

Updated,
Prepared by the Graduate Faculty

Graduate Student Handbook
Department of Theater and Dance
University of California, Santa Barbara
www.theaterdance.ucsb.edu

NOTE:

This Graduate Student Handbook has been prepared as carefully as possible. However, should its contents conflict with University or Graduate Division policies, those policies take precedence over and supersede this Handbook. Please report errors (typographical and otherwise) to the Director of Graduate Studies or to the Graduate Program Assistant.

INTRODUCTION

Welcome to the Department of Theater and Dance!

Graduate study in UCSB's Department of Theater and Dance offers the opportunity to work closely with a distinguished faculty of scholars, playwrights, and performers in an atmosphere of intellectual challenge. The Department offers programs leading to the Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) in theater. We seek to promote a spirit of cooperation and mutual respect among different aspects of theater, dance, playwriting, and performance studies, and we encourage students to explore points of intersection. In keeping with its continued pursuit of academic excellence, the faculty looks forward to welcoming students to the demanding yet supportive community of the Department.

The Department of Theater and Dance is committed to exploring the richness of theater history, historiography, criticism, theory, production, and performance in all the multicultural variety of its worldwide contexts. Doctoral students build upon the vast sociohistorical and geographical sweep of theater and performance studies while developing expertise in a more specialized subject area and the relevant cognate disciplines.

Goals of the Graduate Program:

- To advance students' understanding of theater and dance through the intensive study of major texts and performances.
- To explore the main theories that have shaped our understanding of theatrical literature, culture, and performance.
- To acquaint students with major developments in criticism, theory, aesthetics, performance studies, and cultural studies.
- To offer small seminar courses that make it possible to explore in depth the issues affecting the production and interpretation of theater.
- To emphasize interdisciplinary approaches that encourage students to think critically about the traditional categories deployed in theatre studies and, ultimately, to devise new ones.
- To guide students toward a faculty mentor with whom they will work closely until they complete the degree.
- To provide students with professional skills that will prepare them for a highly competitive job market. By the time they graduate, many students will have had articles published in professional journals and will have participated in professional conferences.
- To provide qualified students with opportunities to develop skills in directing, design, dramaturgy, and other practical areas of theater study as long as such activities do not limit their academic progress.

Guidelines for Professional Development

Our Graduate faculty believes that success in our graduate program, as in any post-graduate professional endeavor, requires that students make a serious commitment to their academic and intellectual development. The following guidelines are meant to give you an idea of what is expected of you as a graduate student:

- Regular attendance and active participation in graduate seminars.
- Many hours of preparation outside class for each seminar devoted to primary and secondary readings.
- Attendance at departmental lectures, receptions, and other events designed to promote intellectual interaction and future career opportunities.
- Attendance at brown-bag lunches or special subject meetings when called. All students are expected to attend such discussions, which are arranged with students' schedules in mind and which offer a variety of opportunities to discuss profession-related issues.
- Attendance at the general Teaching Practicum (usually during Orientation Week) and regular meetings with your Teaching Supervisor. Given the arduous nature of graduate education, we urge all students to devote particular effort to establishing and maintaining a productive balance between their academic pursuits and their teaching obligations. This is a delicate issue, as the former tend to be more long-range in nature (oral presentations, final papers and exams, MA and Ph.D. exams, the dissertation, etc.) while the latter tend to be more immediate (daily class preparations and corrections, weekly office hours with students, TA meetings, etc.). Attaining such an equilibrium can be particularly tricky during the first year, especially for students unfamiliar with the fast pace of the 10-week quarter system. Early attention to this challenge will prove critical to the student's academic success. It will also prepare students for the rigors of an academic career, and provide an advantage in a competitive job market, since the teaching-research equilibrium continues to be a major issue that all university faculty must confront throughout their careers.
- Please be sure that you activate and maintain your university (umail) account and that you consult your email frequently. Announcements of departmental meetings as well as the communication of important information all takes place over email.

Recommended Readings:

Booth, Wayne C., Joseph M. Williams, and Gregory G. Colomb. *The Craft of Research*. 2nd edition Chicago Guides to Writing, Editing, and Publishing. Chicago: University of Chicago Press, 2003.

Curzan, Anne and Lisa Damour. *First Day to Final Grade: A Graduate Student's Guide to Teaching*. Ann Arbor: University of Michigan Press, 2000.

Germano, William. *Getting it Published: A Guide for Scholars and Anyone Else Serious about Serious Books*. Chicago: University of Chicago, 2001.

Goldsmith, John A., John Komlos, and Penny Schine Gold. *The Chicago Guide to Your Academic Career: A Portable Mentor for Scholars from Graduate School through Tenure*. Chicago: University of Chicago Press, 2003.

Heiberger, Mary Morris and Julia Vick. *The Academic Job Search Handbook*. 3rd ed. Philadelphia: University of Pennsylvania Press, 2001.

Luey, Beth, ed. *Revising Your Dissertation: Advice from Leading Editors*. Berkeley: University of California Press, 2004.

1. CONTACT PERSONS AND DEPARTMENT ADMINISTRATION

Each department at UCSB has a Director of Graduate Studies (DGS), appointed by the Dean, whose job is to assist you in understanding degree requirements and in planning your course of study. In some years, the position of DGS is divided in Theater between one faculty member who serves as Graduate Advisor and another who serves as Director of Recruiting and Admissions.

The signature of the Graduate Advisor or DGS is the only departmental signature, other than the Chair's, that is recognized as official on forms and petitions that are sent to the Registrar and/or the Graduate Division. Students generally plan their programs with the Graduate Advisor, their designated mentor, or with their major professor. Never hesitate to contact faculty or staff in the Department, in the Graduate Division, or at UCSB in general if you have questions.

Another important figure in students' lives is the departmental Graduate Program Assistant, who maintains up-to-date information on a host of matters affecting graduate students. Like the DGS, the Program Assistant is a crucial liaison to the Graduate Division; s/he is responsible for keeping track of the forms, petitions, and documents sent to the Graduate Division. Any student who experiences a problem or who has questions is encouraged to seek the advice of the Graduate Program Assistant or the DGS.

1.1 Contact Persons for Academic Matters

In 2013-2014, the Faculty Advisors are:

Leo Cabranes-Grant —Director of Admissions and Recruiting
cabranes@theaterdance.ucsb.edu Theater/Dance 2511

Chairs the committee for graduate admissions, allocation of stipends, fellowships, Teaching Assistantships, and Associateships. Consult her for questions about your teaching assignment, TA training, eligibility/recommendations for fellowships, yearly Graduate Student Conference, etc.

Leo Cabranes-Grant—Graduate Advisor

cabranes@theaterdance.ucsb.edu

Theater/Dance 2511

Heads the Graduate Committee, which oversees and regulates graduate academic affairs and standards; signs all forms for dropping and adding courses, as well as other forms and petitions. Consult the Graduate Advisor for inquiries about the academic program such as course offerings, graduate student progress, the scheduling of examinations, mentor assignments, ABD reports, etc. Special requests for graduate-student travel funds or in-house fellowship competitions are also handled by the Graduate Advisor.

Christina McMahon Job Placement Officer

Consult her for questions about preparation of your CV, job lists, positions available, job placement data, organizing mock interviews, etc.

Mary Tench – Graduate Program Assistant (Hours M-F 8-3)

theaterdance-gradadv@theaterdance.ucsb.edu Theater/Dance 2524: 893-3147

Manages all aspects of the graduate program in the department. Advises students on academic standing and recommends actions, petitions and performs degree checks. Coordinates graduate students' block grants, fellowships, and teaching assistantships. Employment and payroll for graduate students. Consult her for questions concerning administrative details related to your graduate degree.

The departmental administrative and academic staff is eager to assist graduate students during their time at UCSB. In cases of uncertainty about courses, academic programs, departmental or university policy, and especially in cases of problems—academic or otherwise—students are urged to seek advice as soon as possible. They should first discuss the issue(s) with the Director of Graduate Studies, who is responsible for all graduate-student affairs in the Department. The Director of Graduate Studies will work with the student and, when appropriate and desirable, with the Chair to reach a solution. In extraordinary circumstances, students may wish to go directly to the Chair, and are encouraged to do so when the issue is highly confidential. Students should be aware, too, that the Academic Services section of the Graduate Division can be helpful in explaining and helping students to satisfy university policies, as well as in solving academic problems. However, before consulting with the Graduate Division, students should first seek help within the Department.

1.2 Department Administration/Business

Risa Brainin—Chair

rbrainin@theaterdance.ucsb.edu

Theater/Dance 2525; 893-5515

The Chair is the executive officer of the Department, responsible for all matters pertaining to budget, personnel, academic affairs, and to the general daily business of running the Department. The Chair relies on the faculty

and on various appointees to assist in the administration of the Department.

Eric Mills – Chief Administrative Officer

mso@theaterdance.ucsb.edu Theater/Dance 2522; 893-3242

Responsible for full range of management functions of the two separate disciplines of the department. Management responsibilities encompass academic administration, production unit management, musician program, academic support services, departmental computer technical support services, contract, grant, and gift/donation administration, purchasing and financial management, payroll, staff and academic personnel, facilities maintenance and renovation, space management, safety programs, and laboratory support services. Develops and implements operating policies and procedures as they relate to overall departmental goals and objectives, interprets policy for chair of Department of Theater and Dance and for departmental committee members, serves as chair's liaison to other campus academic and administrative units.

