7990: Dissertation Research hours until they have successfully defended the Specialized Portfolio and dissertation prospectus.

## 3. Registration When Not in Residence

The Graduate College mandates continuous registration for one hour each semester if a student leaves the campus with all requirements for the degree done except the dissertation. This registration is not done automatically. This policy does not include summer session unless graduating in August.

### *Performance Studies Certificate*

The Graduate Certificate in Performance Studies is available through the Department of Theatre and Film and may be acquired during ongoing doctoral 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 (Appendix C).

## 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 brown basket at 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.

## Theatre Ph.D. Funding Guidelines for Graduate Assistantships and Tuition Stipends

### Graduate Assistantships

#### *Duties*

MA 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 if 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 (Ph.D. 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 Program 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: Performance Studies Certificate Capstone Application

### THFM 6660: Performance Studies Capstone

This form should be: (1) completed by the student; (2) signed by the student and the faculty member advising the capstone; and (3) submitted for review and signature by the Graduate Coordinator in the Department of Theatre and Film.

Name \_\_\_\_\_ BGSU ID# \_\_\_\_\_

Semester and Year you plan to enroll in THFM 6660 \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

A. Proposed capstone topic: \_\_\_\_\_

B. Capstone faculty advisor: \_\_\_\_\_

C. List the courses you have taken in the Performance Studies Certificate Program, semester and year taken, and the instructor. If the course is a Special Topics, please indicate the topic:

<i>Course</i> <i>Instructor</i>	<i>Semester/Year</i>	
1. THFM 6630: Introduction to Performance Studies	_____	_____
2. THFM 6680: Performance Studies Seminar	_____	_____
<i>Topic:</i> _____		
3. Elective 1: _____	_____	_____
<i>Topic (if applicable):</i> _____		

4. Elective 2: \_\_\_\_\_

*Topic (if applicable):* \_\_\_\_\_

5. Elective 3: \_\_\_\_\_

*Topic (if applicable):* \_\_\_\_\_

**[Please note that all five courses listed above must be at least 3-credit hours each.]**

D. Describe how your capstone project demonstrates, represents, and/or integrates content across the performance studies courses you have taken.

E. Describe your goals for the capstone. What theories/practices/ideas from performance studies will be used? How will it help you enhance your understanding of performance studies?

- F. Provide a detailed project outline. Please include a content outline, a timeline for completion, method of assessment, and a description of final product.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Capstone Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Graduate Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this completed form to the Graduate Coordinator, Department of Theatre and Film, 212 Wolfe Center.**

[Updated 7/29/25 (HLN)]

## Appendix D: Theatre Ph.D. Degree Check Sheet

### \_\_\_\_\_ **12 Hours of Required Tool Sequence:**

- \_\_\_\_\_ THFM 6590 Research Methods in Theatre and Performance Studies
- \_\_\_\_\_ THFM 6630 Introduction to Performance Studies
- \_\_\_\_\_ THFM 7680 Interdisciplinary Theory (May be repeated when topic changes)
- \_\_\_\_\_ THFM 7810 Research and Publication in Theatre and Performance Studies
- \_\_\_\_\_ (Approved substitution)
- \_\_\_\_\_ (Approved substitution)

### \_\_\_\_\_ **15 Hours – History & Literature/Theory/Criticism (HLTC) sequence:**

- \_\_\_\_\_ 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)
- \_\_\_\_\_ THFM 7660 Theatre and Performance History: Ancients-16<sup>th</sup> Century (May be repeated when topic changes)
- \_\_\_\_\_ THFM 7670 Theatre and Performance History: 17<sup>th</sup>-21<sup>st</sup> Century (May be repeated when topic changes)
- \_\_\_\_\_ THFM 7720 Critical Traditions in Theatre/Performance I
- \_\_\_\_\_ THFM 7730 Critical Traditions in Theatre/Performance II
- \_\_\_\_\_ THFM 7740 Contemporary Theatre and Performance
- \_\_\_\_\_ THFM 7750 Modernism in Theatre and Performance
- \_\_\_\_\_ (Approved substitution)

\_\_\_\_\_ (Approved substitution)

**\_\_\_\_\_ 15 Hours – Performance Studies/Practice (PSP) sequence:**

\_\_\_\_\_ THFM 5720 Scene Design

\_\_\_\_\_ THFM 5730 Costume Design

\_\_\_\_\_ THFM 5740 Lighting Design

\_\_\_\_\_ THFM 5750 Scene Painting

\_\_\_\_\_ 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)

\_\_\_\_\_ THFM 7600 Theatre/Performance Pedagogy and Professional Development

\_\_\_\_\_ THFM 7620 Directing and Staging Theory

\_\_\_\_\_ (Approved substitution)

\_\_\_\_\_ (Approved substitution)