Lauren Ward – Undergraduate Assistant

theaterdance-undergradadv@theaterdance.ucsb.edu Theater/Dance 2526; 893-3241

The undergraduate advisor is responsible for coordinating all aspects of the undergraduate programs, such as tracking academic progress, academic advising, petitions, and auditions for the BFA and Dance Major, in Theater and Dance. She is also responsible for the scheduling of classes and department rooms, publications, department curriculum, grades, evaluations, and a wide variety of support for students and faculty.

Debi Vance – Chair/Academic Personnel Assistant

dvance@theaterdance.ucsb.edu Theater/Dance 2520; 893-7031

(Hours M-Th, 8:00-1:00)

Serves as academic analyst for the chair providing analytical and administrative support to the chair and chief administrative officer. Responsible for assisting the chair and the duties and responsibilities related to academic appointments, faculty advancement, faculty recruitment, visitor appointments, and donor relations.

Justin Leung – Administrative/Financial Assistant

jleung@theaterdance.ucsb.edu Theater/Dance 2523; 893-5508

The administrative/financial assistant provides accounting and clerical support in a wide variety of academic and financial matters including: check requests; travel and entertainment reimbursements; employment and payroll; purchasing and ordering of supplies; coordinating copy jobs for faculty and graduate students.

1.3 Production and Support Staff

Paul Barnes – Technical Director

pbarnes@theaterdance.ucsb.edu Theater/Dance 1604; 893-5525

Serves as Technical Director for all main stage and departmental productions including drama, dance, TAG, and Santa Barbara Dance Theater. Directly supervises professional staff positions in the technical areas of scenic, properties, lighting, and sound. Acts also as general supervisor for limited appointment and student employees. Helps coordinate and manage area budgets. Helps create production schedules. Creates working drawings from designer elevations of items to be built in scene shop. Facilitates technical rehearsals. Recruits, schedules, trains, and supervises student run crew members for departmental productions and special events. Teaches, supervises, and evaluates student labs in practical theatrical technical work.

Jamie Birkett– Theater Production Supervisor – Scenic & Props

jbirkett@theaterdance.ucsb.edu Theater/Dance East 1119; 893-7029

Supervisor for the technical areas of scenery and properties for the department. Responsible for the execution and implementation of scenic and property designs which includes scenic construction, painting, and propping for all departmental productions – theater and dance. Along with the technical director, coordinates and manages scene shop budget regarding materials, labor, and time. Responsible for scene shop and equipment maintenance. Responsible for properties rentals and inventories for productions, classroom events, and outside events. Supervises limited hire and student employees. Teaches, supervises, and evaluates student labs in practical scenic and property work. May serve as technical director for departmental productions.

Steve Cooper – Theatre Production Supervisor – Lighting & Sound

scooperd@theaterdance.ucsb.edu Theater/Dance 1613A; 893-5526

Supervisor for the technical areas of lighting and sound for the department, including theaters, studios, rehearsal rooms, and classrooms. Responsible for implementation and execution of designs, hanging and rigging, focusing, and set-up of sound systems for all departmental productions and special events. Maintains all lighting and sound equipment. Prices and purchases needed lighting and sound supplies within an established budget. Supervises limited hire and student employees. Teaches, supervises, and evaluates student labs in which students get practical experience with all technical aspects of theatrical lighting and sound. Trains and supervises student light and sound run crew members for departmental productions.

Rachel Crandall Senior Public Events Manager – Admin

rcrandall@theaterdance.ucsb.edu Theater/Dance 1608; 893-3022

Responsible for the administrative operations for the production area of the department,

including but not limited to, Theater UCSB (theater and dance), TAG, Santa Barbara Dance Theatre. Responsible for fiscal management, personnel, box office management, front of house management, public relations and marketing.

Renita Davenport – Theatre Production Supervisor

rdavenport@theaterdance.ucsb.edu Theater/Dance East 1313; 893-3153

The Costume Shop Manager is responsible for the overall supervision of the costume shop – including costumes, make-up, and costume crafts. Responsible for the execution and realization of costume designs for all departmental productions – theater and dance. Works closely with costume designers. Hires and supervises career, limited, and student employees. Helps in construction of costumes. Schedules all fittings. Coordinates and manages shop and show budgets. Prices and purchases materials and supplies. Maintains shop equipment and inventory. Responsible for rentals. Teaches, supervises, and evaluates student’s labs in practical costuming skills. Recruits, trains and supervises student wardrobe run crew members.

Additional responsibilities include the training and supervision of students in DA 29C, 29D, 49 and 149.

Patrick Lindley – Principal Musician

lindley@theaterdance.ucsb.edu Theater/Dance 2531; 893-6110

The Principal Musician provides live music for ballet and modern classes, using piano, electronic keyboards, percussion, voice, etc. Recruits, hires, coordinates, and trains dance musicians, and collaborates with dance/drama faculty regarding classes and productions. Serves as Music Director and Composer for the Dance Division. Assists in coordinating dance budget, making recommendations for instrument (and audio-visual equipment)

purchases, maintenance, and repairs. Often composes and plays for theater productions, with the approval of Dance Division Director and Theater and Dance Chair.

Anne McMeeking – Senior Scene Technician

amcmeeking@theaterdance.ucsb.edu Theater/Dance 1613A; 893-5526

Susan McMillan – Senior Public Events Manager - Operations

smcmillan@theaterdance.ucsb.edu Theater/Dance 1608; 893-7501

As Production Manager, coordinates, schedules, budgets and facilitates departmental productions including full-length plays, dance concerts, students directed productions, one-act plays, original scripts and workshop productions and presentations. Completes general planning of the season including planning all aspects for each production. Works closely with other staff, faculty and students in the operation of the back-of-house. Schedules and supervises technical theater personnel staff. Recruits, teaches, supervises, and evaluates students and limited hire stage managers. Schedules the use of various facilities including four theaters and nine rehearsal rooms for production, class related activities, and special events. Provides access to departmental spaces and issues keys. Serves as departmental safety representative.

Rebecca Whittington – Cutter/Draper

rwhittington@theaterdance.ucsb.edu Theater/Dance East 1313; 893-3153

Works in the UCSB Costume Shop performing the following duties: Pattern making, cutting, draping, fitting, dyeing, stitching, ventilating and performing some craft specialty work for 5-6 main stage productions, New Plays Festival (as needed), two dance concerts, Theater Artist Group production, and a Summer Theater Lab. Create new patterns and slopers over the summer months to improve and strengthen our existing stock. Assist shop supervisor, organize, maintain and improve existing stock (both historic and general) over the summer months.

1.4 Useful Links

Consult regularly our departmental web site for information about courses, lectures, performances, and other events as well as information about graduate studies and useful research links:

<http://www.theaterdance.ucsb.edu>

Consult the web site for the Performance Studies Research Focus Group for lectures and other events:

<http://www.ihc.ucsb.edu/research/performance.html>

An invaluable resource for all administrative matters pertaining to graduate student academic life is the Graduate Student Handbook, prepared by the Graduate Division: **<http://www.graddiv.ucsb.edu/academic/handbook/>**

Consult the Graduate Division web site for information about all graduate programs at UCSB and pertinent information for graduate life:

<http://www.graddiv.ucsb.edu/source>

For Graduate Life Essentials, find information via graddiv at:

<http://www.graddiv.ucsb.edu/gradlife/essentials/>

For Career Services and Job Placement Dossiers, etc., consult:

<http://career.ucsb.edu/gradstudents/index.html>

1.5 Our Graduate Faculty

Ninotchka Bennahum Ph.D. NYU Associate Professor of Theater and Dance. Dance history and performance theory, Flamenco and Gypsy cultural history

Leo Cabranes-Grant. Ph.D. Harvard. Associate Professor of Theater and Spanish. Spanish and Latin American theater, Caribbean theater, intercultural studies.

Suk-Young Kim. Ph.D. Northwestern University. Professor. Asian and Russian theater, popular culture and media in performance studies, gender studies

William Davies King. D.F.A. Yale. Professor. Theater history, American drama and theater, dramatic theory, ancient drama.

Christina McMahon. Ph.D. Northwestern University. Assistant Professor. African theater, postcolonial theater, ethnography, race and gender

Carlos Morton. Ph.D. University of Texas-Austin. Professor. U.S. Latino theater, Latin American theater.

Simon Williams. Ph.D. East Anglia. Professor. German theater and drama, opera, Shakespeare in performance, history and theory of acting.

2. GETTING STARTED

The UCSB campus is located on the Pacific shore 2 miles from the town of Goleta, ten miles from the city of Santa Barbara, and 100 miles north of Los Angeles. Adjoining the University is the predominantly student community of Isla Vista. UCSB has about 20,000 students, 2,000 of whom are graduate students. It is known as one of the most beautiful campuses in the UC system because of its geographic location.

2.1 The Graduate Division: <http://www.graddiv.ucsb.edu>

The Graduate Division is the University's office for graduate affairs. It monitors admissions, fellowships, degree checks, and graduate student employment.

Policy for graduate education at UCSB is set by the Graduate Council, an Academic Senate Committee, and is implemented by the staff of the Graduate Division under the supervision of the graduate deans. The Graduate Division has 3 departments: admissions, academic services, and financial support. Admissions deals with the recruitment of prospective students and with processing applications. Academic services responds to student problems, monitors progress toward degrees, enforces academic standards and policy, processes petitions, and awards degrees. Financial support handles centrally-

administered fellowships and loan programs, maintains information on sources of extramural funding, and certifies student-employment eligibility. The Graduate Division also sponsors occasional special programs for graduate students, e.g. dissertation support groups, research colloquia, and workshops on topics such as developing grant proposals and career planning. The Graduate Division is located in Cheadle Hall, third floor, room 3117; phone 893-2277. Admissions: 893-2278 or 893-4656; Academic Affairs: 893-2559; Financial Support: 893-2710, 893-4653.

2.2 Establishing California Residency

If you are a U.S. citizen or permanent resident, but not a California resident, you need to take steps **immediately upon your arrival** at UCSB to establish California residency. These steps include completing your on-line Statement of Legal Residence (SLR) at (<https://calresidency.sa.ucsb.slr/login.asp>, registering to vote here, opening a bank account, obtaining a California driver's license, and registering your car in California. If you complete all these steps, by your second year of enrollment, you should not be liable for the nonresident tuition fees. Any questions regarding residency should be addressed with the Registrar's office at <http://registrar.ucsb.edu>.

2.3 The Quarter System

UCSB is on the quarter system; each quarter is 10 weeks long, followed by a week of final exams. Fall quarter runs from approximately the 4th week of September through the 2nd week of December. Winter break is approximately 3 weeks long; but it only begins after all final grades have been turned in. Winter Quarter normally runs from the 1st week of January through the 3rd week of March. Spring Break lasts one week. Spring Quarter runs from approximately the last week of March through the 2nd week of June. Details of the academic calendar are available every quarter in the *Schedule of Classes* booklet; and current and future calendars are available at <http://www.registrar.ucsb.edu/calinfo.htm>. For those unaccustomed to the Quarter System, the pace can seem daunting at first, albeit energizing. Since graduate students typically take 2 or 3 seminars per quarter, those used to a semester system will find it helpful to start research for oral presentations and seminar papers as early as the 3rd week of classes.

2.4 Your University email Account

Graduate students are eligible for a free email account on the campus server known as "umail." If you are new to UCSB, be advised that you must be registered before you can open an email account on the umail system, which is, of course, your official university email account. Your email account is the conduit through which you will be the most immediately informed about information that is pertinent to you.

2.5 Registering for Classes

Many orientation activities precede the opening of the academic year; so all students should plan to arrive at least **7-10 days before the official start of Fall Quarter. New graduate students should attend the New Graduate Student Orientation and Campus Services Fair.**

All students who are serving as Teaching Assistants or Teaching

Associates are required to attend the Fall Teaching Workshop. All first time Teaching Assistants are also required to attend a Campus-wide TA Orientation. For more information see <http://www.oic.id.ucsb.edu/ta/>.

New students will also meet with the Director of Admissions during Orientation Week. Otherwise, throughout the course of the academic year, students normally register for classes during the 5th week of the previous quarter. Before registering for classes through the online GOLD system, **all new and continuing students will meet with either the Faculty Graduate Advisor or their designated mentors.**

If you are a TA, be sure to register for THTR 500 (Teaching Methods Practicum) each quarter. Enter the code for the faculty member who is your supervisor (all codes appear in the Schedule of Classes). These 4 units do not count towards your degree, but they are essential for guaranteeing that teaching positions are funded by the state. More importantly, this mechanism enables your receiving a grade of “Satisfactory” in teaching, which is the primary condition for your continued appointment as a TA. You must register for at least 12 units per quarter. Consult the quarterly Schedule of Classes for specific deadlines, including the new deadline for adding classes, which has been moved up to the 3rd week of the quarter.

2.6 Filing the FAFSA

The Department’s entire graduate student support picture—our ability to fund you—depends on your timely filing of this crucial document every March 2nd. See section 9.1.

2.7 Housing Information: <http://www.housing.ucsb.edu>

Students attending UCSB have a wide variety of housing options from which to choose, ranging from University-owned campus residence halls and family student apartments to off-campus, privately owned residence halls, rooms, apartments, and a housing cooperative. The web site noted above has the most comprehensive and up-to-date information on housing and is, by far, your best resource for information on all things relevant to housing.

3. ACADEMIC BASICS

3.1 Course Load

All graduate students must be enrolled for at least 12 units each quarter. Doctoral students are expected to take a minimum of 2 seminars per quarter, normally with graduate faculty in the department. A directed reading with a graduate faculty member might be substituted or a seminar in another department with approval of the Graduate Advisor. A form is available from the Graduate Assistant to take a seminar in another department, though this form is necessary if and only if that seminar is to take the place of one of the required two seminars. For further information on enrollment, see: <http://my.sa.ucsb.edu/catalog/Current/AcademicPoliciesProcedures/Enrollment.aspx>, or the equivalent, in departmental seminars or in cognate offerings in other departments. The minimum load for fellowship students is 3 courses per quarter, including 2 seminars.

3.2 Minimum GPA

All students need to maintain a minimum GPA of 3.0 to be in good academic standing, which is necessary for academic appointments such as a TAship. The Graduate Division monitors the grades of all TAs, and will intervene if a TA's GPA falls below the minimum. Such intervention will normally take the form of academic probation, which may result in loss of financial aid. In such cases, university policy takes precedence over any departmental offers of a year-long TAship. A grade of B or below in any course will be a cause for concern among graduate faculty and might jeopardize future funding.

3.3 Procedure for Incompletes

In principle the program does not allow for incompletes. But in an emergency, and with the prior approval of the professor of record, you may file a petition for an incomplete. This must be done prior to the last day of the quarter (the day of the last final, not the day grades are due). Otherwise, the incomplete will appear as an F on your transcript. Your petition will include a timetable, agreed upon by your professor, for submission of the incomplete work. In no case may this work be submitted later than the end of the subsequent quarter. Petitions for incompletes are available from the Registrar. The university policies on incompletes are explained at:

<<http://my.sa.ucsb.edu/catalog/Current/AcademicPoliciesProcedures/IncompleteGrades.aspx>>

3.4 The Intercampus Exchange (IEPGS)

Those interested in taking a graduate seminar at another UC campus may apply to participate in the intercampus exchange. In addition to filling out the paperwork from Graduate Division, they will give sufficient notice to the Graduate Advisor and present a short, written proposal in which they address the following: 1) why the course they wish to take at another UC campus is crucial to their professional development; and 2) what efforts they have made to avail themselves of relevant local resources in that field. In addition to UCSB guidelines, the Department will give preference to graduate students with the most distinguished academic records and who are making excellent progress in their graduate studies. For more information, see:
<http://www.graddiv.ucsb.edu/handbook/specialacademicprograms.aspx>
<http://www.graddiv.ucsb.edu/academic/petitions/intercampusexchange.htm>

3.5 Leaves of Absence

Students may apply for a leave of absence if they are experiencing one of the following: (1) medical/mental health difficulties; (2) pregnancy or parenting needs; (3) a family emergency; (4) required military duties; (5) the need to conduct research or to study away from the campus (e.g. to participate in an official exchange or fellowship program); or (6) to file either a terminal Master's thesis or a Ph.D. dissertation in the final quarter at UCSB using the University filing fee rather than registering and paying fees. (For #6, see below at 3.7.) The following are **not** considered reasons for a leave of absence: financial hardship and the desire not to pay fees; desire to take time off from the pressure of study; the need to focus energies on exams or thesis; the burden of outside employment; the desire to protect immigration status. Students who are approved for a leave by the departmental Graduate Advisor and Graduate Division are guaranteed reentry into the program when the leave is over and are eligible for certain services on campus. Leave of Absence petitions and additional information about leaves are available in the Graduate

Division.

3.6 Lapse of Status

Students who do not register or pay fees for a given quarter subject themselves to a "lapse of status" and are no longer eligible for student privileges, including employment as TAs, fellowship support, access to Student Health Service and Student Health Insurance, etc. A student who has lapsed for one or more quarters must submit a Petition for Reinstatement to Graduate Standing to the Graduate Literature faculty in care of the Graduate Advisor when seeking to return to registered status. Approval of reinstatement is granted at the discretion of the Graduate Dean and the graduate faculty of the department and is not automatic. Master's or doctoral students who intend to complete their final degree may petition for a filing fee leave of absence for the quarter they are planning to complete the degree. The filing fee leave may be used only once during a graduate student's career and never by a master's degree student continuing for a doctorate at UCSB. A student must be registered the previous academic (*fall, winter, spring*) quarter in order to request a Filing Fee LOA. (The petition may be found at <http://www.graddiv.ucsb.edu/handbook/petitionsandexceptions.aspx>.) More information on enrollment issues can be found at: <http://my.sa.ucsb.edu/Catalog/Current/AcademicPoliciesProcedures/AbsenceWithdrawal.aspx>

3.7 Academic Probation

When a student fails to meet one or more of the standards of scholarship as defined by the Graduate Division, the student is usually placed on academic probation by the Graduate Division for at least one regular academic quarter (Fall, Winter, or Spring) prior to academic disqualification or return to good academic standing.

Students who are placed on academic probation become ineligible to receive centrally administered fellowship support or to hold a TA or GSR appointment effective the quarter of probation. Probation is normally recommended for such instances as failure to maintain a cumulative GPA of 3.0 in a given quarter, excessive units of unfinished coursework, failure to meet time limits for advancement to doctoral candidacy, failure to meet the time limit for completion of the master's or doctoral degree, failure to meet standards of scholarship (by passing qualifying and other examinations), etc.