**\_\_\_\_\_ 30 Hours from MA**

**\_\_\_\_\_ 18 Hours of THFM 7990: Dissertation Research**

**90 Hours Total**

**Degree Milestones**

\_\_\_\_\_ Qualifying Exam

\_\_\_\_\_ Preliminary Exam

\_\_\_\_\_ Prospectus

\_\_\_\_\_ Dissertation



**Notes:**

- Students must complete 15 credit hours offered from the History & Literature/Theory/Criticism (HLTC) sequence, and 15 credit hours offered from the Performance Studies/Practice (PSP) sequence. The total number of courses taken in the HLTC and PSP sequences combined is 30.
- Foreign language preparation courses may not be included in the minimum of 90 credit hours even though they may be expected or required by the department.
- Undergraduate and M.A. repair courses, and courses that are audited, may not be included in the minimum of 90 credit hours even though they may be expected or required.
- No more than 3 credit hours of THFM 7960: Supervised Practicum in Theatre/Performance may be included in the minimum program. These credit hours may potentially be used to satisfy specific program requirements upon approval by the Graduate Coordinator and Graduate Studies Committee. Approval must be secured in advance of registering for the course.
- Independent Studies (THFM 7840 or 7850 Directed Readings in Theatre/Performance & THFM 7860 Research Problems in Theatre/Performance) may potentially be taken to fulfill any of the three categories (Research Tool, HTLC, and PSP) subject to approval by Graduate Coordinator and Graduate Studies Committee. Approval must be secured in advance of registering for the course. More than two registrations/six credit hours of THFM 7840, 7850, and 7860 will require special justification.
- Courses in other departments may on occasion be taken as a substitute for a required course, upon approval of the Graduate Coordinator and Graduate Studies Committee.
- The number of 5000-level courses that may be counted toward the minimum required courses for the doctoral degree shall not exceed nine hours or three courses.

## Appendix E: Theatre Ph.D. Qualifying Examination Review Form

Name of Student: \_\_\_\_\_

Name of Reader/Committee Member: \_\_\_\_\_

### Instructions to Readers:

Read the criteria carefully before you read the essays. Please provide 2-3 sentences of response under each set of criteria, keeping in mind that the student will read your feedback. Rank on a scale of 4 to 1 (4 being best) the essay's achievement for each set of criteria. GC will not send Track Changes comments. Do your best to summarize your most urgent comments in the review form itself. For the Preliminary Dissertation Rationale and Preliminary Reading List, answer yes or no, and (if desired) provide brief comments below each question.

**Scale:** For each section below (A, B, C, and D), the essay essay:

- 4 – Exceeds expectations
- 3 – Meets expectations
- 2 – Meets some expectations
- 1 – Does not meet expectations

### Suggested guidelines for passing/not passing:

If essay receives only scores of 3 and above, essay must receive PASS

If essay receives a mix of scores between 2 and 4 (no 1's), it should most likely PASS

If essay receives a mix of scores between 1 and 3 (no 4's), it may be a NO PASS

If essay receives only scores of 2 and below, essay must receive NO PASS

If essay does not pass, please provide brief, but concrete, suggestions for what the student must revise to achieve a passing essay.

**Title of Essay 1:** \_\_\_\_\_

Criteria and Evaluation

- A. Originality and Contribution to Field (what does the essay contribute to field; how does the essay engage with disciplinary conversations)

Numerical Score (1-4):

Reader Notes:

- B. Articulation of Thesis and Stakes (how clearly does author articulate thesis/argument; how well does author articulate stakes, urgency, or need for this line of research)

Numerical Score (1-4):

Reader Notes:

- C. Organization and Scholarly Support (how clear/logical is structure and organization; does author provide sufficient evidence; do they engage appropriate sources)

Numerical Score (1-4):

Reader Notes:

- D. Prose and Citation (how clear and readable is author's prose; are citations used consistently and effectively, and in appropriate format)

Numerical Score (1-4):

Reader Notes:

**Evaluation: PASS or NO PASS**

**Title of Essay 2:** \_\_\_\_\_

Criteria and Evaluation

- A. Originality and Contribution to Field (what does the essay contribute to field; how does the essay engage with disciplinary conversations)

Numerical Score (1-4):

Reader Notes:

- B. Articulation of Thesis and Stakes (how clearly does author articulate thesis/argument; how well does author articulate stakes, urgency, or need for this line of research)

Numerical Score (1-4):

Reader Notes:

- C. Organization and Scholarly Support (how clear/logical is structure and organization; does author provide sufficient evidence; do they engage appropriate sources)

Numerical Score (1-4):

Reader Notes:

- D. Prose and Citation (how clear and readable is author's prose; are citations used consistently and effectively, and in appropriate format)

Numerical Score (1-4):

Reader Notes:

**Evaluation: PASS or NO PASS**

### **Preliminary Dissertation Rationale**

#### Criteria and Evaluation

- A. Is the topic significant and the scope appropriate for a dissertation?
- B. Are the research questions clear?

- C. Are the thesis, purpose, and/or goals of the study adequately articulated?
- D. Does the topic have potential to generate new knowledge?
- E. Are the stakes and contributions of the dissertation adequately articulated?
- F. Does the rationale demonstrate adequacy of skills, methodological sophistication, and background for fulfillment of the study?
- G. Suggestions for further preparation:

**Evaluation: PASS or NO PASS**

### **Preliminary List of Readings**

#### Criteria and Evaluation

- A. Does the list of readings demonstrate appropriate breadth and depth for this stage?
- B. Does the list of readings demonstrate sufficiency in terms of the methods needed?
- C. Are there any gaps in terms of sources and/or areas for additional study?
- D. Suggestions for further preparation:

**Evaluation: PASS or NO PASS**

[Updated 4/2023 (AA)]

## Appendix F: 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.