A complete description of the process appears in the Graduate Student Handbook:

<http://www.graddiv.ucsb.edu/academic/handbook/>

3.8 Teaching Assistantship

TAship is always both a form of employment and a form of work toward academic credit (THTR 500). Though the grade given is P/F, S/U, the work of teaching is evaluated by the supervising instructor as well as by the students (via the ESCI system of course evaluations) and must be completed to a high standard. If the work is not done satisfactorily, the subsequent TAships can be withdrawn at the end of any quarter. Normally, a TA will be given one quarter's warning along with advice on how the work might be brought up to a standard.

4. GRADUATE STUDY IN THEATER AT UCSB

Graduate work in the Department of Theater and Dance consists of a challenging series

of courses in the literature, history, theory, methodology, and criticism of world theater and performance. The curriculum is decided on a year-to-year basis by the graduate faculty with one eye to keeping graduate education on the cutting edge of research trends in the field and the other eye to the particular educational needs of the current cohort of students in the program.

Courses are arranged in a flexible three-year cycle. A balance is sought among the topics and modalities of the seminars. The department does its best to offer six seminars each academic year; and those seminars act as laboratories for investigating areas of current interest in the field and for acquainting students with contemporary and innovative methodologies of scholarship and research, as well as pedagogy.

4.1 THE MASTER OF ARTS DEGREE

The Master of Arts in Theater Studies at UCSB is a two-year program which is designed to assist graduate students in discovering the particular field in which they wish to qualify professionally. Some students proceed from the MA program to MFA programs in different fields of theater in other universities; others continue into Ph.D. programs. Some students regard the MA as a terminal degree and use it to enhance their artistic credentials or to supplement their teaching credentials in schools and community colleges. The MA program requires a balance of academic courses in literature, history, and theory as well as practical courses, all culminating in a thesis project. With a strong general base in the theory, history, and practice of theater, we offer a large variety of course options in those different areas. Most MA students take at least one graduate seminar per quarter and many become involved in productions in some way. Indeed, the quality of a student's program depends primarily upon the student's capacity to arrange a meaningful program for her/himself, in consultation with a faculty advisor. MA students who anticipate doctoral study are strongly advised to take more than one seminar per quarter. The Graduate Advisor and other members of the faculty will be available on a regular basis to help students to shape their programs and to consult with them on all matters relating to their studies.

4.1.1 Playwriting Program

With the approval of the Director of the Playwriting Program, graduate students may undertake a playwriting project in partial fulfillment of the MA degree requirements. Interested MA students should submit a sample of their work to the Director of the Playwriting Program.

4.1.2 Required Units for the Master of Arts

With a required number of 48 units of course work distributed over a two-year period, MA students complete all their coursework, artistic experience, academic and practical preparation, exams, and thesis within that time frame. All students are expected to complete the MA degree in 2 years. The Graduate Advisor will help you to arrange a schedule that meets all the requirements and prepares you for the MA exams.

- A minimum of 24 units (6 courses) must be taken in graduate seminars.
- 16 units must be related to the practical study of theater, of which 8 must be from the THTR 261-266 sequence.

Qualified MA students often serve as Teaching Assistants, although there is no formal

teaching requirement for the MA. When serving as TAs, they enroll in THTR 500 (Teaching Practicum): those units do not count toward the degree.

There is no foreign language requirement for the MA, but MA students who intend to continue their studies, especially if they plan to enroll in a doctoral program, are strongly urged to learn a foreign language while enrolled at UCSB. For the timeline for fulfillment of requirements, see Appendix 1.

4.1.3 Forming the MA Thesis Committee

The thesis committee consists of a minimum of 3 members, including the student's advisor who serves as chair of the committee. Two members of the committee must be ladder faculty members from the Department. The third member may be from outside the department. Nomination of the thesis committee for Master's Degree candidates should be submitted in writing to the Graduate Program Assistant by the first week of winter quarter of the second year. The thesis committee is approved by the Graduate Advisor, the Department Chair, and the Graduate Division.

4.1.4 The MA Exam

Degree candidates must pass a two-hour oral examination upon completion of their course work and thesis. The purpose of this exam is to test analytical aptitude in dramatic literature and theater history as well as to explore the depths of the student's expertise in his/her chosen field of specialization, as exemplified by the thesis project. The exam is administered by the student's MA thesis committee, which, again, must be constituted no later than January of the second year in the MA program. It consists of a two-hour oral examination. The first hour of the exam is a discussion about the MA thesis; the second hour is devoted to a discussion of 5 plays of the student's choice in consultation with the chair of the committee. The exam is given at the end of spring quarter; it is graded by the student's MA committee PASS/FAIL.

If a student fails the MA exam, the Graduate Advisor will normally make an immediate recommendation to the Graduate Division that s/he be placed on Academic Probation (see above, Section 3.8). The student must retake the exam as soon as is practicable and may retake the exam only once.

4.1.5 The MA Thesis

Some theses involve practical work (directing, design, playwriting, etc.), while others involve academic research. All theses involve a written component. They are evaluated by a MA committee of 3 faculty members chosen by the student. In preparing the thesis, the student enrolls in a minimum of 4 and a maximum of 8 units of THTR 598, which should be devoted to the thesis project.

4.1.6 Admission to the Ph.D. Program

Many students who have excelled in the department's doctoral program have come from the MA program. Students who make this transition have their course work requirement for the doctoral program reduced by one year. It should be stressed that completion of the MA degree does not automatically qualify the student for admission into the department's Ph.D. program. The doctoral program is for the scholar rather than for the generalist or the pure practitioner. Students wishing to apply for the Ph.D. program must submit a

formal on-line application to the graduate faculty, including a statement of purpose, a writing sample, and 3 letters of recommendation, through Graduate Division by the application deadline of in early January (see the Graduate Division annual calendar for the exact deadline). If accepted into the Ph.D program the student will need to file a form to add a change of degree objective with the graduate division. Please consult the Graduate Program Assistant for more specific information regarding this process.

4.1.7 Reporting Requirement

All students will submit to the Graduate Advisor **at the end of the spring quarter** a formal, written report about the progress they have made on their dissertations. This report will be submitted electronically in MS-Word attachment, Your reports will be read by the entire graduate faculty, after which, in some cases, you will receive a brief electronic communication from the Graduate Advisor expressing areas of concern. Beyond evaluating degree progress, these reports may impact funding decisions.

4.2 DOCTORAL STUDY IN THEATER: THE MA/PH.D. PROGRAM AND THE PH.D PROGRAM

Preparation for the doctoral degree in theater at UCSB involves a challenging sequence of courses in dramatic literature, theater and dance history, theory, methodology, and criticism in various areas of world theater, and performance. Many students are able to take courses in the practical areas and to do work in production as long as such work does not interfere with progress toward the degree.

Students who enter UCSB's Ph.D. program with a Bachelor's Degree, BFA (or an equivalent officially recognized by the Graduate Division) enroll in the MA/Ph.D. program and complete 3 years of coursework. Specific requirements for MA/Ph.D. students, in addition to the common requirements for all doctoral students, are outlined in Section 4.5 below.

Students who enter UCSB's Ph.D. program with an MA or MFA degree (or an equivalent officially recognized by the Graduate Division) complete 2 years of coursework before advancing to candidacy. Specific requirements for the Ph.D. Program, in addition to the common requirements for all doctoral students, are outlined in Section 4.6 below.

4.3 Common Requirements for all MA/Ph.D. and Ph.D. Students

All doctoral students must complete the following requirements:

4.3.1 Foreign Language Requirement

All MA/Ph.D. students and Ph.D. students must demonstrate competency in a foreign language. This requirement must be completed before the student is advanced to candidacy. **Students cannot take their qualifying examinations until they have completed the language requirement.**

Reading Knowledge Competency in a Second Language. For those writing a dissertation on a non-English subject, demonstrated oral and written proficiency in the relevant language(s) is required. All doctoral students must establish reading knowledge of at least one language other than English. Competency is established in one of the following

ways: 1) a grade of Pass or better in an upper-division course taught in the chosen language; 2) a grade of B or better in an intermediate language training course; or 3) a grade of Pass on the departmental Foreign Language Exam, which is administered once per quarter on a date to be determined with the Graduate Advisor. The test takes 2 hours, during which the candidate will translate into English a passage of approximately 1000 words.

4.3.2 Teaching Requirements

All doctoral students in the Department of Theater and Dance are required to serve as Teaching Assistants (unless this requirement is waived, which generally happens when the student is currently employed as a teacher outside the department). Teaching is considered a vital part of their training and crucial to their scholastic development. TAs earn 4 units per quarter of teaching. Each quarter, TAs register for 4 units of THTR 500 with their teaching supervisors. However, units earned in THTR 500 (Teaching Practicum) do not count toward the degree. All teaching assistantships are paid at the rate standard in the university. Students in the MA/Ph.D and Ph.D. programs are required to teach a minimum of 2 years or 6 quarters.

4.4 Possibility of Adding an Official Emphasis to your Ph.D.

In designing their program of study at UCSB, doctoral students may opt to select a sub-collateral field that intersects with and reinforces their area of study within the discipline and which enhances marketability during job placement, where interdisciplinarity and flexibility are considered especially desirable traits.

The Feminist Studies Program and the Medieval Studies Program each offer an interdisciplinary doctoral emphasis open to students in our department. Such emphases are “official,” meaning that your actual Ph.D. Degree will reflect the fact that you have qualified in that Emphasis.

4.4.1 The Doctoral Emphasis in Women's Feminist Studies

The Interdisciplinary Emphasis in Women's Feminist Studies is open to graduate students who are interested in feminist pedagogy, feminist theory, and topics relevant to the study of women, gender, and/or sexuality. For more information, please visit the Web site at: http://www.femst.ucsb.edu/doctoral_emphasis.html
<http://www.femst.ucsb.edu/>.

4.4.2 The Interdisciplinary Ph.D. Emphasis in European Medieval Studies

The Interdisciplinary Ph.D. Emphasis in Medieval Studies is designed primarily for Ph.D. candidates specializing in European and Mediterranean cultures (roughly 500-1500), although students focusing on other medieval cultures may also participate if they fulfill the requirements. For relations to existing majors, courses, dissertation requirements, and all other pertinent information, please visit this Web site:
<http://www.medievalstudies.ucsb.edu/graduate.html>
www.medievalstudies.ucsb.edu.

4.5 THE MA/PH.D. PROGRAM

The MA/Ph.D. program is intended for students with only a BA who show outstanding potential for doctoral-level study. All MA/Ph.D. students complete the Master of Arts Degree in their first 2 years before advancing to doctoral studies, which is by invitation only. They will then take an additional year of courses before advancing to candidacy. A course of study designed with special rigor for exceptional students, the MA/Ph.D. program combines the requirements for both the MA and the Ph.D. programs. Consultation with the Graduate Advisor and/or the Graduate Program Assistant should take place frequently so that the student is on track to fulfill each and every requirement.

4.5.2 The MA/Ph.D. Exam

A written diagnostic exam taken at the beginning of the winter quarter of the second year will be used to determine whether students should continue work toward the doctoral degree, or terminate their studies with a Master's Degree. The exam consists of questions following on the specific seminars previously taken by the student, as set by the professors of those seminars. The function is to demonstrate the capacity to learn, to think independently, and to write spontaneously at a level to promise success in further study toward the doctoral degree. No specific preparation is required, but the student might review notes and readings from seminars taken. The exam is based on courses taken by the student; and its purpose is to assess scholarly achievement.

The MA/Ph.D. Students will have 4 hours to answer 2-3 questions, (which they will choose from at least 4 questions). **For more on exam protocol, see Appendix 2.** The exam is coordinated by the Graduate Advisor and evaluated by the graduate faculty, and the student is either admitted to the PhD program or given a terminal MA degree. There is no make-up exam. An MA/Ph.D. student who fails that exam will not be invited to continue in the Ph.D. program.

Exam questions from previous years are available for consultation and photocopying from the Graduate Program Assistant. **(Note: there is no guarantee that the format will be exactly identical to previous years. However, it will conform to the present guidelines).**

4.6 THE PH.D. PROGRAM

4.6.1 Required Units

With a requisite number of 48 units distributed over a two-year period, Ph.D. students spend their first 2 years taking courses, during which time they are required to do the following:

- Complete a total of 36 units (9 seminars) of course work (or the equivalent).
- Once they have completed their 9 seminars, (36 units), doctoral students are encouraged to continue taking seminars, but may also sign up for Directed Reading and Research (THTR 596) until they have advanced to candidacy.
- Again, units earned in THTR 500 (Teaching Practicum) or THTR 596 (Directed Reading and Research) do not count toward the course-work requirement of the degree.

4.6.2 Doctoral Qualifying Examinations

All doctoral students must take qualifying examinations before advancing to candidacy.

In order to make satisfactory progress toward the degree, it is essential that all doctoral students should proceed through all stages of exam preparation in a timely manner.

- **Choosing your Ph.D. Committee.** Students should begin thinking about their field(s) of specialization and their dissertation topics as soon as possible. The Doctoral Committee consists of 3 or more members. The Chair and one other member of the committee must be from the graduate faculty of the Department of Theater and Dance. Other members may be from other UCSB departments or other UC campuses, but must be approved by the Chair of the committee. Members outside the UC system would need to be approved by the Chair after consulting the rest of the committee. Final approval of doctoral committees rests with the Graduate Division.

The Nomination for Qualifying Examination form, available from the Graduate Program Assistant, must be approved by the Graduate Advisor, the Department Chair, and the Graduate Division.

- **Nominating your Ph.D. Committee.** 2nd-year Ph.D. students and 3rd-year MA/Ph.D. students are required to constitute their Doctoral committee members by the 10th week of the Winter Quarter of their 2nd and 3rd years respectively. The Nomination for Qualifying Examinations form should be submitted to the Graduate Program Assistant no later than the 10th week of Winter Quarter.

- **Preparing the Reading List.** In preparation for the written examinations in 2 fields, doctoral students prepare a reading list for each field, in consultation with the members of the committee. The typical list consists of 40-60 works, including an appropriate balance of primary theatrical texts and resources from all appropriate historical periods as well as a selection of secondary works.

- **Cognate areas.** The reading lists are developed to establish a foundation for expertise in two areas cognate to the research area of the dissertation. The point is to establish the full range of knowledge—historical, critical, and theoretical—to speak with authority to the basics and the cutting edge of significant subfields within which research is to be conducted.

- **Timing.** Students must have constituted their committees—and should have made excellent progress in preparing their reading lists—by the 10th week of the winter quarter of their 3rd year. Ph.D. students take the qualifying exam at the start of their 3rd year. They must have constituted their committees—and should have made excellent progress in preparing their reading lists—by the 10th week of the winter quarter of their 2nd year. MA/Ph.D. students take the written portion of the qualifying exam at the start of their 4th year, which is approximately 2 weeks before the start of the fall quarter. The oral portion of the qualifying exam is taken during the first weeks of the fall quarter.

- **Format.** Each day, students will have 4 hours to answer a minimum of 2 questions.

The Doctoral Qualifying Exam. The qualifying exam is composed of four parts, three written and one oral:

- **Structure of the Exam.** The Doctoral qualifying exam is composed of 4 parts:

Part I. Course Syllabi. The better to underscore the harmony between research and pedagogy, this component of the doctoral exam calls for the creation of three course

syllabi in the following fields: 1) theater history; 2) dramatic literature, theory, and criticism; and 3) world theater and performance. Topics should be chosen to establish evidence of teaching competency in a range of areas specific to the academic goals of the student. It is highly encouraged to devise three syllabi addressing a wide range of class formats (large enrollment lectures, small size seminars) and student levels. Students should consult with members of the committee to refine this presentation.

Part II. Written Examinations. 2 written examinations are devoted to assessing the candidate's expertise in the 2 areas cognate to his or her research. We welcome both disciplinary and interdisciplinary choices.

Part III. Dissertation Prospectus. The prospectus is an absolutely crucial moment in the description and presentation of your dissertation project. A written prospectus should provide an idea of your principal arguments, address your theory and methodology, situate the project within existing scholarly trends, address the originality of your contribution, and offer some concrete details as an illustration of how your arguments will proceed. This document, typically should be typed/word-processed in 12-point type, one-inch margins, double-spaced; and the typical length is 10-20 pages, may be refined and altered in subsequent stages of the dissertation process, but it should be at a stage of development to permit a full discussion of its merits and practical and intellectual challenges, for discussion with the committee. The course syllabi and dissertation prospectus drafts should be circulated during the quarter preceding the exam and revised versions must be submitted to the committee approximately a month before the written examination.

Part III. Written Examination. On two days (usually with one intermittent day) to be scheduled in consultation with the Graduate Program Assistant and the Graduate Advisor, the student will take written examinations. The exams are taken on department computers, using no notes or books. For each of the 2 cognate areas, there will be a written examination of 4 hours, in which students will write essays in response to two to four topics. Exam questions from previous years are available for consultation and photocopying from the Graduate Program Assistant. (Note: there is no guarantee that the format will be exactly identical to previous years. The exam is devised by the committee for each individual student.)

Part IV. Oral Examination. Upon satisfactory completion of the written exams, syllabi, and prospectus, the student will proceed to an oral defense before the student's examination committee, in which he or she responds to questions from the committee about the syllabi, the written exams, the reading lists, and the dissertation prospectus. Normally, the oral exam takes place during the first weeks of the fall quarter and within a couple of weeks after successful completion of all parts of the qualifying exams. It lasts for approximately 3 hours. At the end of the oral exam, the student will be told whether he or she has passed or passed with distinction.

Upon successful completion of all 4 parts of this examination, the student will be recommended for advancement to candidacy. This status, which is informally known as

ABD (all but dissertation), is a significant step beyond being a doctoral student. The term “doctoral candidate” can be used.

Exam questions from previous years are available for consultation and photocopying from the Graduate Program Assistant. (Note: there is no guarantee that the format will be exactly identical to previous years. However, it will conform to the present guidelines).

4.6.3 Retaking the Exam

If a student fails any part of the doctoral exam, he or she may be allowed to retake the exam (in part or in its entirety) at the discretion of the examining committee, based on the same reading lists. The make-up exam will be taken in the following quarter and with a similar timetable. Students may retake the exam only once.

4.6.4 Advancement to Candidacy

When required coursework and written and oral exams are successfully completed, the student is advanced to doctoral candidacy, effective the following quarter. This entails payment of an advancement to candidacy fee. Once advanced to candidacy, the student is no longer obligated to take formal classes, but must register for a total of 12 units, some combination of 8-12 units of THTR 599: Dissertation and Research Preparation and, and, if s/he is a TA, 4 units of THTR 500 (Apprentice Teaching)), for a total of 12 units. **4.6.5 International doctoral candidates.** Once advanced to candidacy, international students have 3 calendar years of 100% reduced nonresident tuition. They must finish their dissertations before this period expires and will likely to receive no departmental funding beyond this period. Eligibility for the reduced nonresident tuition is measured in calendar years, and begins with the first academic quarter following advancement to candidacy. Leave of absence and unregistered quarters will not extend a student’s eligibility. A student who continues to be enrolled or who re-enrolls 3 calendar years after advancing to candidacy will be charged the full nonresident rate in effect at the time.

5. WRITING THE DISSERTATION

The dissertation is the most crucial piece of research you will produce as graduate students; and it must adhere to the strictest professional standards.

5.1 Timing

After advancing to candidacy, graduate students in Theater and Dance should plan on spending approximately 2-3 years researching and writing their dissertations: for MA/Ph.D. students, this represents their 4th through 6th year in the program; for students who entered the doctoral program with an MA or MFA from another institution, this represents their 3rd through 5th year in the program. During these 2-3 years, the dissertation is the top priority and it takes precedence over teaching, artistic work, employment, etc. Indeed, failure to make satisfactory progress on the dissertation jeopardizes your eligibility for teaching in the Department. Extensions beyond that time are sometimes necessary, but are considered outside the norm. Timely completion of the degree is essential for success on the job market. Thus, it is imperative that students meet regularly with the chairs of their dissertation committees for guidance and to ensure that

they are pursuing a productive line of inquiry and within an appropriate time frame.

5.2 Reporting Requirement

All students will submit to the Graduate Advisor **at the end of the spring quarter** a formal, written report about the progress they have made on their dissertations. This report will be submitted electronically in MS-Word attachment, Your reports will be read by the entire graduate faculty, after which, in some cases, you will receive a brief electronic communication from the Graduate Advisor expressing areas of concern. Beyond evaluating degree progress, these reports may impact funding decisions.

5.3 Resources

Many resources are available campus-wide for assistance and support; and the Department strongly encourages dissertation writing support groups. The Center for Academic Skills Enrichment (CASE) has staff to assist graduate students with the writing of their theses. The Graduate Division gives guidelines on the final format of the thesis. (It is especially important to verify required margins before photocopying hundreds of pages.) For details, consult the *Guide to Filing Theses and Dissertations at UCSB*, available on the Grad Division Web site.

Also, consult ProQuest Information and Learning for abstracts of dissertations:
<http://www.umi.com/umi/dissertations/>

5.4 Concurrent Employment

Doctoral candidates may continue to work as Teaching Assistants while writing the thesis, as long as adequate progress is being made. There are, however, certain limits set by the university on the number of quarters a student may hold a TA-ship (see Section 8 below).

5.5 Dissertation Defense

Upon completion of the dissertation, doctoral candidates are invited to set up an oral defense of their dissertation. The defense is not a mandatory step for filing a dissertation, but since it presents the culminating event of students' doctoral studies, they are encouraged to defend their work in a forum that is open to public.

5.6 Filing the Dissertation

You may file your dissertation during a quarter when you are not a registered student, but to do so you must pay the registration fees.

6. TEACHING OPPORTUNITIES

Teaching Assistants and Associates play an important role in educating our undergraduates. Large classes, where less individual attention from the primary instructor is possible, are generally divided into small, TA-taught sections, where students are often

more comfortable asking questions, participating in discussions, and asking for help than in a large group. Our faculty greatly appreciates the service TAs and Associates provide.

The Department of Theater and Dance offers an unusually wide variety of teaching assignments, including introductions to acting, theater studies, and performance studies, as well as various practical aspects of theater such as directing and a technical assistantship.

Please note: Prospective TAs and Associates whose native language is not English must pass an evaluation of proficiency in spoken English before they can be certified for teaching duties.

6.1 Selection Criteria

Teaching assignments are made by the Chair and the Graduate Faculty and are based on individual merit, competence, and past performance (as evidenced, e.g., by undergraduate evaluations and ESCI scores). While we do our best to accommodate specific requests from students about their particular teaching interests, programmatic need takes precedence in all cases over individual wishes.

6.1.1 New students will be considered eligible for TA appointments based on a combination of factors: overall academic record; area of specialization; prior experience as instructors; expertise. In appointing new students as TAs, the Graduate Committee consults transcripts, letters of recommendation, and other application materials that indicate training and abilities. Additionally, the Graduate Committee may require an interview (either by phone or in person) before making an appointment.

6.1.2 Continuing students are considered eligible for TA appointments based on the criteria outlined in the University's Academic Personnel manual (APM, section 410), as well as the University's Red Binder of policies. The following requirements apply to continuing students, who must

- be registered graduate students in full-time residence
- show evidence of academic excellence
- show evidence of promise as a teacher (as reflected, e.g. by student evaluations, ESCI scores, etc.) as well as experience and excellence for specific courses
- maintain a 3.0 GPA (minimum)
- be in good academic standing (no incompletes)
- be making good progress toward the degree in accordance with the departmental norms outlined above
- be enrolled in at least 8 units (the Theater Department requirement is 12 units for all students)
- have already served 12 quarters or less as a TA (up to 18 quarters, maximum, by approved exception)

If the number of eligible students exceeds the number of available TAs, appointments

will be made based on a combination of the following factors:

- previous teaching experience (at UCSB and elsewhere)
- teaching effectiveness (based on faculty observation and student “ESCI” evaluations)
- expertise (suitability for an appointment)
- academic record

TAship is always both a form of employment and a form of work toward academic credit (THTR 500). Though the grade given is S/U, the work of teaching is evaluated by the supervising instructor as well as by the students (via the ESCI system of course evaluations) and must be completed to a high standard. If the work is not done satisfactorily, subsequent TAships can be withdrawn at the end of any quarter. Normally, a TA will be given one quarter’s warning along with advice on how the work might be brought up to a standard.

To be appointed as an Associate, in addition to fulfilling the criteria outlined above, students must either have earned a Master's degree from UCSB or another accredited institution, or must have passed the Department's doctoral qualifying examinations.

The department makes every effort to notify students as soon as possible of their appointments and reappointments for the subsequent academic year; but official appointment letters tend to go out in the Spring. Students are asked to respond, in writing, in a timely manner, by accepting or declining the proposed appointment. Students who wish to be considered for an appointment other than the one made by the Chair should contact the Graduate Advisor.

6.2 Faculty Observation and Evaluation of TAs/Associates

As an instructor of record, the individual faculty member is responsible for mentoring and guiding TAs and Associates in their roles as apprentice instructors. To assure mentoring and guidance, university policy requires that faculty visit classes taught by their TAs and by Associates. Such visitations and, ideally, post-visit consultations, are valuable in helping TAs and Associates develop as instructors, and in enabling faculty to address teaching abilities in letters of reference written for graduate students applying for jobs.

The instructor of record will schedule classroom observation in advance. In case of concerns, a follow-up visit may be arranged. TAs and Associates should view the visits in the positive, cooperative spirit in which they are meant, as opportunities to interact with faculty on a collegial basis in our pedagogical activities. We can no doubt learn from one other in the process.

6.3 Teaching Assistantships and Salaries

Teaching assistantships are the chief source of financial support for our graduate

students. TAships cover in-state fees and health insurance. **Please note that paychecks are issued at the end of the pay period. Thus, your first paycheck will not arrive until Nov. 1;** the last paycheck arrives July 1. With a TAship, it is possible to defer payment of any remaining fees until the arrival of your first paycheck. Make sure to request a deferral letter from the Graduate Program Assistant. Also, in emergencies, it is possible to borrow against your first paycheck. See Section 10.3, "**emergency loans.**"

The university limits TAships to 12 quarters, with exceptions allowed up to a maximum of 18 quarters. (Summer TAships are not counted in this tally.) Renewal of TAships is based on academic and pedagogical performance.

Note: if a student's GPA falls below 3.0, his/her TAship will be withdrawn, according to university policy, which supersedes any departmental contracts for a one-year TAship.

6.4 TA Fee Offset

The TA fee offset pays the education and registration fees. (**It does NOT pay nonresident tuition.**) The student is still responsible for miscellaneous fees.

6.5 Other Teaching Opportunities

Other employment may be available in the Department, through faculty research grants or readerships in large upper-division classes. For domestic students, any additional employment beyond a 50% TAship must be approved by both the departmental Graduate Advisor and the Graduate Division, which will want assurances that you are making good progress toward the degree. For foreign students, employment beyond 50% is only possible during holidays, spring break, and summer. Departments occasionally appoint advanced graduate students as readers. These positions have variable salaries and duties (such as grading exams); and they provide health insurance as a benefit with appointments of at least 25%. Contact the Department regarding the availability of these positions. The Campus Learning Assistance Services Office (CLAS) also hires students in all fields at variable salaries. Phone: 893-3269 or 893-4248.

Graduate students may also be invited to teach during UCSB's Summer session, on a competitive basis. Please note that Summer TAships are subject to 9% FICA withholding, like most forms of employment in the U.S. (This is not the case, however, for TAships during the regular school year. Regular TA salary is "sheltered" from FICA because TA's are considered primarily as students, not employees.)

6.6 Instructional Development: <http://www.id.ucsb.edu/id/>

Instructional Consultation at the University of California at Santa Barbara is dedicated to providing the faculty and teaching staff of UCSB with the highest caliber professional consultation in matters of instructional design, delivery, and evaluation. To this end, the office consists of a number of related functional units and programs. Kerr Hall, phone

893-4335.

6.7 TA Development Program: <http://www.id.ucsb.edu/id/>

Instructional Consultation's campus-wide TA Development Program (893- 3341, TADP@id.ucsb.edu) offers training activities for Teaching Assistants and serves as a resource for departmental TA training programs.

7. ARTISTIC EXPERIENCE AND OPPORTUNITIES

7.1 Events Tickets

Teaching Assistants and Associates are eligible for two complimentary tickets for designated departmental productions. Be sure to sign up in advance when you receive an email from the Production Unit.

7.2 Production Opportunities

Doctoral students are expected to devote most of their time to scholarly research and writing. However, upon approval by their dissertation directors or primary advisors, those who possess both artistic talent and the ability to manage their time will have a number of artistic opportunities available to them. Qualified students may have the opportunity to direct in the Department's main stage season or to participate as directors in the development of new work. They may apply to direct in the following venues:

Graduate Student One-Acts. In this case, the student signs up for THTR 261 and directs a one-act play. This course may be repeated for credit.

Mainstage Season

7.2.1 Eligibility

Any student selected to direct must be a registered student in good standing. He or she must have the prior approval of his/her Committee Chair and committee (if the latter has been formed). His/her academic performance must also be deemed excellent by all standards that we use to assess progress, such as grades, timely progress toward the degree, and teaching (as evidenced by student evaluations and supervisor's assessments).

If a graduate student is to direct in the season, s/he should have already directed a play in the graduate one-act program, and, quite obviously, should have shown an aptitude for directing. Some experience directing either in the department or elsewhere is desirable.

7.2.2 Application Process

In response to a call for applications, interested students submit a written letter of application which includes any and all supporting documents requested in the call (such as a CV, a production notebook, etc.). Advisor, if student has one, is who should approve. If accepted, the students signs up for 4 units of THTR 261.

7.3 I.V. Live: <http://www.ivlive.net/>

I.V. LIVE is a producing organization that presents live performing arts every weekend in Isla Vista, a densely populated community on the beach and next to UCSB. It presents comedy, music, poetry and theatre. In Fall 2005, e.g., I.V. Live presented IMPROVABILITY, UCSB's premier short form improvisation group, every Friday night in Embarcadero Hall at 8 pm. See www.ucsbimprovability.com.

8. NORMATIVE TIME

At UCSB, "normative time" is the number of years department faculty believe reasonable for a full-time student, entering under normal circumstances, to complete the Ph.D. In the Department of Theater and Dance, normative time is as follows:

2-3 years for completion of the MA

5-6 years for completion of the MA/Ph.D. degree program

4-5 years for completion of the Ph.D. for those who entered with an MA or MFA from another institution

The departmental sense of normative time is more stringent than the absolute limits set by Graduate Division.

The university has its own "time to degree" limits: 4 years for the MA and 7 years for the Ph.D., with the possibility of a one-year "grace period" beyond normative time.

8.1 "P-3" Status

Students who have been advanced to candidacy for more than 9 quarters (3 years) are considered to be "P-3," and cannot be considered for campus fellowships. They can, however, be awarded TAs at the discretion of the Department, within the guidelines outlined in this section.

8.2 Normative Time and Employment

If a student has worked for 3 years on his or her dissertation **after** advancing to candidacy, then he or she has reached the absolute limit set by the Graduate Division. Anything after that third year is considered beyond "normative time," and fee offset support (DCFOP) will be withdrawn.

Students who are beyond normative time cannot be considered for campus fellowships. Nor can they be employed on campus unless an exception is granted by the Dean of the Graduate Division. Although

University policy states that a student may be a TA for 12 quarters, exceptions to this policy are usually granted, up to an absolute maximum of 18 quarters. Summer teaching appointments are not counted in these calculations.

8.3 Some Recommendations

Following is some advice on making timely progress toward the degree:

Know your course requirements, as listed in this Handbook (and in the General Catalog), and know the Graduate Division Handbook. Doctoral students should bear in mind that qualifying exams may not be taken until all course requirements have been satisfied.

Know your language requirements and take language exams as soon as possible, preferably during the first year in the program. Find out which faculty member or department is responsible for the language exam(s) you must pass, when the exam(s) will be given, and make arrangements to take them. Doctoral qualifying exams may not be attempted until all language requirements have been satisfied. Some language "reading" courses are offered at UCSB. Check with appropriate language departments.

Know all of your non-course requirements (Masters theses, doctoral dissertations, production experience [if necessary], etc.). Theses and dissertations must be prepared according to certain specifications, described in a publication available from the Graduate Division (see above, Section 5.3).

Record your progress in completing program requirements. Meet quarterly with the Graduate Advisor or your designated mentor; and meet with the Graduate Program Assistant periodically to make sure you are on track for finishing your courses and other degree requirements in a timely manner. Schedule an appointment with both the Graduate Program Assistant and the Graduate Advisor in the fall of the year you anticipate finishing all courses (and/or all other degree requirements for graduation) in order to make sure that you will, in fact, have completed them all.

Record your professional achievements and share them at least once a year with the Graduate Advisor and with your advisor. Not only is this an important practice to develop as you prepare and update your CV: it assists the Department in making the best possible case for you if you are competing for UCSB and extramural scholarships, fellowships, grants, etc. It is also key to your future letters of recommendation. Moreover, by keeping the Graduate Division informed of your activities, you help us to continue raising our profile as a department of distinction at UCSB, and thereby increase our chances of better funding for graduate study in theater. We are especially interested in such achievements as these:

- publications
- permanent appointments
- awards (scholarly and performance)
- papers and lectures before meetings of professional societies
- special invited performances
- temporary appointments (as adjunct faculty)

9. FELLOWSHIP OPPORTUNITIES

In addition to the possibility of serving as a Teaching Assistant, graduate students may qualify for a large variety of funding opportunities based on merit as well as financial need.

Most university fellowships will be credited directly to your BARC account in 3 equal installments, at the beginning of the 3 quarters of the academic year. If there is a surplus after all fees have been paid, you may receive a stipend check, available shortly before

the beginning of the quarter. International students should pick up their first check in Accounting, where they will sign a citizenship statement. All other checks are available at the Cashier's Office, 1212 SAASB.

9.1 The FAFSA

All domestic students who wish to be considered for any kind of financial aid, including TAships, fellowships, and loans, must file the FAFSA (Free Application for Federal Student Aid) every year, by March 2nd. You can obtain paper applications in the Financial Aid Office, or you may fill out the form online, at www.fafsa.ed.gov/. Awarded fellowships are contingent on FAFSA reporting by the student. See also http://www.finaid.ucsb.edu/Index_NS.asp.

Students who do not file the FAFSA by March 2nd will not receive Priority consideration for need-based aid.

9.2 Campus Fellowships

The Graduate Division's Web site is the best source for information on both university and extramural fellowships. See <http://www.graddiv.ucsb.edu/financial>. Consideration for most fellowships is dependent upon being nominated by the Department's Admissions and Fellowships Committee, but certain dissertation-related fellowships can be applied for by the student. Please do all you can to take the initiative to search the Graduate Division's Web site and schedule an appointment with the Department's Director of Recruiting, Admissions, and Fellowships as need be.

N.B. Recipients of some UCSB fellowships (including the Chancellor's, Regents, Humanities Special, Doctoral Scholars) have campus employment restrictions: the Department may offer them one quarter of TAship only (considered 50% employment), with the option of an additional 25% position during another quarter. Such offers are at the discretion of the Department and require the approval of the Graduate Advisor. **Students who are beyond normative time or have P-3 status cannot be considered for university fellowships.**

9.3 Department Fellowships

When funding is available, the Department of Theater and Dance tries to offer a fellowship, which is designed to buy out a TA-ship in order to give the recipient more time for advanced research and writing.

9.4 Extramural Fellowships

Advanced students are strongly encouraged to compete for extramural fellowships. The Graduate Division's Web site is the best source of information on Extramural Fellowships: <http://www.graddiv.ucsb.edu/source>
Again, please take the initiative and search the database for appropriate sources of

funding and schedule an appointment with the Department's Director of Recruiting, Admissions, and Fellowships as need be.

9.5 The Interdisciplinary Humanities Center

The Interdisciplinary Humanities Center at UCSB is also a source of fellowships: see <http://www.ihc.ucsb.edu/>.

9.6 Graduate Student Travel Grants (Campus)

Academic Senate Doctoral Student Travel Grants

These grants are available to doctoral students who have advanced to candidacy, who have been invited to present a research paper at a scholarly meeting, to give a performance, or to present the results of research before a distinguished audience. Students are eligible to receive support for one trip during their scholarly career. Applicants must be registered or on an approved leave of absence. Students in joint degree programs are eligible for up to one half of the regular allocation. Applications for travel funds must be accompanied by an abstract of the paper to be presented, a copy of the formal invitation, and a letter of support from your advisor indicating the importance of the forum. The conference must be important to the discipline and preference is given to travel associated with potential academic employment. Funds are limited and applications are accepted year-round until funds are exhausted or until May 15, whichever comes first. For information and an application form, visit <https://senate.ucsb.edu/grants/doctoral.student.travel/>.

GSA Pre-Doctoral Student Travel Grant

The Graduate Students Association (GSA) has a small amount of funding available for graduate students to use towards the cost of registration and travel for professional conferences or meetings. You may apply if you have a presentation accepted for a conference or meeting and do not qualify for the Academic Senate's Doctoral Student Travel Grant (see above). Up to \$75 may be awarded for travel costs and/or registration or conference fees. The money is granted on a first-come, first-served basis each quarter until funds are exhausted. See <http://ucsbgsa.org/documents/funding>.

9.7 The Consortium for Literary Theory and Culture

For students presenting their work at distinguished scholarly conferences, limited funding of \$200-\$500 is also available through the Consortium for Literature, Theory and Culture at UCSB (CLTC). These funds may be used to cover travel, hotel, registration, or food (within University accounting standards). Applications should be sent at least 45 days prior to the scheduled conference presentation, and should include a cover letter, a one-page abstract, and a budget. All grant recipients are required to present their work in the CLTC student roundtable discussions that take place twice each quarter. Applications are made electronically to the Chair of the CLTC. For more information, please see: <http://www.cltc.ucsb.edu/scholars/scholars.html>

9.8 Nonresident Tuition Fellowships

We have very limited funding for nonresident tuition fellowships, made available to us by the Graduate Division. Awards may be made for full or partial payment of nonresident tuition, on a year-to-year basis. **Tuition fellowships cover nonresident tuition costs only; recipients must still pay university fees (registration fee, education fee, and health insurance if not covered by a TAship).** Tuition fellowships are awarded primarily to domestic out-of-state applicants (U.S. citizens or permanent residents), who are expected to take steps immediately upon their arrival at UCSB to establish California residency. If the proper steps are taken, residency becomes effective one year later.

For international students (who cannot establish California residency) there is a reduction in non-resident tuition fees after they have advanced to candidacy. This fee will be reduced by 100% for up to 3 years from the date of advancement to candidacy. If you have not completed the degree within 3 years of advancement, non-resident tuition will revert to 100%, for which you will be entirely responsible.

9.9 Taxes on Fellowships

Fellowships that are paid directly for tuition and fees are not considered taxable income. Stipends used for other purposes are taxable income. Thus a student receiving a fellowship which includes a stipend, the payment of fees, and tuition, will pay taxes only on the stipend. A student receiving a stipend from which he or she is expected to pay fees and tuition will subtract those items and pay taxes on the remainder. Nonresident tuition fellowships, fee offsets, and travel grants are not taxable.

10. FINANCIAL MATTERS

10.1 Taxes

TA salaries are taxable. The amount you pay for tuition, fees, books, and course materials may not be deducted from this salary for tax purposes. For international students, the University is required to withhold taxes at a rate of 14% for federal taxes and 5% for state taxes. **All international students must bring their passports and complete a statement of citizenship" at the Accounting office (301 Student Affairs Bldg.) at the beginning of fall quarter and again after 1 January for the new calendar year.** If you are from one of the countries listed below, which have tax treaties with the U.S., you can avoid having some of the 14% federal tax withheld.

Countries with Tax Treaties with the United States:

Austria, Belgium, China, Cyprus, Egypt, Finland, France, Iceland, Japan, Korea, Morocco, Netherlands, Norway, Philippines, Poland, Romania, Trinidad & Tobago, and the former USSR

10.2 Deferral of Payment of Fees

Teaching Assistants may defer payment of fees until they receive their first

paycheck of the quarter. Request a letter from the Graduate Program Assistant, and take it to the Cashier's Office, 1212 Student Affairs Bldg. There is a \$25 fee for deferrals.

10.3 Emergency Loans

Teaching Assistants can borrow against their first paycheck, starting on the first day of fall quarter. Request a letter from the Graduate Program Assistant confirming that you are a TA, and take it to the Financial Aid Office. They will lend you one month's TA salary, which is repaid in 3 installments, automatically deducted from your paychecks of 1 November, 1 December, and 1 January. A 1% interest fee is charged. Other small emergency loans may be available through the Alumni Association. If you have financial problems, you can discuss them with the Graduate Program Assistant.

10.4 Charles Den Bell Loan Program

Established from a gift from Richard Charles Den Bell in memory of his father, Charles Den Bell, this loan program is based on academic merit plus financial need. Loans are awarded through the Graduate Division. Students may apply multiple times for loans up to a combined total of \$10,000. The application deadlines are: mid-October and mid-March. Applications are available at the Graduate Division.

To be eligible, students must be registered in MA or Ph.D. programs; be a U.S. citizen or permanent resident; and have no previous defaults on any educational student loan. They must have been in residence at UCSB for at least 3 quarters.

Terms: Repayment begins 12 months after graduation or leaving the university. 8% interest rate begins accruing in the first month of the repayment period. Maximum repayment period is 10 years.

11. HEALTH INSURANCE AND STUDENT HEALTH SERVICES

Major medical health insurance is provided at no charge for all Teaching Assistants. For all other graduate students, enrollment in the Graduate Student Health Insurance Plan is automatic and part of the registration process. Students who can show evidence of comparable outside health insurance coverage can be exempted from this fee. The health insurance begins on the first day of the fall quarter and continues for one year, if the student is enrolled for all 3 quarters. Spouses and dependents are eligible for enrollment in the Graduate Student Health Insurance Plan, for a fee. Details and an application form are in the GSHIP handbook distributed at the beginning of fall quarter, or on the Student Health Services Web site: <http://www.sa.ucsb.edu/studenthealth/insurance/index.asp>

11.1 Student Health Services

For minor illnesses and injuries, go to the campus Student Health Service center. There is an annual deductible; after it is met, basic services are free for the rest of the plan year. A co-payment is charged for the eye clinic, the dental clinic, and physical therapy. For details, consult the Web site listed above, the SHS brochure or call 893-3371.

Except in emergencies, you should go to the SHS center first; they will refer you

elsewhere if necessary. If you are outside of a 50-mile radius of Santa Barbara, you can seek medical attention wherever available, but you must notify SHS no later than 72 hours (3 days) after receiving treatment, if the expenses are to be covered by your health insurance policy. For local emergencies or for major medical problems, your policy covers treatment at Goleta Valley Community Hospital and at Santa Barbara Cottage Hospital. Again, notify SHS within 72 hours if you sought attention elsewhere.

11.2 Graduate Student Counseling Services

This office provides personal counseling currently to registered UCSB students. Continuing UCSB students may be seen during the summer for a few sessions with payment of a fee. Non-student spouses or partners in a committed relationship may sometimes be seen 1) with their partner for couples counseling of a short term nature or 2) for a single session under emergency circumstances for assessment and referral out. Please see: <http://www.counseling.ucsb.edu/>.

APPENDIX 1

Timeline for Graduate Students in Theater Studies

FALL QUARTER

September

- Doctoral Comprehensive Written Examinations.
- Orientation Activities.
- Registration for courses: each student should consult with either the Graduate Advisor or his/her designated mentor **before** registering for any courses.
- Doctoral Comprehensive Oral Examinations.

November

- Second-year MA students should consult with Graduate Program Assistant for a degree check.

WINTER QUARTER

January

- Nomination of Master's Degree Committee Members: Second-year MA, and MA/Ph.D. students are required to constitute their Master's Degree Committee.
- MA/Ph.D. Qualifying Exams. The Qualifying exam is arranged by the Faculty Graduate Advisor. Once the exam has been scheduled, the student should notify the Graduate Program Assistant of the date, time, and place of the examination.
- Nomination of Doctoral Committee Members: Second-year Ph.D. students need to submit the nomination of the Ph.D. committee for comprehensive exams.

5 January is the application deadline for MA students applying for the Ph.D. program.

March

- **FAFSA forms are due without fail.**
- Nomination of Doctoral Committee Members: **Second-year Ph.D.** students and **Third-Year MA/Ph.D. students** are required to constitute their Doctoral committees by the 10th week of Winter Quarter.
- Graduate Student Colloquium/Recruiting

SPRING QUARTER

May/June

- Oral Exams. **Second-year MA and MA/Ph.D.** students are responsible for scheduling the Comprehensive Oral Examination with their committee members during Spring Quarter and notifying the Graduate Program Assistant of the date, time, and place of the examination. After the Comprehensive Oral Examination, the committee members evaluate the student Oral Exam and determine if the student passed the qualifying examinations. A copy of the students **MA thesis** is submitted to the Department by the last day of Spring quarter.

APPENDIX 2

Protocol for Qualifying Examinations

In order to prepare you for the most comfortable and efficient experience possible, please bear the following in mind:

Dictionaries are permitted; other texts are not. No notes permitted.

- Please plan to arrive at least 15 minutes early in order to install yourself at your designated computer.
- Normally, in an exam situation, the Department will make every effort to reserve the computer lab for our exclusive use so that you will not be disturbed by noise or by other students using the lab.
- You may not bring disks, back-packs, large bags, etc. into the lab. Please do not be offended if the proctor inspects any items that you bring into the exam space.
- While you are working on your exam, be sure to **SAVE YOUR WORK FREQUENTLY.**
- At the end of the exam, a departmental representative will assist you in printing out your exams.
- Needless to say, access to the Internet is forbidden during exam situations; and all Internet connections will have been disabled prior to the exam.

Please do your best to write thoughtful, well-organized essays (introduction, specific examples, conclusion, etc.). We strongly recommend that you take care to budget your time during the exam in order to ensure sufficient attention to each question.

